



Republic of the Philippines
Philippine Statistics Authority
Region II – Cagayan Valley

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

PBGOODS-2021-01

**SUPPLY AND DELIVERY
OF JANITORIAL SUPPLIES AND MATERIALS,
COVID-19 RESPONSE SUPPLIES AND MATERIALS,
ICT EQUIPMENT, SUPPLIES AND
ACCESSORIES AND OFFICE SUPPLIES
FOR PHILSYS**

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC –Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



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INVITATION TO BID

SUPPLY AND DELIVERY OF JANITORIAL SUPPLIES AND MATERIALS, COVID-19 RESPONSE SUPPLIES AND MATERIALS, ICT EQUIPMENT, SUPPLIES AND ACCESSORIES AND OFFICE SUPPLIES FOR PHILSYS

1. The *Philippine Statistics Authority - Regional Statistical Services Office II (PSA-RSSO II)*, through the *Fiscal Year 2021 General Appropriations Act* intends to apply the sum of ***NINE MILLION THREE HUNDRED THIRTY NINE THOUSAND EIGHT HUNDRED TWO PESOS AND FOUR CENTAVOS (Php9,339,802.04)*** being the ABC to payments under the contract for ***PBGOODS-2021-01: SUPPLY AND DELIVERY JANITORIAL SUPPLIES AND MATERIALS, COVID-19 RESPONSE SUPPLIES AND MATERIALS, ICT EQUIPMENT, SUPPLIES AND ACCESSORIES AND OFFICE SUPPLIES FOR PHILSYS***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *PSA-RSSO II* now invites bids for the above Procurement Project. Delivery of the Goods is required within ***45 calendar days from the receipt of Notice to Proceed***. Bidders should have completed, within ***five (5) years prior to the date of submission and receipt of bids***, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

LOT 1 – Janitorial Supplies and Materials

L O T N O.	IT E M N O.	QTY	ITEM / DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	BIDDING DOCUMENTS FEE (PhP)
1	JANITORIAL SUPPLIES AND MATERIALS			PhP2,262,660.00	PhP5,000.00
	1	288	AIR FRESHENER (Aerosol, 400 grams(min) crisp, clean scent)		
	2	864	BLEACH , 1 Liter		
	3	46	BROOM , plastic with dustpan, durable		
	4	588	DETERGENT POWDER , all purpose, 1kg		
	5	2,280	DISINFECTANT SPRAY , aerosol type, 400-500 grams, with broad spectrum activity: kills different types of bacteria, fungi & viruses as identified in the label)		
	6	8,640	MICROFIBER CLOTH , (Material: Microfiber, color: any, soft & mop surfaces without any damages, can effectively remove oil, 14x14cm)		
	7	13,680	MICROFIBER CLOTH , (Material: Microfiber, color: any, soft & mop surfaces without any damages, can effectively remove oil, 12x12cm)		
	8	336	RAGS , all cotton, 32 pieces per bundle		
	9	2,328	TRASH BAG , (10pcs per pack, Polyethylene (PE) Plastic, contain min. of 30% postconsumer material, tubular type, with tie or without type, color: black, tear resistant, leak-proof bottom seal, dimension:940mmx1016mm (-6mm) (37"x40"), thickness: min. of 0.02mm)		
	10	92	TRASHBIN , Swing type cover, 25 cm x 25 cm x 36 cm		
	11	24	WASTE BIN , (stainless steel round push waste bin 8L, various sizes, shiny appearance, easy clean, suitable for office)		

Lot 2 – COVID-19 RESPONSE SUPPLIES AND MATERIALS

L O T N O.	IT E M N O.	QTY	ITEM / DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	BIDDING DOCUMENTS FEE (PhP)
2	COVID-19 RESPONSE SUPPLIES AND MATERIALS			PhP2,497,014.48	PhP5,000.00
	1	2,016	ALCOHOL , (Ethyl 500ml, 70% Ethanol/Ethyl Alcohol, colorless clear liquid, fully miscible in water, cap:Flip-top/pull-up, scented		
	2	8,760	ALCOHOL , (With Sprayer, 330ml, 70% pure IPA, ideal for electronics cleaning & flux thinning, plastic safe, non-ozone depleting), For PUBLIC		
	3	3,312	ALCOHOL , ethyl, 70%, 500ml		
	4	552	ALCOHOL , spray, ethyl, 70+%, 500ml		
	5	25,920	ASCORBIC ACID , (Vitamin C with zinc), 500mg		
	6	2,016	FACE MASK , piece (PRT) (50ocs/box, medical device class 1, 3-ply (PP spun bond inner & outer layers, PP melt blown filter layer), latex free, fiber glass free, bacterial filtration efficiency (BFE):>16kPa*, SU=50pcs in a dispenser box, per cartoon 40SU=2,000pcs)		
	7	24	FOOT BATH WITH DISINFECTANT , (60cmH x 90cmW, comes with tray, Mat: Mid-density foam, slower rate of disinfecting of soles & sides of shoes, Disinfectant: Active ingredients Benzalkonium chloride, Kills viruses, bacteria & fungi, Hospital Grade)		
	8	1,644	HAND SANITIZER , 100ml		
	9	672	HAND SANITIZER , 300ml (Superior antibacterial protection, scented & moisturizing)		
	10	138	HAND SOAP , 750ml		
	11	600	HAND SOAP , 99.9% Germ free soap, pump type opening		
	12	30,240	LATEX GLOVES/PIECE , (PRT) (Material natural rubber latex, color pale yellow, the color may vary due to storage time and conditions, design straight fingers, thumb & finger in one plane, fits either hand (Ambidextrous) rolled rim, powder content <10.0mg/dm ² , sterilization non sterile, shelf life 3 years from the date of manufacture)		
	13	1,812	REUSABLE FACE SHIELD , (Full face shield, anti-fog, latex-free, one size fits all, soft head foam, comfort stretch band)		
	14	1,668	SURGICAL MASK , 3 Ply Disposable		
	15	50	THERMAL SCANNER , (gun type, measurement ranger: human body temperature mode-30.0 C - 42.0 C, display resolution: 0.1 C, accuracy: 32.0 C 35.0 C -42 C, display screen: LCD, dimensions: 149x38x42mm, battery 2x1.5V AAA Batteries, storage environment: -20 C -+55 C, weight: approx. 0.69g - without batteries)		

LOT 3 – ICT Equipment, Supplies and Accessories

L O T N O.	IT E M N O.	QTY	ITEM / DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	BIDDING DOCUMENTS FEE (PhP)
3	ICT Equipment, Supplies and Accessories			PhP2,369,655.00	PhP5,000.00
	1	40	ADAPTOR , USB Type C to Type A for registration kits, heavy duty		
	2	1	CAMERA , Compact, Resolution: 4000 x 3000, 12 megapixels, 2/3" (8.8 x 6.6 mm), CMOS, Auto (Up to ISO 3200), 28-112 mm, SD/SDHC/SDXC, USB 2.0 (480 Mbit/sec), 117 x 70 x 57 mm (4.61 x 2.76 x 2.24")		
	3	5	DOCUMENT SCANNER , S600 Document Scanner for registration Kit		
	4	40	HDMI CABLE , (standard to mini) for Registration Kits: 1 Meter		
	5	312	INK REFILL , 003 for Office use Printer (Black), 100ml, genuine/original		
	6	192	INK REFILL , 003 for Office use Printer (Cyan), 100ml, Genuine/original		
	7	192	INK REFILL , 003 for Office use Printer (Magenta), 100ml, Genuine/original		
	8	192	INK REFILL , 003 for Office use Printer (Yellow), 100ml, Genuine/original		
	9	1,236	INK REFILL , for registration kit printer. Description: Pigment Ink, 774, Black, genuine/original		
	10	24	INK REFILL , GT52 Black, Genuine/original		
	11	24	INK , 859, Black, Genuine/original		
	12	10	LCD Extended Monitor 14" with cables for registration kits		
	13	24	PORTABLE PA SYSTEM , (2 wireless microphone, built-in-battery, USB, bluetooth/NFC, remote control, rechargeable battery, power: 400W)		
	14	30	PORTABLE RECHARGEABLE MEGAPHONE , with rechargeable batteries and charger included Talk, siren, usb, sd and recording function Broadcast range: >800 meters Power: 25 watts RMS, 50 watts max		
	15	1	PORTABLE SPEAKER , Powered Portable Speaker with Mic Power: 600-750 watts Built-in and Rechargeable Battery With USB port and Bluetooth / NFC Impedance: 40 Ohms Frequency Response: 50Hz - 20kHz S/N Ratio : 71Db		
	16	1,404	QUEUING DISPENSER REFILL , 1 roll of 2 Digit Take a Number Tickets 2000 tickets per roll LCD Extended Monitor 14" with cables for registration kits HDMI Cable (standard to mini) for Registration Kits: 1 Meter USB Type C to Type A Adaptor for registration kits MicroUSB cable (1 meter) for		

