



**PHILIPPINES COAST GUARD**

**COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND**

Coast Guard Base Farola, Muelle de la Industria, Binondo, Manila

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

**GOODS**

Government of the Republic of the Philippines

**Sixth Edition  
October 01, 2021**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**Table of Contents**

<b>Glossary of Acronyms, Terms, and Abbreviations</b> .....	<b>Error! Bookmark not defined.</b>
<b>Section I. Invitation to Bid.....</b>	<b>6</b>
<b>Section II. Instructions to Bidders.....</b>	<b>9</b>
1. Scope of Bid .....	<b>Error! Bookmark not defined.0</b>
2. Funding Information.....	<b>Error! Bookmark not defined.0</b>
3. Bidding Requirements .....	<b>Error! Bookmark not defined.0</b>
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	<b>Error! Bookmark not defined.0</b>
5. Eligible Bidders.....	<b>Error! Bookmark not defined.0</b>
6. Origin of Goods .....	<b>Error! Bookmark not defined.1</b>
7. Subcontracts .....	<b>Error! Bookmark not defined.1</b>
8. Pre-Bid Conference .....	<b>Error! Bookmark not defined.1</b>
9. Clarification and Amendment of Bidding Documents .....	<b>Error! Bookmark not defined.1</b>
10. Documents comprising the Bid: Eligibility and Technical Components .....	<b>Error! Bookmark not defined.1</b>
11. Documents comprising the Bid: Financial Component .....	<b>Error! Bookmark not defined.2</b>
12. Bid Prices .....	<b>Error! Bookmark not defined.2</b>
13. Bid and Payment Currencies .....	<b>Error! Bookmark not defined.3</b>
14. Bid Security .....	<b>Error! Bookmark not defined.3</b>
15. Sealing and Marking of Bids .....	<b>Error! Bookmark not defined.3</b>
16. Deadline for Submission of Bids .....	<b>Error! Bookmark not defined.4</b>
17. Opening and Preliminary Examination of Bids .....	<b>Error! Bookmark not defined.4</b>
18. Domestic Preference .....	<b>Error! Bookmark not defined.4</b>
19. Detailed Evaluation and Comparison of Bids .....	<b>Error! Bookmark not defined.4</b>

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

20.	Post-Qualification .....	5
21.	Signing of the Contract .....	5
<b>Section</b>	<b>III. Bid Data Sheet</b>	<b>6</b>
.....Error! Bookmark not defined.		
<b>Section IV. General Conditions of Contract .....19</b>		
1.	Scope of Contract .....	<b>Error! Bookmark not defined.</b>
2.	Advance Payment and Terms of Payment .....	<b>Error! Bookmark not defined.</b>
3.	Performance Security .....	<b>Error! Bookmark not defined.</b>
4.	Inspection and Tests .....	<b>Error! Bookmark not defined.</b>
5.	Warranty .....	<b>Error! Bookmark not defined.</b>
6.	Liability of the Supplier .....	<b>Error! Bookmark not defined.</b>
<b>Section</b>	<b>V. Special Conditions of Contract</b>	<b>2</b>
.....Error! Bookmark not defined.		
<b>Section</b>	<b>VI. Schedule of Requirements</b>	<b>6</b>
.....Error! Bookmark not defined.		
<b>Section VII. Technical Specifications .....29</b>		
<b>Section VIII. Checklist of Technical and Financial Documents .....375</b>		

## *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])

## **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

**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

## **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

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.

## **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

**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.

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**



***Section I. Invitation to Bid***

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**



*CGETDC ITB Nr 21-09-001*

**INVITATION TO BID FOR  
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR  
CGETDC UNITS AND STAFF OFFICES**

1. The *COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND* through the **General Appropriations Act (GAA) 2021** intends to apply the sum of **Three Million Three Hundred Sixty-One Thousand Six Hundred Fifty-Six Pesos and 20/100 Only (PhP 3,361, 656.20)** being the ABC to payments under the contract for the **Supply and Delivery of Office Supplies for CGETDC Units and Staff Offices**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND* now invites bids for the above Procurement Project. Delivery of the Goods is required based on the delivery schedule provided under Section VI (Schedule of Requirements) of this Bidding Documents commencing from the date of receipt of the Notice to Proceed. Bidders should have completed, within **five (5) years** from 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).
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.

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 *COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND* and inspect the Bidding Documents at the address given below from Monday to Friday during office hours from **08:00 AM to 05:00 PM**, except non-working days (i.e. Saturday and Sunday), legal holiday, or special non-working holiday, or other nonworking days duly declared by the President, Governor, Mayor or other Government Official authorized to make such declaration.



## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

5. A complete set of Bidding Documents may be acquired by interested Bidders on **01 October 2021 to 25 October 2021** from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP 5,000.00)**.  
  
It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person or through email**.
7. The **COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND** will hold a Pre-Bid Conference on **11 October 2021, 10:00 AM at the CGETDC, Library/Conference Room, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo, Manila**, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **25 October 2021, 9:00 AM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
10. Bid opening shall be on **25 October 2021, 9:00 AM onwards** at the given address below at the **CGETDC, Library/Conference Room, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo, Manila**, Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. Bidders shall bear all costs associated with the preparation and submission of their bids, and the **CGETDC** will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that the **CGETDC** will accept bids only from those that have paid the applicable fee for the Bidding Documents.

