
INVITATION FOR NEGOTIATED PROCUREMENT (NP-2022-07-011)

1. In view of two (2) failed public biddings, the Department of Social Welfare and Development (DSWD) Field Office IX invites interested bidders to participate in the NEGOTIATION for the **Procurement CY 2022 Office Supplies for the use of SLP Staff in DSWD FO9**, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
2. The Department of Social Welfare and Development (DSWD) Field Office IX, through the NGA, the General Appropriations Act 2022 intends to apply the sum of **Nine Hundred Four Thousand Seven One Pesos and 74/100 Only (Php 904,071.74)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement CY 2022 Office Supplies for the use of SLP Staff in DSWD FO9.(NP-2022-07-011)**
3. The Department of Social Welfare and Development (DSWD) Field Office IX will hold a meeting with all interested bidders on **July 21, 2022 at 9:00am** To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via **Google Meets:zay-ckmj-kvv**
4. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **8:00AM, July 25, 2022**,. Late bids shall not be accepted
5. Bid opening shall be on **July 25, 2022 at 9:30 AM** at the given address below and/or via **Google Meet**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **July 15 , 2022** from the given address and website(s) 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 **One Thousand Pesos Only (Php 1,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means
7. For further information, please refer to:

Riduan P. Hadjimuddin, CESO IV

BAC Chairperson

Department of Social Welfare and Development (DSWD) Field Office IX

General Vicente Alvarez St., Zamboanga City

bac.dswdfo9@gmail.com

Tel. No. (062) 991-6030

<https://fo9.dswd.gov.ph/>

RIDUAN P. HADJIMUDDIN, CESO IV

Chairperson

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.

Item Number	Description	Quantity	Total	Date of Delivery
				FULL DELIVERY IN 15 DAYS UPON RECEIPT OF NOTICE TO PROCEED
1	Bondpaper, A4 (substance 20) gsm 70	793	reams	
2	Bondpaper, Legal (substance 20) gsm 70	1050	reams	
3	Folder L-Type Legal (100/box) all yellow	16	box	
4	Folder (Pressboard) (100/box) legal size, yellow	10	box	
5	Expanded Envelope Legal (100/box) yellow	17	box	
6	Paper Fastener Plastic (70mm between prongs)	137	box	
7	Universal Ink (Black), 1L	23	liter	
8	Universal Ink (Cyan), 1L	23	liter	
9	Universal Ink (Magenta), 1L	23	liter	
10	UNiversal Ink (Yellow), 1l	23	liter	
11	SIGN PEN, black (0.5)	376	piece	
12	SIGN PEN, blue (0.5)	32	piece	
13	CALCULATOR, COMPACT(SOLAR TYPE)14-DIGITS)	28	unit	
14	STAPLER, heavy duty, binder type (standard size) any color	31	unit	
15	PUNCHER, paper, heavy duty,double hole with measurement black (large)	18	piece	

16	SCISSORS, symmetrical 165mm	36	pair	
17	RUBBER BAND,100 grams No. 18 elastic bands	1	box	
18	BIG STAMP PAD, felt (BLUE)	40	piece	
19	BLADE, for general purpose cutter / utility knife all stanley general yale heavy duty	20	piece	
20	CUTTER/UTILITY KNIFE, for general purpose 18 MM	18	piece	
21	MARKER, permanent, black, bullet type, broad point 1.0mm	85	piece	
22	MARKER, permanent, blue, bullet type, broad point 1.0mm	61	piece	
23	PAPER CLIP, vinyl/plastic coated, 33mm 100'S	22	box	
24	PAPER CLIP, vinyl/plastic coated, 50mm, 100'S	74	box	
25	PENCIL, lead, with eraser #2, 12'S	5	box	
26	MARKER, whiteboard, black 1.0mm	12	piece	
27	Expanded Folder (Long Yellow), 100'S	19	box	
28	FASTENER, metal, non-sharp edges, 50'S	36	box	
29	ENVELOPE, DOCUMENTARY, for legal size document 100/packs	10	packs	
30	ENVELOPE, expanding, kraft, legal 100/box	3	packs	
31	ENVELOPE, expanding, plastic color yellow,long	10	piece	
32	ENVELOPE, mailing white,long 500pcs/box	1	box	
33	STAPLE WIRE, heavy duty, binder type, 23/13	15	box	
34	STAPLE WIRE, standard no.35 5000/box	49	box	
35	TAPE, electrical black 0.16mm x 19mm x 4m	2	roll	
36	TAPE, masking, 24mm	6	roll	
37	TAPE, packaging, 48mm	38	roll	
38	TWINE, plastic black 800g	2	roll	