			Registration Kits USB Type Mini B (2 meters) 1 roll of 2 Digit Take a Number Tickets 2000 tickets per roll
	17	80	USB CABLE , (1 meter) for Registration Kits
	18	40	USB Type Mini B , (2 meters)
	19	1	WIRELESS MIC SYSTEM , rode Wireless Go Superb miniature wireless mic system

LOT 4 – Office Supplies

L O T N O.	IT E M N O.	QTY	ITEM / DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	BIDDING DOCUMENTS FEE (PhP)
4	Office Supplies			PhP2,210,472.56	PhP5,000.00
	1	138	BALL PEN , Regular, 0.5 mm needle tip		
	2	612	BATTERY , dry cell, AAA, 2 pieces per blister pack		
	3	352	CARDBOARD , 1/2		
	4	24	CLIP , backfold, 19mm		
	5	312	CLIP , backfold, 25mm		
	6	336	CLIP , backfold, 32mm		
	7	312	CLIP , backfold, 50mm		
	8	1,044	CORRECTION TAPE , (disposable, dispensing mechanism: gear type, dispensing system: single line tape, with mechanism for adjustment/rewinding, tape, type: film based, usable length: 8meters min., width:5mm, color: white opaque, case equivalent, size & design: manufacturer's standard, with protective cap)		
	9	112	DATA FILE BOX , single		
	10	260	ERASER , plastic/rubber, branded 33X16X13MM		
	11	168	FASTENER , for paper, metal and non-corroding, thickness: base with prongs and compressor- 0.30mm min., able to holf 25mm thick multi-purpose paper 70gsm, 70mm between prongs)		
	12	208	FILE ORGANIZER , expanding, plastic, legal		
	13	4	FOLDER , fancy, with slide, A4		
	14	4	FOLDER , fancy, with slide, legal		
	15	4	FOLDER , L-type, A4		
	16	28	FOLDER , L-type, legal		
	17	220	GLUE , all purpose, 130g		
	18	460	ID Jacket , 12.6 x 9.5 cm		
	19	496	MARKER , permanent, branded, blue /broad		
	20	496	MARKER , permanent, branded, red /broad		
	21	496	MARKER , permanent, branded, black /broad		
	22	76	PADLOCK , Digits Number Mini Padlock Brass Combination Lock, 4 Digit Password Padlock (About 6.2 X 2.3cm), Material: Copper		
	23	352	PAPER CLIP , (wire diameter:1.0mm min., length: 50mm min., TOTAL length of wire:155mm min., assorted colors)		

	24	208	PAPER CLIP , vinyl/plastic coat, length: 33mm
	25	1,104	PAPER CUP , 8 oz
	26	1,104	PLASTIC CUP , 8 oz
	27	5,028	PAPER , multicopy, 80gsm, size: 210 mm x297mm
	28	3,336	PAPER , multicopy, 80gsm, size: 216 mm x 330 mm
	29	352	PENCIL , No. 2
	30	72	PLASTIC STORAGE BOX , (min. of 60-liter capacity, with handle)
	31	56	PUNCHER , (heavy duty, 30 sheets of 70gsm multipurpose paper, with two hole guide, diameter of hole:7mm (approx.))
	32	144	RECORD BOOK , 300 PAGES, (basis weight 35 gsm (-5%) thickness: 0.007mm. Size: 205mmx265mm, machine: machine: numbered pages, material: laminated chipboard, thickness: 1.5mm. Size 214mmx278mm, top 25mm, bottom:8mm)
	33	138	RECORD BOOK , 500pages , size: 214 mm x 278mm min
	34	70	RUBBER BAND , (350 grams min. net weight, thickness: 1.00mm min., lay flat length: 70mm min., tensile strenght: 9.81 Mpa min., elongation: 250% min.)
	35	56	SCISSORS , (for office stationery & household use, straight trimmer intended for cutting papers, plastic, cottons, rubber & other materials, overall length: 160mm min., thickness of cutting blade:170mm min., length of metal handle - measured from the center of the binding rivet screw to the tip of metal handle: 35mm min., construction quality)
	36	6,012	SIGN PEN , black, liquid/gel ink, 0.5 mm needle tip, branded
	37	56	STAMP PAD , (material: metal, plastic, or combination of plastic & metal, metallic material resistant to rust under normal usage, metal thickness: 020mm min., plastic material/component resistant to impact & ink, absorvent material used is felt or its equivalent, felt thicknes: 5mm min., stamp bed size: width 60mm min., lenght 100mm min)
	38	218	STAMP PAD INK , (volume (min): 50ml, with applicator, shall conform to required test performance: dry time, stability test, resistance to water, effect on rubber stamp, corrosion of stamp-paid container)
	39	312	STAPLE WIRE , (5,000 wires per box, steel wire coated with zinc, copper or any equivalent anti-corrosion material, dimensions in mm, width:12.70+0.15mm/-0.20mm, leg length:6.00+0.50mm/-0.20mm, thickness (D):0.40+0.05mm, width : 0.50+0.50mm, wires per strip:100 min.)
	40	50	STAPLE WIRE , 23/6 – 23/13
	41	106	STAPLER WITH WIRE REMOVER (loading capacity:200 staples min., one-time binding capacity of 2-20 sheets multi-purpose paper (70gsm), staple pusher shall be a metal place & spring, construction/structure, packing:8pcs. Per pack, individual box)
	42	450	TAPE , masking 24mm
	43	450	TAPE , packaging, 48mm
	44	450	TAPE , transparent, 24mm

	45	1,476	TOILET TISSUE PAPER , 2-plys sheets, 150 pulls
	46	504	WIPE OUT , (gel like, creamy white, water emulsified & compound, effective in removing dirt, stain & grease, no harmful ingredients)

Place of Delivery:

Cagayan: 3rd Floor De Yro Building, Mabini Street, Ugac Norte
Tuguegarao City, Cagayan 3500

Isabela: 2nd/3rd Floor LSP Building
Alibagu, Isabela 3300

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **PSA-RSSO II** and inspect the Bidding Documents at the address given below during **office hours**.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **12 October 2021** from the given address and website below **upon payment of a nonrefundable fee in amounts, pursuant to the latest Guidelines issued by the GPPB**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **to be presented in person, or through electronic means**.
6. The **PSA-RSSO II** will hold a Pre-Bid Conference¹ on **19 October 2021, 1:30 PM** at **City Hall Building Annex, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan**.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **02 November 2021, 11:30 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **02 November 2021, 1:30 PM** at the given address below. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

10. The **PSA-RSSO II** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

SHERYLL ELAINE S. RIGUA

Philippine Statistics Authority, Regional Statistical Services Office II

City Hall Building Annex, Regional Government Center

Carig Sur, Tuguegarao City, Cagayan 3500

Tel. No. (078) 304-8366

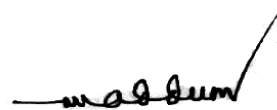
Email add: psa_rss02@yahoo.com.ph; Website: rss02.psa.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: rss02.psa.gov.ph

For online bid submission: psa_rss02@yahoo.com.ph

11 October 2021



MILAGROS C. ADDURU

Chair

Regional Bids and Awards Committee

PSA-RSSO II

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, *Philippine Statistics Authority - Regional Statistical Services Office (PSA-RSSO II)* wishes to receive Bids for the *Supply and Delivery of Janitorial Supplies and Materials, Covid-19 Response Supplies and Materials, ICT Equipment, Supplies and Accessories and Office Supplies for Philsys*, with identification number *PBGOODS-2021-01*.