The **CGETDC** assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.

## **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

- b) The lucky bidder who would pick the paper with a “CONGRATULATIONS” remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
12. The Coast Guard Education, Training and Doctrine Command 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.
13. For further information, please refer to:

**CG LTJG DINA MAE B HERRERA**

Procurement Officer, CGETDC

DCTS for Logistics, T4 Office

Coast Guard Education, Training and Doctrine Command

Coast Guard Base Farola, Muelle Dela Industria, Binondo Manila

Contact Number:

Cgetdc.logistics@coastguard.gov.ph

14. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) or [www.coastguard.gov.ph](http://www.coastguard.gov.ph)

***01 October 2021***

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**CG CAPT PAMELA DC DOLINA**  
**Chairman, Bids and Awards Committee**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**



***Section II. Instructions to Bidders***

# SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

## 1. Scope of Bid

The Procuring Entity, *CGETDC*, wishes to receive Bids for the **Supply and Delivery of Office Supplies for CGETDC Units and Staff Offices**, with identification number **CGETDC-ITB No. 2021-001**.

The details of this Procurement Project (referred to herein as “Project”) are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The Government of the Philippines (GOP) through the General Appropriations Act (GAA) of 2021 in the amount of **Three Million Three Hundred Sixty-One Thousand Six Hundred Fifty-Six Pesos and 20/100 Only (PhP 3,361,656.20)** as the Approved Budget for the Contract (ABC).

2.2. The source of funding is General Appropriations Act (GAA) of 2021.

## 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 **ITB** 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.

## **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

- 5.2. 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 at least twenty-five percent (25%) of the ABC or not less than the amount of *Eight Hundred Forty Thousand Four Hundred Fourteen Pesos and 05/100 Only (PhP 840,414.05)*.
- 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 Subcontracting is not allowed.

### **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on *11 October 2021, 10:00 AM at the CGETDC, Library/Conference Room, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo, Manila* and/or through videoconferencing/webcasting as indicated in paragraph 7 of the **ITB**.

### **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)**.

## **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) 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 **ITB** 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:

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

- 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 Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> 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 *one hundred twenty (120) calendar days* from the date of the opening of bid. 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.

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<sup>1</sup> 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.

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

### 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address as indicated in paragraph 8 of the **ITB**.

### 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 10 of the **ITB**. 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 maybe. 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, One Project having several items that shall be awarded as one contract.
- 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



## **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

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*

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;"><b>a. Any supply and delivery of Office Supplies</b></p> <p style="margin-left: 40px;">b. Completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</p>
7.1	No portion of the contract shall be sub-contracted.
12	The price of the Goods shall be quoted <b>DDP at CGETDC, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo, Manila.</b>
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> <p style="margin-left: 40px;">a. The amount of not less than two percent (2%) of the ABC or at least the amount of <b>Sixty-Seven Thousand Two Hundred Thirty-Three Pesos and 12/100 Only (PhP67,233.12)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than five percent (5%) of the ABC of at least the amount of <b>One Hundred Sixty-Eight Thousand Eighty-Two Pesos and 81/100 Only (PhP168,082.81)</b>, if bid security is in Surety Bond.</p>
19.3	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>The Project shall be awarded as One Project having several items that shall be awarded as one contract.</p>
20.2	<p>No additional requirements.</p> <p>The bidder having the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) shall submit within a non-extendible period of five (5) calendar days from the BAC Notice as the LCB/SCB, the following:</p> <ol style="list-style-type: none"> <li>1. In case the bidder has just submitted the Class "A" Legal eligibility requirements and Audited Financial Statement (AFS), a valid PhilGEPS Registration Certificate;</li> <li>2. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</li> </ol> <p>In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular</p>

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

	<p>(RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:</p> <p>2.1. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, and</p> <p>2.2. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening &amp; Preliminary Examination of Bids.</p>
21.2	<p>In addition to the submission of a Performance Securing Declaration or any of the allowable forms of Performance Security provided under Section 39.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, the bidder having the Lowest/Single Calculated Responsive Bid shall submit a Certificate of No Pending Case within ten (10) calendar days from receipt of the Notice of Award (NOA).</p>

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF  
OFFICES



***Section IV. General Conditions of Contract***

# SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

## 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. 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.

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF  
OFFICES

**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.

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**



***Section V. Special Conditions of Contract***



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

***Special Conditions of Contract***

<b>GCC Clause</b>	
1	<p><b>Delivery and Documents –</b></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><b>For Goods supplied from abroad:</b></p> <p>Delivery terms applicable to the Contract are <b>DPP</b> delivered at the <b>Coast Guard Education, Training and Doctrine Command, Farola Compound, Muelle Dela Industria, Binondo, Manila</b> in accordance with INCOTERMS.</p> <p><b>For Goods supplied from within the Philippines:</b></p> <p>The delivery terms applicable to this Contract are <b>DPP</b> delivered at the <b>Coast Guard Education, Training and Doctrine Command, Farola Compound, Muelle Dela Industria, Binondo, Manila</b>. 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:</p> <p><b>CG LTJG JONIE C CAUDOR</b>            Logistics Officer            DCTS for Logistics, T4 Office            Coast Guard Education, Training and Doctrine Command            Coast Guard Base Farola, Muelle Dela Industria, Binondo Manila            Contact Number: 09672385222            Cgetdc.logistics@coastguard.gov.ph</p> <p><b>Transportation –</b></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>