39	PAPER, parchment Long size (8.5x13 inches)25pcs,Light cream color, 85gsm	4	box	
40	INK, for stamp pad 30ml blue	6	bottle	
41	Printer Ink BLACK (HP 415) GT52 70 ml	40	btl	
42	Printer Ink CYAN (HP 415) GT52 70 ml	20	btl	
43	Printer Ink MAGENTA (HP 415) GT52 70 ml	20	btl	
44	Printer Ink YELLOW (HP 415) GT52 70 ml	20	btl	
45	Printer Ink BLACK (EPSON L3210) 003 65 ml	24	btl	
46	Printer Ink CYAN (EPSON L3210) 003 65 ml	18	btl	
47	Printer Ink MAGENTA (EPSON L3210) 003 65 ml	18	btl	
48	Printer Ink YELLOW (EPSON L3210) 003 65 ml	18	btl	
49	Long Paper Fastener Size 8 1/2" 50pcs/box	60	box	
50	Correction Tape 5mm x 8 meters	518	pcs	
51	Sticky Note pad 100 sheets (101x76mm)	20	pad	
52	Ballpen (BLACK)0.7 Retractable Point Pen Pilot	50	pcs	
53	Ballpen (BLUE)0.7 Retractable Point Pen Pilot	50	pcs	
54	Stainless Scissor (BIG) heavy duty 9 inches	20	pcs	
55	Stapler Heavy Duty No.35 strip no. 1111 (BIG)	48	pcs	
56	STAPLE WIRE NO. 35	40	box	
57	Paper Clip (BIG) 50pcs/box assorted color	40	box	
58	Stamp Pad Ink, purple or violet, 50ml (min.)	20	btl	
59	Clip, backfold, 50mm, 12s/box	24	box	
60	HIGHLIGHTER HIGH QUALITY ASSORTED COLOR	94	pcs	

61	GLUE (ELMERS , ALL PURPOSE 500 GRAMS)	60	pcs	
62	Tape, transparent, (2")	120	roll	
63	Storage Box 120L with cover and wheels (white)	15	unit	
64	DATA FILE BOX LARGE	10	piece	
65	FOLDER, with tab, legal size 10pcs/pack	1	pack	
66	DATING AND STAMPING MACHINE (black)	1	piece	
67	TAPE DISPENSER, table top BIG (ASSORTED COLOR)	15	piece	
68	EPSON ink 003 black	54	bottle	
69	EPSON ink 003 yellow	45	bottle	
70	EPSON ink 003 cyan	45	bottle	
71	EPSON ink 003 magenta	45	bottle	
72	BROTHER ink BT 5000 black	10	bottle	
73	BROTHER ink BT 5000 yellow	6	bottle	
74	BROTHER ink BT 5000 cyan	6	bottle	
75	BROTHER ink BT 5000 magenta	6	bottle	
76	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	2	book	
77	TAPE, MASKING, 48mm	26	roll	
78	TAPE, transparent, 48mm	38	roll	
79	TAPE, transparent, 24mm	11	roll	
80	FILE ORGANIZER, fits Legal size folders	16	pcs	
81	TAPE, transparent, 1"	20	rolls	
82	Photopaper (A4) 20 sheets/packs	12	packs	
83	Clipboard folder legal size, plastic color black	16	pcs	
84	NOTEBOOK, stenographer A5 (142mmx210mm)80 sheets	20	pcs	
85	Rubber Stamp (CERTIFIED THRU COPY)	10	pcs	