The Procurement Project (referred to herein as “Project”) is composed of *four (4) lots*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *2021* in the amount of *NINE MILLION THREE HUNDRED THIRTY NINE THOUSAND EIGHT HUNDRED TWO PESOS AND FOUR CENTAVOS (PhP9,339,802.04)*.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]*The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address ***City Hall Building Annex, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan*** and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must

be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until ***120 calendar days from the date of opening of bids***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the ITB must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Any contract on supply and delivery of ICT Equipment, Furniture and Fixtures, Office Equipment and Personnel Kit and must be at least equivalent to fifty percent (50 %) of the ABC of the bidded lots; and</p> <p>b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</p>																												
7.1	<i>The Procuring Entity has prescribed that subcontracting is not allowed.</i>																												
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14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">FORM OF BID SECURITY</th> <th style="text-align: center;">LOT</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">PhP45,253.20</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: right;">PhP49,940.29</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: right;">PhP47,393.10</td> </tr> <tr> <td>Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> <td style="text-align: center;">4</td> <td style="text-align: right;">PhP44,209.45</td> </tr> <tr> <td rowspan="4">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center;">1</td> <td style="text-align: right;">PhP113,133.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: right;">PhP124,850.72</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: right;">PhP118,482.75</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: right;">PhP110,523.63</td> </tr> <tr> <td rowspan="4">Any combination of the foregoing.</td> <td style="text-align: center;">1</td> <td rowspan="4" style="text-align: center;">Proportionate to share of form with respect to total amount of security</td> </tr> <tr> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">4</td> </tr> </tbody> </table>	FORM OF BID SECURITY	LOT	AMOUNT	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	1	PhP45,253.20	2	PhP49,940.29	3	PhP47,393.10	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	4	PhP44,209.45	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	1	PhP113,133.00	2	PhP124,850.72	3	PhP118,482.75	4	PhP110,523.63	Any combination of the foregoing.	1	Proportionate to share of form with respect to total amount of security	2	3	4
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19.3	<i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i>																												

	<p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p> <p>See Annex H</p>
20.2	<p>For purposes of Post-qualification the following document(s) shall be required:</p> <ol style="list-style-type: none"> 1. Latest Annual Income Tax Returns (BIR Form 1701 or 1702). 2. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the previous six (6) months. <p><i>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).</i></p> <ol style="list-style-type: none"> 3. Pursuant to BIR Revenue Regulations No. 03-2005 dated 16 February 2005. 4. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: <ol style="list-style-type: none"> (a) Contract/s or Purchase Order/s; (b) Corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion. <p>NOTE: The requirement on SLCC is not applicable for bidders with DTI Certificate of Domestic Preference (DoBid).</p> 4. Submission of proof of evidence as proof of compliance with the bidder's actual offer, if applicable. <p>In the column "Bidder's Compliance", the bidder must state "comply" against each of the individual parameters of each specification corresponding to performance parameter of equipment offered. Statement of "comply" must be supported by evidence in a bidders bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's or distributor's un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.</p> <ol style="list-style-type: none"> 5. Valid and updated PhilGEPS Certificate of Registration (Platinum Membership), in the event that the PhilGEPS Certificate and the annexes submitted during Opening of Bids is not updated. <p>N.B. Documents submitted during post-qualification as part of postqualification documents must be certified by the authorized representative to be true copies of the original.</p>

6. The veracity of the subscribed Omnibus Sworn Statement submitted in accordance with Sec. 25.3 of the 2016 IRR of RA 9184 may be subject to verification. If found to be non-compliant, this shall serve as ground for post-disqualification as specified in GPPB Circular No. 01- 2008 dated 7 March 2008.
7. To determine the compliance of the items with the requirements of the agency, the actual sample of each item being offered by the bidder together with the Technical Data Sheet will be submitted for purposes of post-qualification. The bidder will have one (1) chance to present such items.
8. If the bidder fails to present the sample of the items being offered by them during the scheduled date of presentation, the Bids and Awards Committee (BAC) will declare the bidder post-disqualified for failure to comply with the requirements. The bidder will also be considered post-disqualified if different samples are presented for the same item.
9. For common items found in same or different lots but with different purpose, the bidders may present one (1) sample for all the lots.

For this purpose, the term "common items" excludes items which have the same description but with different technical specification.

10. Imported products (for electronic products) should pass international quality control product standards and have international quality control product markings such as CE, ISO, ASTM, ASQC, AFCIQ, ASQ, DGQ, EOQC, IQA, and the like.
11. For local manufacturers:
 - (a) Valid and current Certificate of Product Registration (CPR);
 - (b) Valid and current License to Operate (LTO);
 - (c) Certificate of Preference for Domestic Bidders Participating in Government Procurement Projects issued by the DTI, if available; and
 - (c) Other relevant ISO or any international technical standard compliance certification, if applicable.

For imported goods:

- (a) Marketing authorization, registration approval, or free sale certificate of the product issued in the country of origin;
- (b) Authentication or red ribbon certificate from Philippine consulate/embassy or documents authenticated through an Apostille by the Competent Authority based on the Apostille Convention.

12. Proof of availability of stocks such as but not limited to:

	<ul style="list-style-type: none">- Photos/Videos of the items in the supplier's warehouse- Import Documents or other related documents
21.2	<i>No further instructions.</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>The Project Site is: <i>Philippine Statistics Authority - Regional Statistical Services Office (PSA-RSSO II)</i>.</p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered in the Philippines. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered as specified in Section VI. Schedule of Requirements, specifically designated bodega of <i>Philippine Statistics Authority – Regional Statistical Services Office II (PSA-RSSO II), City Hall Building Annex, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is <i>SHERYLL ELAINE S. RIGUA</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p style="padding-left: 40px;">a. <i>includes delivery</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **six (6) months**.

Spare parts or components shall be supplied as promptly as possible, but in any case, within **one (1)** month of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

	Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

LOT 1 – JANITORIAL SUPPLIES AND MATERIALS

L O T N O .	I T E M N O.	ITEM / DESCRIPTION	QUANTITY			TOTAL AMOUNT	PLACE OF DELIVERY *	DELIVERED, WEEKS / MONTHS **
			TOTAL	CAGAYAN	ISABELA			
1	JANITORIAL SUPPLIES AND MATERIALS							
	1	AIR FRESHENER (Aerosol, 400 grams(min) crisp, clean scent)	288	-	288	PhP2,262,660.00		
	2	BLEACH , 1 Liter	864	552	312			
	3	BROOM , plastic with dustpan, durable	46	46	-			
	4	DETERGENT POWDER , all purpose, 1kg	588	276	312			
	5	DISINFECTANT SPRAY , aerosol type, 400-500 grams, with broad spectrum activity: kills different types of bacteria, fungi & viruses as identified in the label)	2,280	552	1,728			
	6	MICROFIBER CLOTH , (Material: Microfiber, color: any, soft & mop surfaces without any damages, can effectively remove oil, 14x14cm)	8,640	-	8,640			
	7	MICROFIBER CLOTH , (Material: Microfiber, color: any, soft & mop surfaces without any damages, can effectively remove oil, 12x12cm)	13,680	13,680	-			
	8	RAGS , all cotton, 32 pieces per bundle	336	-	336			

9	TRASH BAG , (10pcs per pack, Polyethylene (PE) Plastic, contain min. of 30% postconsumer material, tubular type, with tie or without type, color: black, tear resistant, leak-proof bottom seal, dimension:940mmx1 016mm (-6mm) (37"x40"), thickness: min. of 0.02mm)	2,328	552	1,776		
10	TRASHBIN , Swing type cover, 25 cm x 25 cm x 36 cm	92	92	-		
11	WASTE BIN , (stainless steel round push waste bin 8L, various sizes, shiny appearance, easy clean, suitable for office)	24	-	24		

LOT 2 – COVID-19 RESPONSE SUPPLIES

L O T N O.	I T E M N O.	ITEM / DESCRIPTION	QUANTITY			TOTAL AMOUNT	PLACE OF DELIVERY *	DELIVERED, WEEKS / MONTHS **
			TOTAL	CAGAYAN	ISABELA			
2	COVID-19 RESPONSE SUPPLIES							
	1	ALCOHOL , (Ethyl 500ml, 70% Ethanol/Ethyl Alcohol, colorless clear liquid, fully miscible in water, cap:Flip-top/pull-up, scented	2,016	-	2,016	PhP2,497,014.48		
	2	ALCOHOL , (With Sprayer, 330ml, 70% pure IPA, ideal for electronics cleaning & flux thinning, plastic safe, non- ozone depleting), For PUBLIC	8,760	-	8,760			
	3	ALCOHOL , ethyl, 70%, 500ml	3,312	3,312	-			
	4	ALCOHOL , spray, ethyl, 70+%, 500ml	552	552	-			