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

	<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><b>Intellectual Property Rights –</b></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>
<p>2.2</p>	<p>The terms of payment shall be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>99% of the costs of the items delivered subject to the Philippine Coast Guard’s acceptance [Issuance of the Inspection and Acceptance Report (IAR)] in writing.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>1% Retention of the items delivered to be paid after <b>three (3) months</b> from the formal acceptance (issuance of the IAR), if and when no patent and latent defects are noted (issuance of a Certificate of No Patent and Latent Defects).</p> </div> <p align="center">OR</p> <div style="border: 1px solid black; padding: 5px;"> <p>100% of the costs of the items delivered provided that the goods supplied are free from patent and latent defects and all conditions imposed under the contract have been fully met; subject to the Philippine Coast Guard’s acceptance (issuance of the IAR) in writing of the items described in this Contract and upon submission of a Special Bank Guarantee equivalent to at least one percent (1%) of the total contract price valid for <b>three (3) months</b> from issuance of the IAR.</p> </div>

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

	No advance payment shall be allowed.
4	<p>The inspections and tests that will be conducted are as follows:</p> <ul style="list-style-type: none"><li>● The inspection and test shall be conducted at the Coast Guard Education, Training and Doctrine Command, Farola Compound, Muelle Dela Industria, Binondo, Manila by the end-user and at least two (2) representatives of the Technical Inspection and Acceptance Committee (TIAC).</li><li>● Only items in conformity with the required quantity and technical specifications shall be accepted.</li></ul>

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**



## *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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Acetate 300 Microns PVC Binding Cover Book clear and colorless 100 pcs plastic sheets thickness: 300 microns or 0.3 mm	270	rms	<b>Delivery Period:</b> Within forty-five (45) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP)  <b>Delivery Site:</b> Aboard Coast Guard Education, Training and Doctrine Command.
2	Ball Pen (Black) .07 mm	6000	pcs	
3	Binder Clip 32mm, black 1 doz	300	box	
4	Binder Clip 25 mm 1 doz	300	box	
5	Binder Clip 19 mm 1 doz	300	box	
6	Certificate Holder, Plastic	1200	pcs	
7	Correction tape	100	pcs	
8	Cork Board	20	pcs	
9	Cutter	20	pcs	
10	Clip Board	20	pcs	
11	Envelope, Brown Long	1000	pcs	
12	Envelope, Brown Short	200	pcs	
13	Envelope, Expanding Kraft	500	pcs	
14	Expanding File Folder	20	pcs	
15	Folder long	500	pcs	
16	Folder short	300	pcs	
17	Folder sliding long	500	pcs	
18	Folder sliding short	400	pcs	
19	Glue (130g)	50	btls	
20	Glossy Photo Paper-4R Size	150	pack	
21	Glossy Photo Paper-A4	500	pack	
22	Highlighter	500	pcs	
23	ID Clip (for ID)	2000	pcs	
24	Ink 704 black	100	pcs	
25	Ink 704 tri color Ink	100	pcs	
26	Ink BT6000BK (Black)	60	btls	
27	Ink BT 5000C (Cyan)	60	btls	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

28	Ink BT5000M (Magenta)	60	btls
29	Ink BT5000Y (Yellow)	60	btls
30	Ink Computer Ink 680 (Black)	120	pcs
31	Ink Computer Ink 680 (Tri-	120	pcs
32	Ink D60 Blk	120	bottle
33	Ink, EPSON (Black) 001	80	bottle
34	Ink, EPSON (Yellow) 001	60	bottle
35	Ink, EPSON (Cyan) 001	60	bottle
36	Ink, EPSON (Magenta) 001	60	bottle
37	Ink, EPSON (Black) 003	60	bottle
38	Ink, EPSON (Yellow) 003	60	bottle
39	Ink, EPSON (Cyan) 003	60	bottle
40	Ink, EPSON (Magenta) 003	60	bottle
41	Marker, Whiteboard black	80	pcs
42	Marker, Whiteboard red	80	pcs
43	Marker, Permanent black	80	pcs
44	Notebook, 80 pages	473	pcs
45	Notarial Seal #23	200	boxes
46	Laminating Film ID Size (for	20	pack
47	Photo Paper Inkjet, A4	50	ream
48	Paper A4 80 gsm	6000	ream
49	Paper Legal 80 gsm	50	ream
50	Paper Fastener, metal	50	boxes
51	Paper clips	225	boxes
52	Pencil 482 #2, Medium (one doz/box)	50	boxes
53	Puncher	10	ea
54	Push pin	30	boxes
55	Pencil Sharpener, big	10	ea
56	Paper Fastener, plastic	10	boxes
57	Paper, Parchment	1000	ream
58	Pad, paper	50	pad
59	Record Book 500 lvs	1900	pcs
60	Ruler Plastic	250	pcs
61	Specialty Board paper	1600	ream
62	Scissors	100	pcs
63	Sign pen (black)	100	pcs
64	Sign pen (red)	100	pcs
65	Staple Remover	100	ea
66	Staple Wire	70	box
67	Stapler (standard)	100	ea
68	Sticky Notes	950	pad
69	Tape, Double-sided 24 mm	500	rlls
70	Tape, Masking	300	rlls
71	Tape, scotch	600	rlls
72	Tape, clothe 48mmx26m	100	rlls
73	White Board Eraser	60	pcs