86	INK CARTRIDGE, EPSON Part no. C13T664100 (T6641), Black	30	ca	
87	INK CARTRIDGE, EPSON Part no. C13T664200 (T6642), Cyan	14	ca	
88	INK CARTRIDGE, EPSON Part no. C13T664300 (T6643), Magenta	14	ca	
89	INK CARTRIDGE, EPSON Part no. C13T664400 (T6644), Yellow	14	ca	
90	INK CARTRIDGE, BROTHER INK GENUINE , Black	4	ca	
91	INK CARTRIDGE, BROTHER INK GENUINE, Cyan	2	ca	
92	INK CARTRIDGE, BROTHER INK GENUINE, Magenta	2	ca	
93	INK CARTRIDGE, BROTHER INK GENUINE, Yellow	2	ca	
94	WHITE LONG FOLDER, yellow (100 PCS / BOX)	3	box	
95	NOTEPAD, stick on, 50mm x 76mm (3" x 3") min	40	pad	
96	TAPE, masking, 24mm	20	roll	
97	PAPER FASTENERS, vinyl/plastic coated T-20601-D (50 pcs / box)	38	box	
98	CORK BOARD, 40 x 60cm with aluminum frame	2	piece	
99	BROWN ENVELOPE, long (100 pcs /box)	2	box	

Schedule of Delivery

Delivery Site: DSWD SWADT SLP DIPOLOG Cluster

No.	Item	TOTAL QTY	DATE OF DELIVERY
1	Bondpaper, A4 (substance 24)	248	15 days upon Receipt of Notice to Proceed
2	Bondpaper, Legal (substance 24)	200	
3	Folder L-Type Legal (100/box)	2	
4	Folder (Pressboard) (100/box)	2	
5	Expanded Envelope Legal (100/box)	2	
6	Paper Fastener (70mm between prongs)	10	
7	Universal Ink (Black), 1L	1	
8	Universal Ink (Cyan), 1L	1	
9	Universal Ink (Magenta), 1L	1	
10	UNiversal Ink (Yellow), 1l	1	
11	SIGN PEN, black	16	
12	SIGN PEN, blue	16	
13	CALCULATOR, compact	6	
14	STAPLER, heavy duty, binder type	6	
15	PUNCHER, paper, heavy duty	3	
16	SCISSORS, symmetrical	3	
17	RUBBER BAND, No. 18	1	
18	STAMP PAD, felt	5	
19	BLADE, for general purpose cutter / utility knife	6	
20	CUTTER/UTILITY KNIFE, for general purpose	2	

21	MARKER, permanent, black, bullet type	3	
22	MARKER, permanent, blue, bullet type	3	
23	PAPER CLIP, vinyl/plastic coated, 33mm	8	
24	PAPER CLIP, vinyl/plastic coated, 50mm	8	
25	PENCIL, lead, with eraser	3	
26	MARKER, whiteboard, black	12	
27	Expanded Folder (Long Yellow)	3	
28	FASTENER, metal, non-sharp edges	6	
29	ENVELOPE, DOCUMENTARY, for legal size document	2	
30	ENVELOPE, expanding, kraft, legal	1	
31	ENVELOPE, expanding, plastic	10	
32	ENVELOPE, mailing	1	
33	STAPLE WIRE, heavy duty, binder type, 23/13	15	
34	STAPLE WIRE, standard	15	
35	TAPE, electrical	2	
36	TAPE, masking, 24mm	6	
37	TAPE, packaging, 48mm	6	
38	TWINE, plastic	2	
39	PAPER, parchment	1	
40	INK, for stamp pad	6	

Delivery Site: DSWD SWADT SLP LILOY Cluster

No.	Item	TOTAL QTY	DELIVERY DATE
1	Bondpaper, A4 (substance 24)	150	15 days upon Receipt of Notice to Proceed
2	Bondpaper, Legal (substance 24)	229	
3	Folder L-Type Legal (100/box)	5	
4	Folder (Pressboard) (100/box)	3	
5	Expanded Envelope Legal (100/box)	3	
6	Paper Fastener (70mm between prongs)	17	
7	Universal Ink (Black), 1L	4	
8	Universal Ink (Cyan), 1L	4	
9	Universal Ink (Magenta), 1L	4	
10	UNiversal Ink (Yellow), 1l	4	
11	SIGN PEN, black	20	
12	CALCULATOR, compact	4	
13	TAPE DISPENSER, table top	2	
14	STAPLER, heavy duty, binder type	14	
15	PUNCHER, paper, heavy duty	10	
16	SCISSORS, symmetrical	12	
17	STAMP PAD, felt	15	
18	BLADE, for general purpose cutter / utility knife	14	
19	CUTTER/UTILITY KNIFE, for general purpose	15	
20	PAPER CLIP, vinyl/plastic coated, 33mm	14	