5	ASCORBIC ACID, (Vitamin C with zinc), 500mg	25,920	-	25,920			
6	FACE MASK, piece (PRT) (50ocs/box, medical device class 1, 3-ply (PP spun bond inner & outer layers, PP melt blown filter layer), latex free, fiber glass free, bacterial filtration efficiency(BFE):>16k Pa*, SU=50pcs in a dispenser box, per carton 40SU=2,000pcs)	2,016	-	2,016			
7	FOOT BATH WITH DISINFECTANT, (60cmH x 90cmW, comes with tray, Mat:Mid-density foam, slower rate of disinfecting of soles & sides of shoes, Disinfectant:Active ingredients Benzalkonium chloride, Kills viruses, bacteria & fungi, Hospital Grade)	24	-	24			
8	HAND SANITIZER, 100ml	1,644	1,644	-			
9	HAND SANITIZER, 300ml (Superior antibacterial protection, scented & moisturizing)	672	-	672			
10	HAND SOAP, 750ml	138	138	-			
11	HAND SOAP, 99.9% Germ free soap, pump type opening	600	-	600			

12	LATEX GLOVES/PIECE, (PRT) (Material natural rubber latex, color pale yellow, the color may vary due to storage time and conditions, design straight fingers, thumb & finger in one plane, fits either hand (Ambidextrous) rolled rim, powder content <10.0mg/dm2, sterilization non sterile, shelf life 3 years from the date of manufacture)	30,240	-	30,240		
13	REUSABLE FACE SHIELD, (Full face shield, anti-fog, latex-free, one size fits all, soft head foam, comfort stretch band)	1,820	1,668	144		
14	SURGICAL MASK, 3 Ply Disposable	1,668	-	144		
15	THERMAL SCANNER, (gun type, measurement ranger: human body temperature mode-30.0 C - 42.0 C, display resolution: 0.1 C, accuracy: 32.0 C 35.0 C -42 C, display screen: LCD, dimensions: 149x38x42mm, battery 2x1.5V AAA Batteries, storage environment: -20 C - +55 C, weight: approx. 0.69g - without batteries)	50	46	4		

LOT 3 – ICT EQUIPMENT, SUPPLIES AND ACCESSORIES

LOT NO.	ITEM NO.	ITEM / DESCRIPTION	QUANTITY			TOTAL AMOUNT	PLACE OF DELIVERY *	DELIVERED, WEEKS / MONTHS **
			TOTAL	CAGAYAN	ISABELA			
3	ICT Equipment, Supplies and Accessories					PhP2,369,655.00		
	1	ADAPTOR, USB Type C to Type A for registration kits, heavy duty	40	40	-			
	2	CAMERA, Compact, Resolution: 4000 x 3000, 12 megapixels, 2/3" (8.8 x 6.6 mm), CMOS, Auto (Up to ISO 3200), 28–112 mm, SD/SDHC/SDXC, USB 2.0 (480 Mbit/sec), 117 x 70 x 57 mm (4.61 x 2.76 x 2.24")	1	1	-			
	3	DOCUMENT SCANNER, S600 Document Scanner for registration Kit	5	5	-			
	4	HDMI CABLE, (standard to mini) for Registration Kits: 1 Meter	40	40	-			
	5	INK REFILL, 003 for Office use Printer (Black), 100ml, genuine/original	312	-	312			
	6	INK REFILL, 003 for Office use Printer (Cyan), 100ml, Genuine/original	192	24	168			
	7	INK REFILL, 003 for Office use Printer (Magenta), 100ml, Genuine/original	192	24	168			
	8	INK REFILL, 003 for Office use Printer (Yellow), 100ml, Genuine/original	192	24	168			
	9	INK REFILL, for registration kit printer. Description: Pigment Ink, 774, Black, genuine/original	1,236	228	1,008			

10	INK REFILL, GT52 Black, Genuine/original	24	24	-
11	INK, 859, Black, Genuine/original	24	24	-
12	LCD Extended Monitor 14" with cables for registration kits	10	10	-
13	PORTABLE PA SYSTEM, (2 wireless microphone, built-in-battery, USB, bluetooth/NFC, remote control, rechargeable battery, power: 400W)	24	-	24
14	PORTABLE RECHARGEABLE MEGAPHONE, with rechargeable batteries and charger included Talk, siren, usb, sd and recording function Broadcast range: >800 meters Power: 25 watts RMS, 50 watts max	30	30	-
15	PORTABLE SPEAKER, Powered Portable Speaker with Mic Power: 600-750 watts Built-in and Rechargeable Battery With USB port and Bluetooth / NFC Impedance: 40 Ohms Frequency Response: 50Hz - 20kHz S/N Ratio : 71Db	1	1	-

16	QUEUING DISPENSER REFILL , 1 roll of 2 Digit Take a Number Tickets 2000 tickets per roll LCD Extended Monitor 14" with cables for registration kits HDMI Cable (standard to mini) for Registration Kits: 1 Meter USB Type C to Type A Adaptor for registration kits MicroUSB cable (1 meter) for Registration Kits USB Type Mini B (2 meters) 1 roll of 2 Digit Take a Number Tickets 2000 tickets per roll	1,404	656	748		
17	USB CABLE , (1 meter) for Registration Kits	80	80	-		
18	USB Type Mini B , (2 meters)	40	40	-		
19	WIRELESS MIC SYSTEM , rode Wireless Go Superb miniature wireless mic system	1	1	-		

LOT 4 – OFFICE SUPPLIES

L O T N O.	I T E M N O.	ITEM / DESCRIPTION	QUANTITY			TOTAL AMOUNT	PLACE OF DELIVERY *	DELIVERED, WEEKS / MONTHS **
			TOTAL	CAGAYAN	ISABELA			
4	OFFICE SUPPLIES					Php2,210,472.56		
	1	BALL PEN , Regular, 0.5 mm needle tip	138	138	-			
	2	BATTERY , dry cell, AAA, 2 pieces per blister pack	612	276	336			
	3	CARDBOARD , 1/2	352	-	352			
	4	CLIP , backfold, 19mm	24	-	24			
	5	CLIP , backfold, 25mm	312	-	312			
	6	CLIP , backfold, 32mm	336	-	336			
	7	CLIP , backfold, 50mm	312	-	312			

8	CORRECTION TAPE , (disposable, dispensing mechanism: gear type, dispensing system: single line tape, with mechanism for adjustment/rewinding, tape, type: film based, usable length: 8meters min., width:5mm, color:white opaque, case equivalent, size & design: manufacturer's standard, with protective cap)	1,044	276	768
9	DATA FILE BOX , single	112	-	112
10	ERASER , plastic/rubber, branded 33X16X13MM	260	92	168
11	FASTENER , for paper, metal and non-corroding, thickness: base with prongs and compressor- 0.30mm min., able to hold 25mm thick multi-purpose paper 70gsm, 70mm between prongs)	168	-	168
12	FILE ORGANIZER , expanding, plastic, legal	208	-	208
13	FOLDER , fancy, with slide, A4	4	-	4
14	FOLDER , fancy, with slide, legal	4	-	4
15	FOLDER , L-type, A4	4	-	4
16	FOLDER , L-type, legal	28	-	28
17	GLUE , all purpose, 130g	220	92	128
18	ID Jacket , 12.6 x 9.5 cm	460	460	-
19	MARKER , permanent, branded, blue /broad	496	184	312
20	MARKER , permanent, branded, red /broad	496	184	312
21	MARKER , permanent, branded, black /broad	496	184	312
22	PADLOCK , Digits Number Mini Padlock Brass Combination Lock, 4 Digit Password Padlock (About 6.2 X 2.3cm), Material: Copper	76	76	-