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**CONFORME:**

*[Signature of the Authorized Rep.]*

*[in the capacity of] (Please indicate position  
of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**



***Section VII. Technical Specifications***

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

## Technical Specifications

<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES</b>			
<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>STATEMENT OF COMPLIANCE</b>
			<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “<b>Comply</b>” or “<b>Not Comply</b>” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the</p>



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

			execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of <b>ITB</b> Clause 3.1(a)(ii) and/or <b>GCC</b> Clause 2.1(a)(ii).
<b>ITEM/GENERAL DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>STATEMENT OF COMPLIANCE</b>
Acetate 300 Microns PVC Binding Cover Book clear and colorless 100 pcs plastic sheets thickness: 300 microns or 0.3 mm	270	rms	
Ball Pen (Black), 0.7mm	6000	pcs	
Binder Clip 32mm (12pcs/box, High Quality Foldback Clips Metal Binder Grip Clip	300	box	
Binder Clip 25 (12pcs/box, High Quality Foldback Clips Metal Binder Grip Clip	300	box	
Binder Clip 19 mm (12pcs/box, High Quality Foldback Clips Metal Binder Grip Clip	300	box	
Certificate Holder, Plastic CH-4 (A4 SIZE:210mmx297mm,8.27"x11.69"), Navy blue ( Super clear transparent to highlight your certificates Comes with 2 hangers for portrait or landscape orientation.)	1200	pcs	
Correction tape, 5mmx6m smooth retractable pen type	100	pcs	
Cork Board, quartet 23" x 35"	20	pcs	
Cutter, utility knife ABS plastic of handle carbon steel of Blade 98x18x0.47mm	20	pcs	
Clip Board BLACK clip board with cover long 13-1/2" x 9-1/4"	20	pcs	
Envelope, Brown Long	1000	pcs	
Envelope, Brown Short	200	pcs	
Envelope, Expanding Kraft long with garter	500	pcs	
Expanding File Folder 24 Pockets 700D Polyester material, 33.1cm/13.03in Height, 23.5cm/9.25in width and 7cm/2.75in thickness	20	pcs	
Folder long kraft Thickness:11 Points SIZE: Legal Size (14-1/2" x18-1/2" (216mm x 330mm)	500	pcs	
Folder short Thickness: 11 Points 8-1/2" x 13"	300	pcs	
Folder sliding long, Sturdy clear PVC plastic front, Non-slip locking bar 8.5 x 13 in color blue. Tagboard 195 – 260 gsm	500	pcs	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

Folder sliding Short (9.13" x 11.25") Sturdy clear PVC plastic front, Non-slip locking bar 8.5 x 13 in color blue. Tagboard 195 – 260 gsm	400	pcs	
Glue (130g), multipurpose glue, white strong dry, non-toxic	50	btl	
Glossy Photo Paper-4R 102x152mm waterproof glossy, 230gsm for 5760dpi definition, high quality	150	pack	
Glossy Photo Paper-A4 (21 x 29.7 cm) Paper Thickness: 230 gsm, 20 sheets/pack	500	pack	
Highlighter, 1mm, 5mm line thickness, wedge type, pastel asstd color	500	pcs	
ID Clip (for ID), Waterproof with durable PVC strap, metal clip is approximately 1" x 3/8"(L x W), strap is approximately 2 3/4" x 1/2"(L x W) Color: Silver Material Type: Metal for Clip, Plastic for Strap Quantity: 1Less	2000	pcs	
Ink 704 black	100	pcs	
Ink 704 tri color Ink	100	pcs	
Ink BT6000BK (Black)	60	btl	
Ink BT 5000C (Cyan)	60	btl	
Ink BT5000M (Magenta)	60	btl	
Ink BT5000Y (Yellow)	60	btl	
Ink Computer Ink 680 (Black)	120	pcs	
Ink Computer Ink 680 (Tri-	120	pcs	
Ink D60 Blk	120	bottle	
Ink, EPSON (Black) 001	80	bottle	
Ink, EPSON (Yellow) 001	60	bottle	
Ink, EPSON (Cyan) 001	60	bottle	
Ink, EPSON (Magenta) 001	60	bottle	
Ink, EPSON (Black) 003	60	bottle	
Ink, EPSON (Yellow) 003	60	bottle	
Ink, EPSON (Cyan) 003	60	bottle	
Ink, EPSON (Magenta) 003	60	bottle	
Marker, Whiteboard black, non-toxic xylene and toluene free, dry-wipe, Fine tip Broad and refillable	80	pcs	
Marker, Whiteboard red, non-toxic xylene and toluene free and dry-wipe, Fine tip Broad and refillable	80	pcs	
Marker, Permanent black refillable marker Fine tip Broad	80	pcs	
Notebook, 80lvs 6x8.5in with white ruled inside page (1pc), spiral	473	pcs	
Notarial Seal #23 gold foil Coated paper 40 pcs per box size 51mm (2")	200	boxes	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