21	PAPER CLIP, vinyl/plastic coated, 50mm	14	
22	PENCIL, lead, with eraser	2	
23	MARKER, permanent, black, bullet type	14	
24	CORRECTION TAPE, 8m	20	
25	TAPE, transparent, 24mm	11	
26	TAPE, transparent, 48mm	15	
27	TAPE, MASKING, 48mm	15	
28	STAPLE WIRE, standard	14	
29	GLUE, all purpose	14	
30	PAPER, parchment	3	

Delivery Site: DSWD FO IX SLP ZAMSOWEDCO Cluster

No.	Item	TOTAL QTY	DATE OF DELIVERY
1	Printer Ink BLACK (HP 415) GT52 70 ml	40	15 days upon Receipt of Notice to Proceed
2	Printer Ink CYAN (HP 415) GT52 70 ml	20	
3	Printer Ink MAGENTA (HP 415) GT52 70 ml	20	
4	Printer Ink YELLOW (HP 415) GT52 70 ml	20	
5	Printer Ink BLACK (EPSON L3210) 003 65 ml	24	
6	Printer Ink CYAN (EPSON L3210) 003 65 ml	18	
7	Printer Ink MAGENTA (EPSON L3210) 003 65 ml	18	
8	Printer Ink YELLOW (EPSON L3210) 003 65 ml	18	
9	Paper, multi-purpose (copy), Legal size, 70 gsm, 210mm x 330mm, sub20	200	
10	Paper, multi-purpose (copy), A4 size, 70 gsm, 210mm x 297mm, sub20	50	
11	Expanded Folder (Long Yellow)	5	
12	Calculator, Compact, electronic, 12 digits cap	8	
13	Paper Fastener	30	
14	Long Paper Fastener (HBW)	15	
15	Correction Tape	100	
16	Sticky Note	20	
17	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	100	
18	Ballpen (BLACK)	50	
19	Ballpen (BLUE)	50	

20	Stainless Scissor (BIG)	20	
21	Stapler Heavy Duty No. 1111 (BIG)	20	
22	STAPLE WIRE NO. 35	40	
23	Paper Clip (BIG)	40	
24	Stamp Pad	20	
25	Stamp Pad Ink, purple or violet, 50ml (min.)	20	
26	Clip, backfold, 50mm, 12s/box	12	
27	HIGHLIGHTER HIGH QUALITY ASSORTED COLOR	30	
28	GLUE (ELMERS , ALL PURPOSE 500 GRMS)	18	
29	Tape, transparent, (2")	40	
30	Storage Box 120L	15	

Delivery Site: DSWD SWADT SLP PAGADIAN - B Cluster

No.	Item	TOTAL QTY	DATE OF DELIVERY
1	CORRECTION TAPE, 8m	100	15 days upon Receipt of Notice to Proceed
2	DATA FILE BOX	10	
3	ENVELOPE, DOCUMENTARY, for legal size document	8	
4	FOLDER, L-type, legal	9	
5	FOLDER, with tab, legal	1	
6	MARKER, permanent, black, bullet type	20	
7	MARKER, permanent, blue, bullet type	20	
8	CUTTER/UTILITY KNIFE, for general purpose	1	