23	PAPER CLIP , (wire diameter: 1.0mm min., length: 50mm min., TOTAL length of wire: 155mm min., assorted colors)	352	184	168
24	PAPER CLIP , vinyl/plastic coat, length: 33mm	208	184	24
25	PAPER CUP , 8 oz	1,104	1,104	-
26	PLASTIC CUP , 8 oz	1,104	1,104	-
27	PAPER , multicopy, 80gsm, size: 210 mm x 297mm	5,028	1,380	3,648
28	PAPER , multicopy, 80gsm, size: 216 mm x 330 mm	3,336	1,104	2,232
29	PENCIL , No. 2	352	184	168
30	PLASTIC STORAGE BOX , (min. of 60-liter capacity, with handle)	72	-	72
31	PUNCHER , (heavy duty, 30 sheets of 70gsm multipurpose paper, with two hole guide, diameter of hole: 7mm (approx.))	56	-	56
32	RECORD BOOK , 300 PAGES, (basis weight 35 gsm (-5%) thickness: 0.007mm. Size: 205mmx265mm, machine: machine: numbered pages, material: laminated chipboard, thickness: 1.5mm. Size 214mmx278mm, top 25mm, bottom: 8mm)	144	-	144
33	RECORD BOOK , 500pages, size: 214 mm x 278mm min	138	138	-
34	RUBBER BAND , (350 grams min. net weight, thickness: 1.00mm min., lay flat length: 70mm min., tensile strength: 9.81 Mpa min., elongation: 250% min.)	70	46	24

35	SCISSORS , (for office stationery & household use, straight trimmer intended for cutting papers, plastic, cottons, rubber & other materials, overall length: 160mm min., thickness of cutting blade:170mm min., length of metal handle - measured from the center of the binding rivet screw to the tip of metal handle: 35mm min., construction quality)	56	-	56
36	SIGN PEN , black, liquid/gel ink, 0.5 mm needle tip, branded	6,012	540	5,472
37	STAMP PAD , (material: metal, plastic, or combination of plastic & metal, metallic material resistant to rust under normal usage, metal thickness: 020mm min., plastic material/component resistant to impact & ink, absorvent material used is felt or its equivalent, felt thickness: 5mm min., stamp bed size: width 60mm min., length 100mm min)	56	-	56
38	STAMP PAD INK , (volume (min): 50ml, with applicator, shall conform to required test performance: dry time, stability test, resistance to water, effect on rubber stamp, corrosion of stamp-paid container)	218	50	168

39	STAPLE WIRE , (5,000 wires per box, steel wire coated with zinc, copper or any equivalent anti-corrosion material, dimensions in mm, width:12.70+0.15mm/-0.20mm, leg length:6.00+0.50mm/-0.20mm, thickness (D):0.40+0.05mm, width : 0.50+0.50mm, wires per strip:100 min.)	312	50	312
40	STAPLE WIRE , 23/6 – 23/13	50	50	-
41	STAPLER WITH WIRE REMOVER (loading capacity:200 staples min., one-time binding capacity of 2-20 sheets multi-purpose paper (70gsm), staple pusher shall be a metal plate & spring, construction/structure, packing:8pcs. Per pack, individual box)	106	50	56
42	TAPE , masking 24mm	450	138	312
43	TAPE , packaging, 48mm	450	138	312
44	TAPE , transparent, 24mm	450	138	312
45	TOILET TISSUE PAPER , 2-plys sheets, 150 pulls	1,476	276	1,200
46	WIPE OUT , (gel like, creamy white, water emulsified & compound, effective in removing dirt, stain & grease, no harmful ingredients)	504	-	504

* **Cagayan** (3rd Floor De Yro Building
Mabini Street, Ugac Norte
Tuguegarao City, Cagayan 3500)

Isabela (2nd/3rd Floor LSP Building
Alibagu
Ilagan City, Isabela 3300)

** Within forty-five (45) days upon receipt of Notice of Award

SUBMISSION OF SAMPLE:

Two (2) sets of samples shall be submitted on or before the deadline for submission of bids.

Inspection Site: **PHILIPPINE STATISTICS AUTHORITY**
City Hall Building Annex
Regional Government Center,
Carig Sur, Tuguegarao City, Cagayan

Delivery Conditions: The supplier is responsible for the delivery of the items.

I hereby commit to deliver the required quality and quantities upon receipt of Notice to Proceed as indicated above.

_____	_____	_____
Name of Company	Signature Over Printed Name of Authorized Representative	Date

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

LOT 1 – Janitorial Supplies and Materials

LOT NO.	ITEM NO.	ITEM / DESCRIPTION	STATEMENT OF COMPLIANCE
1	JANITORIAL SUPPLIES AND MATERIALS		
	1	AIR FRESHENER (Aerosol, 400 grams(min) crisp, clean scent)	
	2	BLEACH , 1 Liter	
	3	BROOM , plastic with dustpan, durable	
	4	DETERGENT POWDER , all purpose, 1kg	
	5	DISINFECTANT SPRAY , aerosol type, 400-500 grams, with broad spectrum activity: kills different types of bacteria, fungi & viruses as identified in the label)	
	6	MICROFIBER CLOTH , (Material: Microfiber, color: any, soft & mop surfaces without any damages, can effectively remove oil, 14x14cm)	
	7	MICROFIBER CLOTH , (Material: Microfiber, color: any, soft & mop surfaces without any damages, can effectively remove oil, 12x12cm)	
	8	RAGS , all cotton, 32 pieces per bundle	
	9	TRASH BAG , (10pcs per pack, Polyethylene (PE) Plastic, contain min. of 30% postconsumer material, tubular type, with tie or without type, color: black, tear resistant, leak-proof bottom seal, dimension:940mmx1016mm (-6mm) (37"x40"), thickness: min. of 0.02mm)	
	10	TRASHBIN , Swing type cover, 25 cm x 25 cm x 36 cm	
11	WASTE BIN , (stainless steel round push waste bin 8L, various sizes, shiny appearance, easy clean, suitable for office)		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, and that the items to be delivered shall be consistent with such and the sample submitted; otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

Signature Over Printed Name
of Authorized Representative

Date

LOT 2 – Covid-19 Response Supplies

LOT NO.	ITEM NO.	ITEM / DESCRIPTION	STATEMENT OF COMPLIANCE
2	COVID-19 RESPONSE SUPPLIES		
	1	ALCOHOL , (Ethyl 500ml, 70% Ethanol/Ethyl Alcohol, colorless clear liquid, fully miscible in water, cap:Flip-top/pull-up, scented	
	2	ALCOHOL , (With Sprayer, 330ml, 70% pure IPA, ideal for electronics cleaning & flux thinning, plastic safe, non-ozone depleting), For PUBLIC	
	3	ALCOHOL , ethyl, 70%, 500ml	
	4	ALCOHOL , spray, ethyl, 70+%, 500ml	
	5	ASCORBIC ACID , (Vitamin C with zinc), 500mg	
	6	FACE MASK , piece (PRT) (50ocs/box, medical device class 1, 3-ply (PP spun bond inner & outer layers, PP melt blown filter layer), latex free, fiber glass free, bacterial filtration efficiency(BFE):>16kPa*, SU=50pcs in a dispenser box, per cartoon 40SU=2,000pcs)	
	7	FOOT BATH WITH DISINFECTANT , (60cmH x 90cmW, comes with tray, Mat:Mid-density foam, slower rate of disinfecting of soles & sides of shoes, Disinfectant:Active ingredients Benzalkonium chloride, Kills viruses, bacteria & fungi, Hospital Grade)	
	8	HAND SANITIZER , 100ml	
	9	HAND SANITIZER , 300ml (Superior antibacterial protection, scented & moisturizing)	
	10	HAND SOAP , 750ml	
	11	HAND SOAP , 99.9% Germ free soap, pump type opening	
	12	LATEX GLOVES/PIECE , (PRT) (Material natural rubber latex, color pale yellow, the color may vary due to storage time and conditions, design straight fingers, thumb & finger in one plane, fits either hand (Ambidextrous) rolled rim, powder content <10.0mg/dm ² , sterilization non sterile, shelf life 3 years from the date of manufacture)	
	13	REUSABLE FACE SHIELD , (Full face shield, anti-fog, latex-free, one size fits all, soft head foam, comfort stretch band)	
	14	SURGICAL MASK , 3 Ply Disposable	
15	THERMAL SCANNER , (gun type, measurement ranger: human body temperature mode-30.0 C - 42.0 C, display resolution: 0.1 C, accuracy: 32.0 C 35.0 C -42 C, display screen: LCD, dimensions: 149x38x42mm, battery 2x1.5V AAA Batteries, storage environment: -20 C +55 C, weight: approx. 0.69g - without batteries)		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, and that the items to be delivered shall be consistent with such and the sample submitted; otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