Laminating Film for ID 250 MICRON (10 pcs per pack)	20	pack	
Photo Paper Inkjet, A4 200gsm, waterproof, glossy (50 sheets/ream)	50	ream	
Paper A4 Substance 24 / 80GSM, 500pcs/ream	6000	ream	
Paper Legal Substance 24 / 80GSM, 500pcs/ream	50	ream	
Paper Fastener, metal (holds documents 2" thick , 7cm hole to hole, 50 sets	50	boxes	
Paper clips Vinyl Coated Steel Wire Jumbo Clip No. 50 - 120grams per box Roughly 75 to 100pcs per box. - Vinyl Coated Colored Plastic Coated AUTHENTIC	225	boxes	
Pencil 482 #2, Medium (one doz/box)	50	boxes	
Puncher, Adjustable / removable paper guide, Hole distance 70 mm (7 cm) Punches up to 25 SHEETS/70 GSM Adjustable paper guide Non jamming feature Two holes Durable steel construction Heavy duty 2 hole punch with lock down handle Durable metal	10	ea	
Push pin, 100pcs/box, 23mm	30	boxes	
Pencil Sharpener, big Metal body, blade and handle with clear plastic drawer to collect shavings, Desk Sharpener with retractable clamp to feed the pencil to the blade. It can fit up to the regular size pencil (Mongol regular size No. 1, 2, 3)	10	ea	
Paper Fastener, plastic 7cm, 50 pcs in a box with assorted colors	10	boxes	
Paper, Parchment 100 sheets/ream cream, 80gsm	1000	ream	
Pad, paper 8 ½ x 13", 80 leaves with 32 lines, yellow	50	pad	
Record Book 500 lvs 11.25" L x 7" W Hard bound thick blue cover	1900	pcs	
Ruler Plastic, Transparent 12" / 30cm Made of PVC Plastic	250	pcs	
Specialty Board paper, 220 GSM, Vellum Cream A4, 10 packs/ream	1600	ream	
Scissors, Heavy Duty Zinc Alloy Tailor Scissor 8.5 inches 80mm blades and 215mm overall length	100	pcs	
Sign pen (black) 0.5mm Needle Point Tip Gel Ink Pen	100	pcs	
Sign pen (red) 0.5mm Needle Point Tip Gel Ink Pen	100	pcs	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

Staple Remover, Standard-design staple remover with extra-wide holding tabs Black with chrome-finish steel jaws	100	ea	
Staple Wire No. 35 26/26, full strip 5000 staples/box	70	box	
Stapler (standard) heavy duty No.35 with Remover	100	ea	
Sticky Notes 3" x 3 (7.6 cm x 7.6 cm) 100 sheets / pad	950	pad	
Tape, Double-sided 3mx24mm, white Super Strong Double-Sided Adhesive Glue Tape Foam Sticky Tapes	500	rlls	
Tape, Masking white size 1-1/2" 36MMX23M	300	rlls	
Tape, scotch 18mm x 25m transparent tape 500	600	rlls	
Tape, clothe 48mmx26m	100	rlls	
White Board Eraser 11cm x 6cm	60	pcs	
<b>Requirement/s if declared as Lowest/Single Calculated Bids</b>			
<ul style="list-style-type: none"> <li>➤ Presentation of Brochure/sample of items for the purpose of evaluation and determination of conformity with the technical specification.</li> <li>➤ Proposed items are available in the market for at least three (3) years</li> </ul>			
<b>Requirement/if awarded the contract:</b>			
<b>Delivery Period and Completeness:</b> Forty-Five (45) Calendar Days from NTP			
<b>Delivery Place:</b> Coast Guard Education, Training and Doctrine Command, Muelle Dela Industria, Farola Compound, Binondo, Manila.			
<b>Warranty Period/Coverage of Warranty:</b> Minimum of three (3) months upon acceptance/delivery to rectify errors in the items delivered, if any, since it is expendable supplies.			
<b>Site Delivery Inspection (as applicable):</b> Coast Guard Education, Training and Doctrine Command, Muelle Dela Industria, Farola Compound, Binondo, Manila			
<b>Pre-Delivery Inspection:</b> To be checked by at least majority of the TIAC Members at the principal place of business.			
<b>Acceptance Parameters:</b> The inspection and test shall be conducted at the <b>Coast Guard Education, Training and Doctrine Command, Muelle Dela Industria, Farola Compound, Binondo, Manila</b> by the end-user and the Technical Inspection and Acceptance Committee (TIAC). Only items in conformity with the required quantity and technical specifications shall be accepted.			
<b>Other requirement to be submitted by the Bidder during Post-Qualification:</b>			
<ul style="list-style-type: none"> <li>➤ TWG to conduct site inspection to ascertain the authenticity of the store and supporting documents</li> <li>➤ Brochures or sample pictures of each items for pre-approval of the TWG to comply with the acceptance parameters</li> <li>➤ Certificate of Dealership/Distributorship</li> </ul>			

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

x-x-x-x-x-nothing follows-x-x-x-x-x-x

Conforme:

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position  
of Authorized Rep.)*

Duly authorized to sign Bid for and on behalf of  
\_\_\_\_\_  
*(Please indicate name of compan*

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**



***Section VIII. Checklist of Technical and  
Financial Documents***

# SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

## Checklist of Technical and Financial Documents

Each Bidder shall submit one (1) **original** and **six (6) copies** of the first and second components of its bid through their duly authorized representatives.

All envelopes shall:

- a. contain the name of the contract to be bid in **capital letters**;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the BAC with the following details:

**BIDS AND AWARDS COMMITTEE (BAC)  
PHILIPPINE COAST GUARD – NATIONAL HEADQUARTERS**

- d. bear the specific identification of this bidding process; and
- e. bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids.