9	DATING AND STAMPING MACHINE	1	
10	PUNCHER, paper, heavy duty	5	
11	SCISSORS, symmetrical	5	
12	STAPLER, heavy duty, binder type	11	
13	TAPE DISPENSER, table top	2	
14	CALCULATOR, compact	2	
15	Bondpaper, A4 (substance 24)	110	
16	Bondpaper, Legal (substance 24)	110	
17	Folder (Pressboard) (100/box)	5	
18	Expanded Envelope Legal (100/box)	5	
19	Paper Fastener (210mm between prongs)	40	
20	Universal Ink (Black), 1L	14	
21	Universal Ink (Cyan), 1L	14	
22	Universal Ink (Magenta), 1L	14	
23	UNiversal Ink (Yellow), 1l	14	
24	EPSON ink 003 black	54	
25	EPSON ink 003 yellow	45	
26	EPSON ink 003 cyan	45	
27	EPSON ink 003 magenta	45	
28	BROTHER ink BT 5000 black	10	
29	BROTHER ink BT 5000 yellow	6	
30	BROTHER ink BT 5000 cyan	6	
31	BROTHER ink BT 5000 magenta	6	
32	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	2	

33	TAPE, MASKING, 48mm	6	
34	TAPE, packaging, 48mm	2	
35	TAPE, transparent, 48mm	6	

Delivery Site: DSWD SWADT SLP PAGADIAN - A Cluster

No.	Item	TOTAL QTY	Date of DELIVERY
1	PAPER, multi-purpose (copy), Legal size, 70 gsm, 216mm x 330mm, sub20	60	15 days upon Receipt of Notice to Proceed
2	PAPER, multi-purpose (copy), A4 size, 70 gsm, 210mm x 297mm, sub20	40	
3	INK CARTRIDGE, EPSON Part no. C13T664100 (T6641), Black	30	
4	INK CARTRIDGE, EPSON Part no. C13T664200 (T6642), Cyan	14	
5	INK CARTRIDGE, EPSON Part no. C13T664300 (T6643), Magenta	14	
6	INK CARTRIDGE, EPSON Part no. C13T664400 (T6644), Yellow	14	
7	INK CARTRIDGE, BROTHER INK GENUINE , Black	4	
8	INK CARTRIDGE, BROTHER INK GENUINE, Cyan	2	
9	INK CARTRIDGE, BROTHER INK GENUINE, Magenta	2	
10	INK CARTRIDGE, BROTHER INK GENUINE, Yellow	2	

11	EXPANDED YELLOW LONG ENVELOP (100 PCS / BOX)	2	
12	EXPANDED YELLOW LONG FOLDER (100 PCS / BOX)	2	
13	WHITE LONG FOLDER (100 PCS / BOX)	3	
14	NOTEPAD, stick on, 50mm x 76mm (3" x 3") min	20	
15	TAPE DISPENSER, table top	3	
16	CORRECTION TAPE - high quality	100	
17	CLIP, back fold, 50mm	12	
18	TAPE, transparent, 24mm	20	
19	TAPE, transparent, 48mm x 100m	20	
20	TAPE, masking, 24mm	20	
21	TAPE, masking, 48mm x 100m	20	
22	GLUE, all purpose 500g	8	
23	PAPER CLIP, vinyl/plastic coated, 50mm	20	
24	PAPER FASTENERS, vinyl/plastic coated T-20601-D (50 pcs / box)	38	
25	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip (12 pcs / box)	96	
26	STAPLER, with staple remover, high quality	8	
27	CORK BOARD, 40 x 60cm with aluminum frame	2	
28	MARKER, fluorescent (highlighter yellow/green/pink)	24	
29	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	8	
30	MARKER, permanent, black, bullet type (12 pcs / box)	24	

31	BROWN ENVELOPE, long (100 pcs /box)	2	
----	-------------------------------------	---	--

Delivery Site: DSWD FO IX SLP RPMO Cluster

No.	Item	TOTAL QTY	DATE OF DELIVERY
1	Bondpaper, A4 (substance 24)	115	15 days upon Receipt of Notice to Proceed
2	Bondpaper, Legal (substance 24)	151	
3	Folder, Expanded Long Yellow (1000pc/box)	6	
4	Expanded Envelope Legal (100/box)	2	
5	Paper Fastener, Plastic (81/2")	10	
6	Paper Fastener, Plastic 70mm prong	20	
7	SIGN PEN BLACK	132	
8	SIGN PEN BLUE	4	
9	PERMANENT MARKER BLUE	24	
10	FASTENER, METAL NON SHARP	30	
11	ENVELOPE, EXPANDING KRAFT LEGAL	2	
12	TAPE, packaging, 48mm	18	
13	LONG PAPER FASTENER	45	
14	CORRECTION TAPE	98	
15	TAPE, TRANSPARENT TAPE 2"	14	
16	TAPE, ,MASKING 48MM	5	
17	TAPE TRANSPARENT 48 MM	3	
18	RUBBER STAMP	6	
19	TOP DISPENSER	2	