_____	_____	_____
Name of Company	Signature Over Printed Name of Authorized Representative	Date

LOT 3 - ICT Equipment, Supplies and Accessories

LOT NO.	ITEM NO.	ITEM / DESCRIPTION	STATEMENT OF COMPLIANCE
3	ICT Equipment, Supplies and Accessories		
	1	ADAPTOR , USB Type C to Type A for registration kits, heavy duty	
	2	CAMERA , Compact, Resolution: 4000 x 3000, 12 megapixels, 2/3" (8.8 x 6.6 mm), CMOS, Auto (Up to ISO 3200), 28-112 mm, SD/SDHC/SDXC, USB 2.0 (480 Mbit/sec), 117 x 70 x 57 mm (4.61 x 2.76 x 2.24")	
	3	DOCUMENT SCANNER , S600 Document Scanner for registration Kit	
	4	HDMI CABLE , (standard to mini) for Registration Kits: 1 Meter	
	5	INK REFILL , 003 for Office use Printer (Black), 100ml, genuine/original	
	6	INK REFILL , 003 for Office use Printer (Cyan), 100ml, Genuine/original	
	7	INK REFILL , 003 for Office use Printer (Magenta), 100ml, Genuine/original	
	8	INK REFILL , 003 for Office use Printer (Yellow), 100ml, Genuine/original	
	9	INK REFILL , for registration kit printer. Description: Pigment Ink, 774, Black, genuine/original	
	10	INK REFILL , GT52 Black, Genuine/original	
	11	INK , 859, Black, Genuine/original	
	12	LCD Extended Monitor 14" with cables for registration kits	
	13	PORTABLE PA SYSTEM , (2 wireless microphone, built-in-battery, USB, bluetooth/NFC, remote control, rechargeable battery, power: 400W)	
	14	PORTABLE RECHARGEABLE MEGAPHONE , with rechargeable batteries and charger included Talk, siren, usb, sd and recording function Broadcast range: >800 meters Power: 25 watts RMS, 50 watts max	
	15	PORTABLE SPEAKER , Powered Portable Speaker with Mic Power: 600-750 watts Built-in and Rechargeable Battery With USB port and Bluetooth / NFC Impedance: 40 Ohms Frequency Response: 50Hz - 20kHz S/N Ratio : 71Db	
	16	QUEUING DISPENSER REFILL , 1 roll of 2 Digit Take a Number Tickets 2000 tickets per roll LCD Extended Monitor 14" with cables for registration kits HDMI Cable (standard to mini) for Registration Kits: 1 Meter USB Type C to Type A Adaptor for registration kits MicroUSB cable (1 meter) for Registration Kits USB Type Mini B (2 meters) 1 roll of 2 Digit Take a Number Tickets 2000 tickets per roll	
17	USB CABLE , (1 meter) for Registration Kits		

18	USB Type Mini B, (2 meters)	
19	WIRELESS MIC SYSTEM, rode Wireless Go Superb miniature wireless mic system	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, and that the items to be delivered shall be consistent with such and the sample submitted; otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

Signature Over Printed Name
of Authorized Representative

Date

LOT 4 - Office Supplies

LOT NO.	ITEM NO.	ITEM / DESCRIPTION	STATEMENT OF COMPLIANCE
4	OFFICE SUPPLIES		
	1	BALL PEN , Regular, 0.5 mm needle tip	
	2	BATTERY , dry cell, AAA, 2 pieces per blister pack	
	3	CARDBOARD , 1/2	
	4	CLIP , backfold, 19mm	
	5	CLIP , backfold, 25mm	
	6	CLIP , backfold, 32mm	
	7	CLIP , backfold, 50mm	
	8	CORRECTION TAPE , (disposable, dispensing mechanism: gear type, dispensing system: single line tape, with mechanism for adjustment/rewinding, tape, type: film based, usable length: 8meters min., width:5mm, color:white opaque, case equivalent, size & design: manufacturer's standard, with protective cap)	
	9	DATA FILE BOX	
	10	ERASER , plastic/rubber, branded 33X16X13MM	
	11	FASTENER , for paper, metal and non-corroding, thickness: base with prongs and compressor- 0.30mm min., able to hold 25mm thick multi-purpose paper 70gsm, 70mm between prongs)	
	12	FILE ORGANIZER , expanding, plastic, legal	
	13	FOLDER , fancy, with slide, A4	
	14	FOLDER , fancy, with slide, legal	
	15	FOLDER , L-type, A4	
	16	FOLDER , L-type, legal	
	17	GLUE , all purpose, 130g	
	18	ID Jacket , 12.6 x 9.5 cm	
	19	MARKER , permanent, branded, blue /broad	
	20	MARKER , permanent, branded, red /broad	
	21	MARKER , permanent, branded, black /broad	
	22	PADLOCK , Digits Number Mini Padlock Brass Combination Lock, 4 Digit Password Padlock (About 6.2 X 2.3cm), Material: Copper	
	23	PAPER CLIP , (wire diameter:1.0mm min., length: 50mm min., TOTAL length of wire:155mm min., assorted colors)	
	24	PAPER CLIP , vinyl/plastic coat, length: 33mm	
	25	PAPER CUP , 8 oz	
	26	PLASTIC CUP , 8 oz	
27	PAPER , multicopy, 80gsm, size: 210 mm x297mm		

28	PAPER , multicopy, 80gsm, size: 216 mm x 330 mm	
29	PENCIL , No. 2, branded	
30	PLASTIC STORAGE BOX , (min. of 60-liter capacity, with handle)	
31	PUNCHER , (heavy duty, 30 sheets of 70gsm multipurpose paper, with two hole guide, diameter of hole:7mm (approx.))	
32	RECORD BOOK , 300 PAGES, (basis weight 35 gsm (-5%) thickness: 0.007mm. Size: 205mmx265mm, machine: machine: numbered pages, material: laminated chipboard, thickness: 1.5mm. Size 214mmx278mm, top 25mm, bottom:8mm)	
33	RECORD BOOK , 500pages , size: 214 mm x 278mm min	
34	RUBBER BAND , (350 grams min. net weight, thickness: 1.00mm min., lay flat length: 70mm min., tensile strenght: 9.81 Mpa min., elongation: 250% min.)	
35	SCISSORS , (for office stationery & household use, straight trimmer intended for cutting papers, plastic, cottons, rubber & other materials, overall length: 160mm min., thickness of cutting blade:170mm min., length of metal handle - measured form the center of the binding rivet screw to the tip of metal handle: 35mm min., construction quality)	
36	SIGN PEN , black, liquid/gel ink, 0.5 mm needle tip, branded	
37	STAMP PAD , (material: metal, plastic, or combination of plastic & metal, metallic material resistant to rust under normal usage, metal thickness: 020mm min., plastic material/component resistant to impact & ink, absorvent material used is felt or its equivalent, felt thicknes: 5mm min., stamp bed size: width 60mm min., lenght 100mm min)	
38	STAMP PAD INK , (volume (min): 50ml, with applicator, shall conform to required test performance: dry time, stability test, resistance to water, effect on rubber stamp, corrosion of stamp-paid container)	
39	STAPLE WIRE , (5,000 wires per box, steel wire coated with zinc, copper or any equivalent anti-corrosion material, dimensions in mm, width:12.70+0.15mm/-0.20mm, leg length:6.00+0.50mm/-0.20mm, thickness (D):0.40+0.05mm, width : 0.50+0.50mm, wires per strip:100 min.)	
40	STAPLE WIRE , 23/6 – 23/13	
41	STAPLER WITH WIRE REMOVER (loading capacity:200 staples min., one-time binding capacity of 2-20 sheets multi-purpose paper (70gsm), staple pusher shall be a metal place & spring, construction/structure, packing:8pcs. Per pack, individual box)	
42	TAPE , masking 24mm	
43	TAPE , packaging, 48mm	
44	TAPE , transparent, 24mm	
45	TOILET TISSUE PAPER , 2-plys sheets, 150 pulls	

	46	WIPE OUT , (gel like, creamy white, water emulsified & compound, effective in removing dirt, stain & grease, no harmful ingredients)	
--	----	---	--

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, and that the items to be delivered shall be consistent with such and the sample submitted; otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

Signature Over Printed Name
of Authorized Representative

Date

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Other licenses and permits;

For Local Manufacturers

- (p) Valid and current Certificate of Product Registration (CPR)
- (q) Valid and current License to Operate (LTO)
- (r) Certificate of Preference for Domestic Bidders Participating in Government Procurement Projects issued by the DTI, if available; and
- (s) Other relevant ISO or any international technical standard compliance certification, if applicable.