### I. TECHNICAL COMPONENT ENVELOPE (with tabbings)

#### *Class “A” Documents*

##### Legal Documents

- Valid and updated Philippine Government Electronic Procurement System (PhilGEPS) Platinum Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated;

#### **OR**

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Platinum Certificate of Registration and Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

1. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives; **AND/OR**
2. Valid 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.

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184; **AND/OR**

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND/OR**
4. Latest Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

OR;

In lieu of the PhilGEPS Platinum Certificate of Registration and Membership, bidders shall submit all of the proceeding valid and/or updated Class "A" Eligibility Documents; Provided that the bidder having the LCB/SCB submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCB/SCB during the post-qualification process

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures, DTI Registration Certificate for sole proprietorship, or CDA Registration Certificate for cooperatives;
2. Valid 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.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184;

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND**
4. Latest AFS stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.



## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

### 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.

The Statement of all On-going Government and Private Contracts shall indicate for each contract, the following:

- name of the contract;
- date of the contract;
- contract period;
- owner's name and address;
- kinds of goods;
- amount of contract and value of outstanding contracts;
- date of delivery (please state estimated date of delivery)

For purposes of post-qualification bidders are also required to attached the following: (if applicable)

- Notice to Proceed
- Purchase Order

- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, which should have been completed within five (5) years prior to the deadline for the submission and receipt of bids and equivalent to at **least twenty-five percent (25%) of the ABC or amounting to at least Eight Hundred Forty Thousand Four Hundred Fourteen Pesos and 05/100 Only (PhP 840,414.05).**

The statement identifying the Single Largest Completed Contract (SLCC) shall indicate the following:

- (a) name of the contract;
- (b) date of the contract;
- (c) contract period;
- (d) owner's name and address;
- (e) kinds of goods;
- (f) amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- (h) date of delivery (actual date of delivery for the single largest completed contract); and
- (i) end user's acceptance or official receipt(s) or sales invoice issued for the contract, which shall be attached to the statement of SLCC.

For purposes of post-qualification, bidders are required to attach the entire set of the Contract, Purchase Order or Memorandum of Agreement to the Statement Identifying the SLCC.

Bidders are also required to Include in the aforesaid Statement of All On-going Government and Private Contracts and Statement Identifying the SLCC the following information:

- a) Contact Person; and

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

b) Contact Details (telephone/fax/cellphone number and/or email address)

(h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission, based on the following schedule:

<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) 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</p> <p>[at least Two Percent (2%) of the ABC]</p>	<p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p>[at least Five Percent (5%) of the ABC]</p>
<p><b>PhP67,233.12</b></p>	<p><b>PhP168,082.81</b></p>

**OR;**

Original copy of Notarized Bid Securing Declaration in accordance with the GPPB template provided under GPPB Circular 04-2020; **and**

(i) Duly signed Section VI (Schedule of Requirements); **and**

(j) Conformity with the Technical Specifications and duly signed by the bidder's authorized representative. As evidence of the bidder's statements of compliance, the bidders shall be required to provide manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, brochures, pamphlets. samples, as appropriate; **and**

(k) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution 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.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable*)

### Financial Documents

- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) which must be at least to the ABC amounting to ***Three Million Three Hundred Sixty-One Thousand Six Hundred Fifty-Six Pesos and 20/100 Only (PhP 3,361,656.20)***.

Bidders must submit a computation of its NFCC, which must be at least equal to the ABC, calculated as follows:

NFCC = [(Current assets minus current liabilities) **(15)**] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

### **OR;**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid or in the amount of ***Three Hundred Thirty-Six Thousand One Hundred Sixty-Five Pesos and 62/100 Only (PhP 336,165.62)*** if issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

### ***Class "B" Documents***

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

### **OR;**

## **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

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.

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective valid and updated PhilGEPS Platinum Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

In case any of the eligibility documents submitted to PhilGEPS by any of the partners of the joint venture is not updated, a combination of a valid PhilGEPS Platinum Certificate of Registration and Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

- SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
- Valid 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;
- Valid Tax Clearance Certificate; and
- AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

In the event that one of the partners of the joint venture does not have a valid and updated PhilGEPS Platinum Certificate of Registration and Membership, then it shall submit the following eligibility documents:

- SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
- Valid 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;
- Valid Tax Clearance Certificate; and
- AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

### **24 FINANCIAL COMPONENT ENVELOPE (with tabbings)**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

(a) Original of duly signed and accomplished Financial Bid Form;  
**And**

(b) Original of duly signed and accomplished Price Schedule(s).

All financial bids shall be rounded up to two (2) decimal places.

**ADDITIONAL REQUIREMENTS TO BE COMPLIED BY THE WINNING SUPPLIER:**

Within ten (10) calendar days from receipt of the Notice of Award (NOA), the winning supplier shall submit a Performance Securing Declaration or any form of Performance Security in accordance with the following schedule pursuant to Section 39 of the 2016 Revised IRR of R.A. 9184 **which shall be denominated in Philippine Pesos, posted in favor of the Philippine Coast Guard and shall remain valid until issuance by the Philippine Coast Guard of the Certificate of Final Acceptance**, to wit:

<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) 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</p> <p align="center">[at least Two Percent (5%) of the Contract Price]</p>	<p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p align="center">[at least Thirty Percent (30%) of the Contract Price]</p>
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**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