Delivery Site: DSWD SWADT IPIL Cluster

No.	Item	TOTAL QTY	DATE OF DELIVERY
1	Bondpaper, A4 (substance 24)	80	15 days upon Receipt of Notice to Proceed
2	Bondpaper, Legal (substance 24)	100	
3	Universal Ink (Black), 1L	4	
4	Universal Ink (Cyan), 1L	4	
5	Universal Ink (Magenta), 1L	4	
6	UNiversal Ink (Yellow), 1l	4	
7	Paper Fastener (70mm between prongs)	40	
8	FILE ORGANIZER, fits Legal size folders	16	
9	Expanded Folder Long (yellow)	300	
10	Expanded Envelope, Legal	300	
11	SIGN PEN, Liquid Gel (Black) 0.5mm	12	
12	SIGN PEN, Liquid Gel (Blue) 0.5mm	12	
13	CORRECTION TAPE, 8m	100	
14	STAPLER, Standard Type with Stapler remover	20	
15	STAPLE WIRE, standard	20	
16	TAPE, packaging, 48mm	12	
17	TAPE, transparent, 48mm x 100m	20	
18	TAPE, transparent, 2"	40	
19	MARKER, permanent, black, bullet type	24	

20	NOTEPAD, stick on, 3" x 3"	20	
21	SCISSORS, symmetrical	16	
22	Photopaper	12	
23	TAPE DISPENSER, table top	6	
24	PAPER CLIP, vinyl/plastic coated, 50mm	32	
25	Glue, 250ml	20	
26	Clipboard, legal	16	
27	NOTEBOOK, stenographer	20	
28	Highlighter Pen	40	
29	Rubber Stamp (CERTIFIED THRU COPY)	4	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the

standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[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 “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s 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 Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable</i></p>

		<i>for prosecution subject to the applicable laws and issuances.]</i>
1	Bondpaper, A4 (substance 20) gsm 70	
2	Bondpaper, Legal (substance 20) gsm 70	
3	Folder L-Type Legal (100/box) all yellow	
4	Folder (Pressboard) (100/box) legal size, yellow	
5	Expanded Envelope Legal (100/box) yellow	
6	Paper Fastener Plastic (70mm between prongs)	
7	Universal Ink (Black), 1L	
8	Universal Ink (Cyan), 1L	
9	Universal Ink (Magenta), 1L	
10	UNiversal Ink (Yellow), 1l	
11	SIGN PEN, black (0.5)	
12	SIGN PEN, blue (0.5)	
13	CALCULATOR, COMPACT(SOLAR TYPE)14-DIGITS)	
14	STAPLER, heavy duty, binder type (standard size) any color	
15	PUNCHER, paper, heavy duty,double hole with measurement black (large)	
16	SCISSORS, symmetrical 165mm	

17	RUBBER BAND,100 grams No. 18 elastic bands	
18	BIG STAMP PAD, felt (BLUE)	
19	BLADE, for general purpose cutter / utility knife all stanley general yale heavy duty	
20	CUTTER/UTILITY KNIFE, for general purpose 18 MM	
21	MARKER, permanent, black, bullet type, broad point 1.0mm	
22	MARKER, permanent, blue, bullet type, broad point 1.0mm	
23	PAPER CLIP, vinyl/plastic coated, 33mm 100'S	
24	PAPER CLIP, vinyl/plastic coated, 50mm, 100'S	
25	PENCIL, lead, with eraser #2, 12'S	
26	MARKER, whiteboard, black 1.0mm	
27	Expanded Folder (Long Yellow), 100'S	
28	FASTENER, metal, non-sharp edges, 50'S	
29	ENVELOPE, DOCUMENTARY, for legal size document 100/packs	
30	ENVELOPE, expanding, kraft, legal 100/box	
31	ENVELOPE, expanding, plastic color yellow,long	
32	ENVELOPE, mailing white,long 500pcs/box	
33	STAPLE WIRE, heavy duty, binder type, 23/13	
34	STAPLE WIRE, standard no.35 5000/box	