For Imported Good

- (t) Marketing authorization, registration approval, or free sale certificate of the product issued in the country of origin; and
- (u) Authentication or red ribbon certificate from Philippine consulate/embassy or documents authenticated through an Apostille by the Competent Authority based on the Apostille Convention.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

ANNEXES



Project ID **PBGOODS-2021-01**
 Project Name ***Supply and Delivery Janitorial Supplies and Materials, Covid-19 Response Supplies and Materials, ICT Equipment, Supplies and Accessories and Office Supplies for Philsys***
 Location of the Project **Philippine Statistics Authority, Regional Statistical Services Office II (PSA-RSSO II)
 Carig Sur, Tuguegarao City, Cagayan**

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS
 INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

Business Name _____
 Business Address _____

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								
							TOTAL COST	

Note: This statement shall be supported with:
 1. Notice of Awards and/or Contract
 2. Notice to Proceed
 3. Certificate of Accomplishments signed by the owner or authorized representative

Submitted by _____
 Printed Name and Signature
 Designation _____
 Date _____



Republic of the Philippines
Philippine Statistics Authority
 Region II - Cagayan Valley

ANNEX B

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ has the following completed contracts for the period CY 2014-2019.

Name of Contract	a. Date of the Contract b. Date Started c. Date of Completion	a. Owner's Name b. Address c. Telephone Nos.	Kinds of Goods sold	Amount of Completed Contracts	Date of Delivery	End-user's Acceptance / Official Receipt / Sales Invoice Issued

 Printed Name and Signature of Authorized Representative

 Date

Instructions:

- a. Cut-off date as of:
 - i. Up to the day before the deadline of submission of bids.
- b. Largest Contracts to be submitted must be a part of the list.
- c. In the column under "Dates", indicate the dates of Delivery / End-user's Acceptance and Official Receipt.
- d. "Name of Contract". Indicate here the Nature / Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: "Supply and Delivery of Generator Set"

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION
Invitation to Bid: [PBGGOODS-2021-01]

To: Philippine Statistics Authority, Regional Statistical Services Office II (PSA-RSSO II)
Carig Sur, Tuguegarao City, Cagayan

I/We⁵, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

⁵

Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and statethat:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

- 3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;**
- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;**

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___
at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.

Bid Form

Date: _____
Invitation to Bid¹ N^o.: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

¹ _____
If ADB, JICA and WB funded projects, use IFB.
² Applicable only if the Funding Source is the ADB, JICA or WB.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Abroad

Name of Bidder _____ . Invitation to Bid³ Number ____ . Page ____ of _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

³ If ADB, JICA and WB funded projects, use IFB.

For Goods Offered From Within the Philippines

Name of Bidder _____ . Invitation to Bid⁴ Number _ . Page of _ .

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁴ If ADB, JICA and WB funded projects, use IFB.

LOT 1 – Janitorial Supplies and Materials

L O T N O.	IT E M N O.	QTY	ITEM / DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	BIDDING DOCUMENTS FEE (PhP)
1	JANITORIAL SUPPLIES AND MATERIALS			PhP2,262,660.00	PhP5,000.00
	1	288	AIR FRESHENER (Aerosol, 400 grams(min) crisp, clean scent)		
	2	864	BLEACH , 1 Liter		
	3	46	BROOM , plastic with dustpan, durable		
	4	588	DETERGENT POWDER , all purpose, 1kg		
	5	2,280	DISINFECTANT SPRAY , aerosol type, 400-500 grams, with broad spectrum activity: kills different types of bacteria, fungi & viruses as identified in the label)		
	6	8,640	MICROFIBER CLOTH , (Material: Microfiber, color: any, soft & mop surfaces without any damages, can effectively remove oil, 14x14cm)		
	7	13,680	MICROFIBER CLOTH , (Material: Microfiber, color: any, soft & mop surfaces without any damages, can effectively remove oil, 12x12cm)		
	8	336	RAGS , all cotton, 32 pieces per bundle		
	9	2,328	TRASH BAG , (10pcs per pack, Polyethylene (PE) Plastic, contain min. of 30% postconsumer material, tubular type, with tie or without type, color: black, tear resistant, leak-proof bottom seal, dimension:940mmx1016mm (-6mm) (37"x40"), thickness: min. of 0.02mm)		
	10	92	TRASHBIN , Swing type cover, 25 cm x 25 cm x 36 cm		
	11	24	WASTE BIN , (stainless steel round push waste bin 8L, various sizes, shiny appearance, easy clean, suitable for office)		

Lot 2 – COVID-19 RESPONSE SUPPLIES

L O T N O.	IT E M N O.	QTY	ITEM / DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	BIDDING DOCUMENTS FEE (PhP)
2	COVID-19 RESPONSE SUPPLIES			PhP2,497,014.48	PhP5,000.00
	1	2,016	ALCOHOL , (Ethyl 500ml, 70% Ethanol/Ethyl Alcohol, colorless clear liquid, fully miscible in water, cap:Flip-top/pull-up, scented		
	2	8,760	ALCOHOL , (With Sprayer, 330ml, 70% pure IPA, ideal for electronics cleaning & flux thinning, plastic safe, non-ozone depleting), For PUBLIC		
	3	3,312	ALCOHOL , ethyl, 70%, 500ml		
	4	552	ALCOHOL , spray, ethyl, 70+%, 500ml		
	5	25,920	ASCORBIC ACID , (Vitamin C with zinc), 500mg		
	6	2,016	FACE MASK , piece (PRT) (50ocs/box, medical device class 1, 3-ply (PP spun bond inner & outer layers, PP melt blown filter layer), latex free, fiber glass free, bacterial filtration efficiency(BFE):>16kPa*, SU=50pcs in a dispenser box, per cartoon 40SU=2,000pcs)		
	7	24	FOOT BATH WITH DISINFECTANT , (60cmH x 90cmW, comes with tray, Mat:Mid-density foam, slower rate of disinfecting of soles & sides of shoes, Disinfectant:Active ingredients Benzalkonium chloride, Kills viruses, bacteria & fungi, Hospital Grade)		
	8	1,644	HAND SANITIZER , 100ml		
	9	672	HAND SANITIZER , 300ml (Superior antibacterial protection, scented & moisturizing)		
	10	138	HAND SOAP , 750ml		
	11	600	HAND SOAP , 99.9% Germ free soap, pump type opening		
	12	30,240	LATEX GLOVES/PIECE , (PRT) (Material natural rubber latex, color pale yellow, the color may vary due to storage time and conditions, design straight fingers, thumb & finger in one plane, fits either hand (Ambidextrous) rolled rim, powder content <10.0mg/dm ² , sterilization non sterile, shelf life 3 years from the date of manufacture)		
	13	1,812	REUSABLE FACE SHIELD , (Full face shield, anti-fog, latex-free, one size fits all, soft head foam, comfort stretch band)		
	14	1,668	SURGICAL MASK , 3 Ply Disposable		
	15	50	THERMAL SCANNER , (gun type, measurement ranger: human body temperature mode-30.0 C - 42.0 C, display resolution: 0.1 C, accuracy: 32.0 C 35.0 C -42 C, display screen: LCD, dimensions: 149x38x42mm, battery 2x1.5V AAA Batteries, storage environment: -20 C -+55 C, weight: approx. 0.69g - without batteries)		