***Section IX. Bidding Forms***

**TABLE OF CONTENTS**

<b>BID FORM .....</b>	<b>45</b>
<b>PRICE SCHEDULES.....</b>	<b>47</b>
<b>CONTRACT AGREEMENT.....</b>	<b>55</b>
<b>OMNIBUS SWORN STATEMENT .....</b>	<b>58</b>
<b>BID SECURING DECLARATION .....</b>	<b>61</b>
<b>STATEMENT OF ALL ON-GOING CONTRACTS.....</b>	<b>63</b>
<b>STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT.....</b>	<b>64</b>
<b>NFCC COMPUTATION.....</b>	<b>65</b>
<b>PERFORMANCE SECURING DECLARATION.....</b>	<b>66</b>
<b>DIAGRAM FOR THE SEALING AND MARKING OF BIDS.....</b>	<b>68</b>

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or 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 PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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:

Name and address Amount and Purpose of of agent Currency, 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.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.

Name: \_\_\_\_\_

Legal capacity:

\_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

**For Goods Offered from Abroad**  
**[shall be submitted with the Bid if bidder is offering goods from Abroad]**

**Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.**

Name of Bidder \_\_\_\_\_ . Invitation to Bid Number \_\_. Page . of \_\_\_\_.

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)
1	Acetate 300 Microns PVC Binding Cover Book clear and colorless 100 pcs plastic sheets thickness: 300 microns or 0.3 mm		270					
2	Ball Pen (Black)		6000					
3	Binder Clip 32mm		300					
4	Binder Clip 25 mm		300					
5	Binder Clip 19 mm		300					
6	Certificate Holder, Plastic		1200					
7	Correction tape		100					
8	Cork Board		20					
9	Cutter		20					
10	Clip Board		20					
11	Envelope, Brown Long		1000					
12	Envelope, Brown Short		200					
13	Envelope, Expanding Kraft		500					

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

14	Expanding File Folder		20				
15	Folder long		500				
16	Folder short		300				
17	Folder sliding long		500				
18	Folder sliding short		400				
19	Glue (130g)		50				
20	Glossy Photo Paper-4R Size		150				
21	Glossy Photo Paper-A4		500				
22	Highlighter		500				
23	ID Clip (for ID)		1000				
24	Ink 704 black		100				
25	Ink 704 tri color Ink		100				
26	Ink BT6000BK (Black)		60				
27	Ink BT 5000C (Cyan)		60				
28	Ink BT5000M (Magenta)		60				
29	Ink BT5000Y (Yellow)		60				
30	Ink Computer Ink 680 (Black)		120				
31	Ink Computer Ink 680 (Tri-		120				
32	Ink D60 Blk		120				
33	Ink, EPSON (Black) 001		80				
34	Ink, EPSON (Yellow) 001		60				
35	Ink, EPSON ( Cyan) 001		60				
36	Ink, EPSON (Magenta) 001		60				
37	Ink, EPSON (Black) 003		60				
38	Ink, EPSON (Yellow) 003		60				
39	Ink, EPSON (Cyan) 003		60				
40	Ink, EPSON (Magenta) 003		60				
41	Marker, Whiteboard black		80				
42	Marker, Whiteboard red		80				
43	Marker, Permanent black		80				

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

44	Notebook, 80 pages		473				
45	Notarial Seal #23		200				
46	Laminating Film ID Size (for		20				
47	Photo Paper Inkjet, A4		50				
48	Paper A4 80 gsm		6000				
49	Paper Legal 80 gsm		50				
50	Paper Fastener, metal		50				
51	Paper clips		50				
52	Pencil		50				
53	Puncher		10				
54	Push pin		30				
55	Pencil Sharpener, big		10				
56	Paper Fastener, plastic		10				
57	Paper, Parchment		1000				
58	Pad, paper		50				
59	Record Book 500 lvs		1900				
60	Ruler Plastic		100				
61	Specialty Board paper		1600				
62	Scissors		100				
63	Sign pen (black)		100				
64	Sign pen (red)		100				
65	Staple Remover		100				
66	Staple Wire		70				
67	Stapler (standard)		100				
68	Sticky Notes		950				
69	Tape, Double-sided 24 mm		500				
70	Tape, Masking		300				
71	Tape, scotch		600				
72	Tape, clothe 48mmx26m		100				
73	White Board Eraser		60				

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**\*BIDDERS SHALL NOT ALTER THIS FORM**

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

### For Goods Offered From Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

**Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered. Prospective bidders have the option to indicate the appropriate amount, “0” or “Not Applicable (N/A)” for columns 6, 7 and 8. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.**

Name of Bidder \_\_\_\_\_ Invitation to Bid Number \_\_\_\_\_. Page \_ of \_\_\_\_\_.