LOT 3 – ICT Equipment, Supplies and Accessories

L O T N O.	IT E M N O.	QTY	ITEM / DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	BIDDING DOCUMENTS FEE (PhP)
3	ICT Equipment, Supplies and Accessories			PhP2,369,655.00	PhP5,000.00
	1	40	ADAPTOR , USB Type C to Type A for registration kits, heavy duty		
	2	1	CAMERA , Compact, Resolution: 4000 x 3000, 12 megapixels, 2/3" (8.8 x 6.6 mm), CMOS, Auto (Up to ISO 3200), 28–112 mm, SD/SDHC/SDXC, USB 2.0 (480 Mbit/sec), 117 x 70 x 57 mm (4.61 x 2.76 x 2.24")		
	3	5	DOCUMENT SCANNER , S600 Document Scanner for registration Kit		
	4	40	HDMI CABLE , (standard to mini) for Registration Kits: 1 Meter		
	5	312	INK REFILL , 003 for Office use Printer (Black), 100ml, genuine/original		
	6	192	INK REFILL , 003 for Office use Printer (Cyan), 100ml, Genuine/original		
	7	192	INK REFILL , 003 for Office use Printer (Magenta), 100ml, Genuine/original		
	8	192	INK REFILL , 003 for Office use Printer (Yellow), 100ml, Genuine/original		
	9	1,236	INK REFILL , for registration kit printer. Description: Pigment Ink, 774, Black, genuine/original		
	10	24	INK REFILL , GT52 Black, Genuine/original		
	11	24	INK , 859, Black, Genuine/original		
	12	10	LCD Extended Monitor 14" with cables for registration kits		
	13	24	PORTABLE PA SYSTEM , (2 wireless microphone, built-in-battery, USB, bluetooth/NFC, remote control, rechargeable battery, power: 400W)		
	14	30	PORTABLE RECHARGEABLE MEGAPHONE , with rechargeable batteries and charger included Talk, siren, usb, sd and recording function Broadcast range: >800 meters Power: 25 watts RMS, 50 watts max		
	15	1	PORTABLE SPEAKER , Powered Portable Speaker with Mic Power: 600-750 watts Built-in and Rechargeable Battery With USB port and Bluetooth / NFC Impedance: 40 Ohms Frequency Response: 50Hz - 20kHz S/N Ratio : 71Db		
	16	1,404	QUEUING DISPENSER REFILL , 1 roll of 2 Digit Take a Number Tickets 2000 tickets per roll LCD Extended Monitor 14" with cables for registration kits HDMI Cable (standard to mini) for Registration Kits: 1 Meter USB Type C to Type A Adaptor for registration kits MicroUSB cable (1 meter) for Registration Kits USB Type Mini B (2 meters) 1 roll of 2 Digit Take a Number Tickets 2000 tickets per roll		
	17	80	USB CABLE , (1 meter) for Registration Kits		
	18	40	USB Type Mini B , (2 meters)		
	19	1	WIRELESS MIC SYSTEM , rode Wireless Go Superb miniature wireless mic system		

LOT 4 – Office Supplies

L O T N O.	IT E M N O.	QTY	ITEM / DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT	BIDDING DOCUMENTS FEE (PhP)
4	Office Supplies			PhP2,210,472.56	PhP5,000.00
	1	138	BALL PEN , Regular, 0.5 mm needle tip		
	2	612	BATTERY , dry cell, AAA, 2 pieces per blister pack		
	3	352	CARDBOARD		
	4	24	CLIP , backfold, 19mm		
	5	312	CLIP , backfold, 25mm		
	6	336	CLIP , backfold, 32mm		
	7	312	CLIP , backfold, 50mm		
	8	1,044	CORRECTION TAPE , (disposable, dispensing mechanism: gear type, dispensing system: single line tape, with mechanism for adjustment/rewinding, tape, type: film based, usable length: 8meters min., width:5mm, color:white opaque, case equivalent, size & design: manufacturer's standard, with protective cap)		
	9	112	DATA FILE BOX		
	10	260	ERASER , plastic/rubber, branded 33X16X13MM		
	11	168	FASTENER , for paper, metal and non-corroding, thickness: base with prongs and compressor- 0.30mm min., able to hold 25mm thick multi-purpose paper 70gsm, 70mm between prongs)		
	12	208	FILE ORGANIZER , expanding, plastic, legal		
	13	4	FOLDER , fancy, with slide, A4		
	14	4	FOLDER , fancy, with slide, legal		
	15	4	FOLDER , L-type, A4		
	16	28	FOLDER , L-type, legal		
	17	220	GLUE , all purpose, 130g		
	18	460	ID Jacket , 12.6 x 9.5 cm		
	19	496	MARKER , permanent, branded, blue /broad		
	20	496	MARKER , permanent, branded, red /broad		
	21	496	MARKER , permanent, branded, black /broad		
	22	76	PADLOCK , Digits Number Mini Padlock Brass Combination Lock, 4 Digit Password Padlock (About 6.2 X 2.3cm), Material: Copper		
	23	352	PAPER CLIP , (wire diameter:1.0mm min., length: 50mm min., TOTAL length of wire:155mm min., assorted colors)		
	24	208	PAPER CLIP , vinyl/plastic coat, length: 33mm		
	25	1,104	PAPER CUP , 8 oz		
	26	1,104	PLASTIC CUP , 8 oz		
	27	5,028	PAPER , multicopy, 80gsm, size: 210 mm x297mm		
	28	3,336	PAPER , multicopy, 80gsm, size: 216 mm x 330 mm		
	29	352	PENCIL , No. 2		
	30	72	PLASTIC STORAGE BOX , (min. of 60-liter capacity, with handle)		
	31	56	PUNCHER , (heavy duty, 30 sheets of 70gsm multipurpose paper, with two hole guide, diameter of hole:7mm (approx.))		

	32	144	RECORD BOOK , 300 PAGES, (basis weight 35 gsm (-5%) thickness: 0.007mm. Size: 205mmx265mm, machine: machine: numbered pages, material: laminated chipboard, thickness: 1.5mm. Size 214mmx278mm, top 25mm, bottom:8mm)
	33	138	RECORD BOOK , 500pages , size: 214 mm x 278mm min
	34	70	RUBBER BAND , (350 grams min. net weight, thickness: 1.00mm min., lay flat length: 70mm min., tensile strenght: 9.81 Mpa min., elongation: 250%min.)
	35	56	SCISSORS , (for office stationery & household use, straight trimmer intended for cutting papers, plastic, cottons, rubber & other materials, overall length: 160mm min., thickness of cutting blade:170mm min., length of metal handle - measured form the center of the binding rivet screw to the tip of metal handle: 35mm min., construction quality)
	36	6,012	SIGN PEN , black, liquid/gel ink, 0.5 mm needle tip, branded
	37	56	STAMP PAD , (material: metal, plastic, or combination of plastic & metal, metallic material resistant to rust under normal usage, metal thickness: 020mm min., plastic material/component resistant to impact & ink, absorvent material used is felt or its equivalent, felt thicknes: 5mm min., stamp bed size: width 60mm min., lenght 100mm min)
	38	218	STAMP PAD INK , (volume (min): 50ml, with applicator, shall conform to required test performance: dry time, stability test, resistance to water, effect on rubber stamp, corrosion of stamp-paid container)
	39	312	STAPLE WIRE , (5,000 wires per box, steel wire coated with zinc, copper or any equivalent anti-corrosion material, dimensions in mm, width:12.70+0.15mm/-0.20mm, leg length:6.00+0.50mm/-0.20mm, thickness (D):0.40+0.05mm, width : 0.50+0.50mm, wires per strip:100 min.)
	40	50	STAPLE WIRE , 23/6 – 23/13
	41	106	STAPLER WITH WIRE REMOVER (loading capacity:200 staples min., one-time binding capacity of 2-20 sheets multi-purpose paper (70gsm), staple pusher shall be a metal place & spring, construction/structure, packing:8pcs. Per pack, individual box)
	42	450	TAPE , masking 24mm
	43	450	TAPE , packaging, 48mm
	44	450	TAPE , transparent, 24mm
	45	1,476	TOILET TISSUE PAPER , 2-plys sheets, 150 pulls
	46	504	WIPE OUT , (gel like, creamy white, water emulsified & compound, effective in removing dirt, stain & grease, no harmful ingredients)

Place of Delivery:

Cagayan: 3rd Floor De Yro Building, Mabini Street, Ugac Norte
Tuguegarao City, Cagayan 3500

Isabela: 2nd/3rd Floor LSP Building
Alibagu, Isabela 3300

ANNEX I

Republic of the Philippines



Government Procurement Policy Board