1	2	3	4	5	6	7	8	9	10
		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)
1	Acetate 300 Microns PVC Binding Cover Book clear and colorless 100 pcs plastic sheets thickness: 300 microns or 0.3 mm		270						
2	Ball Pen (Black)		6000						
3	Binder Clip 32mm		300						
4	Binder Clip 25 mm		300						
5	Binder Clip 19 mm		300						
6	Certificate Holder, Plastic		1200						
7	Correction tape		100						
8	Cork Board		20						
9	Cutter		20						
10	Clip Board		20						
11	Envelope, Brown Long		1000						

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

12	Envelope, Brown Short		200						
13	Envelope, Expanding Kraft		500						
14	Expanding File Folder		20						
15	Folder long		500						
16	Folder short		300						
17	Folder sliding long		500						
18	Folder sliding short		400						
19	Glue (130g)		50						
20	Glossy Photo Paper-4R Size		150						
21	Glossy Photo Paper-A4		500						
22	Highlighter		500						
23	ID Clip (for ID)		1000						
24	Ink 704 black		100						
25	Ink 704 tri color Ink		100						
26	Ink BT6000BK (Black)		60						
27	Ink BT 5000C (Cyan)		60						
28	Ink BT5000M (Magenta)		60						
29	Ink BT5000Y (Yellow)		60						
30	Ink Computer Ink 680 (Black)		120						
31	Ink Computer Ink 680 (Tri-		120						
32	Ink D60 Blk		120						
33	Ink, EPSON (Black) 001		80						
34	Ink, EPSON (Yellow) 001		60						
35	Ink, EPSON ( Cyan) 001		60						
36	Ink, EPSON (Magenta) 001		60						
37	Ink, EPSON (Black) 003		60						
38	Ink, EPSON (Yellow) 003		60						
39	Ink, EPSON (Cyan) 003		60						
40	Ink, EPSON (Magenta) 003		60						
41	Marker, Whiteboard black		80						

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

42	Marker, Whiteboard red		80						
43	Marker, Permanent black		80						
44	Notebook, 80 pages		473						
45	Notarial Seal #23		200						
46	Laminating Film ID Size (for		20						
47	Photo Paper Inkjet, A4		50						
48	Paper A4 80 gsm		6000						
49	Paper Legal 80 gsm		50						
50	Paper Fastener, metal		50						
51	Paper clips		50						
52	Pencil		50						
53	Puncher		10						
54	Push pin		30						
55	Pencil Sharpener, big		10						
56	Paper Fastener, plastic		10						
57	Paper, Parchment		1000						
58	Pad, paper		50						
59	Record Book 500 lvs		1900						
60	Ruler Plastic		100						
61	Specialty Board paper		1600						
62	Scissors		100						
63	Sign pen (black)		100						
64	Sign pen (red)		100						
65	Staple Remover		100						
66	Staple Wire		70						
67	Stapler (standard)		100						
68	Sticky Notes		950						
69	Tape, Double-sided 24 mm		500						
70	Tape, Masking		300						
71	Tape, scotch		600						

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES**

72	Tape, clothe 48mmx26m		100						
73	White Board Eraser		60						

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**\*BIDDERS SHALL NOT ALTER THIS FORM**



# SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

## Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

---

### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in City of \_\_\_\_\_, Philippines, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared:

**NAME**

**ID ISSUED AT/ON**

\_\_\_\_\_

known to me and known to be the same person who execute the foregoing instrument consisting of \_\_\_\_\_ (\_\_) pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his/her free and voluntary act and deed and that of the Corporation/Sole Proprietorship he/she represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Doc No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_.

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**OMNIBUS SWORN STATEMENT**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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 state that:

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;

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;

## SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND STAFF OFFICES

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 examining all of the Bidding Documents;

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

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

d) Inquiring or securing 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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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. \_\_\_\_\_ 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 \_\_\_\_\_

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**BID SECURING DECLARATION FORM**

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: [Insert number]**

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

I/We, 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 procurement 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 No. 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; and
  - 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.

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 OR ITS AUTHORIZED  
REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**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. \_\_\_\_\_ 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 \_\_\_\_\_



**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS**

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_, Page of \_\_\_\_.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Date of Delivery (Please indicate estimated date of delivery)	Amount of Contract	Value of Outstanding Contracts
<b>Government Contracts:</b>								
<b>Private Contracts:</b>								
<b>Total</b>								

\_\_\_\_\_  
[Signature of the Authorized Rep.]

\_\_\_\_\_  
[in the capacity of] (Please indicate position of Authorized Rep.)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Please indicate name of company)

**NOTE:**

*The aforesaid statement should include those contracts awarded but not yet started.*

*Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-going government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.*

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT**

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_, Page of \_\_\_\_.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;	Date of Delivery (Please indicate actual date of delivery)

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*                      *[in the capacity of] (Please indicate position of Authorized Rep.)*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**NOTE:**  
***Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice.***

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**NFCC COMPUTATION**

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_, Page of \_\_\_\_.

<b>ABC</b>	<b>THREE MILLION THREE HUNDRED SIXTY-ONE THOUSAND SIX HUNDRED FIFTY-SIX PESOS AND 20/100 ONLY (PHP 3,361,656.20)</b>
<b>DETAILS</b>	<b>AMOUNT</b>
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total value of all outstanding contracts, including those awarded but not yet started	
Total NFCC Computation	

\_\_\_\_\_  
*[Signature of the Authorized Rep.] [in the capacity of] (Please indicate position of Authorized Rep.)]*

*Duly authorized to sign Bid for and on behalf of* \_\_\_\_\_  
*(Please indicate name of company)*

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.  
x-----x

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/ contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year if in case it is my first offense, or two (2) years if I have a prior similar offense upon receipt of your Blacklisting Order if I/we have violated my/our obligations under the Contract.
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 IRR of RA No. 9184 as required by the end-user.

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*

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CGETDC UNITS AND  
STAFF OFFICES**

**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. \_\_\_\_\_ 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 \_\_\_\_\_

# DIAGRAM FOR THE SEALING AND MARKING OF THE BID ENVELOPES