35	TAPE, electrical black 0.16mm x 19mm x 4m	
36	TAPE, masking, 24mm	
37	TAPE, packaging, 48mm	
38	TWINE, plastic black 800g	
39	PAPER, parchment Long size (8.5x13 inches)25pcs,Light cream color, 85gsm	
40	INK, for stamp pad 30ml blue	
41	Printer Ink BLACK (HP 415) GT52 70 ml	
42	Printer Ink CYAN (HP 415) GT52 70 ml	
43	Printer Ink MAGENTA (HP 415) GT52 70 ml	
44	Printer Ink YELLOW (HP 415) GT52 70 ml	
45	Printer Ink BLACK (EPSON L3210) 003 65 ml	
46	Printer Ink CYAN (EPSON L3210) 003 65 ml	
47	Printer Ink MAGENTA (EPSON L3210) 003 65 ml	
48	Printer Ink YELLOW (EPSON L3210) 003 65 ml	
49	Long Paper Fastener Size 8 1/2" 50pcs/box	
50	Correction Tape 5mm x 8 meters	
51	Sticky Note pad 100 sheets (101x76mm)	
52	Ballpen (BLACK)0.7 Retractable Point Pen Pilot	

53	Ballpen (BLUE)0.7 Retractable Point Pen Pilot	
54	Stainless Scissor (BIG) heavy duty 9 inches	
55	Stapler Heavy Duty No.35 strip no. 1111 (BIG)	
56	STAPLE WIRE NO. 35	
57	Paper Clip (BIG) 50pcs/box assorted color	
58	Stamp Pad Ink, purple or violet, 50ml (min.)	
59	Clip, backfold, 50mm, 12s/box	
60	HIGHLIGHTER HIGH QUALITY ASSORTED COLOR	
61	GLUE (ELMERS , ALL PURPOSE 500 GRAMS)	
62	Tape, transparent, (2")	
63	Storage Box 120L with cover and wheels (white)	
64	DATA FILE BOX LARGE	
65	FOLDER, with tab, legal size 10pcs/pack	
66	DATING AND STAMPING MACHINE (black)	
67	TAPE DISPENSER, table top BIG (ASSORTED COLOR)	
68	EPSON ink 003 black	
69	EPSON ink 003 yellow	
70	EPSON ink 003 cyan	

71	EPSON ink 003 magenta	
72	BROTHER ink BT 5000 black	
73	BROTHER ink BT 5000 yellow	
74	BROTHER ink BT 5000 cyan	
75	BROTHER ink BT 5000 magenta	
76	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
77	TAPE, MASKING, 48mm	
78	TAPE, transparent, 48mm	
79	TAPE, transparent, 24mm	
80	FILE ORGANIZER, fits Legal size folders	
81	TAPE, transparent, 1"	
82	Photopaper (A4) 20 sheets/packs	
83	Clipboard folder legal size, plastic color black	
84	NOTEBOOK, stenographer A5 (142mmx210mm)80 sheets	
85	Rubber Stamp (CERTIFIED THRU COPY)	
86	INK CARTRIDGE, EPSON Part no. C13T664100 (T6641), Black	
87	INK CARTRIDGE, EPSON Part no. C13T664200 (T6642), Cyan	
88	INK CARTRIDGE, EPSON Part no. C13T664300 (T6643), Magenta	

89	INK CARTRIDGE, EPSON Part no. C13T664400 (T6644), Yellow	
90	INK CARTRIDGE, BROTHER INK GENUINE , Black	
91	INK CARTRIDGE, BROTHER INK GENUINE, Cyan	
92	INK CARTRIDGE, BROTHER INK GENUINE, Magenta	
93	INK CARTRIDGE, BROTHER INK GENUINE, Yellow	
94	WHITE LONG FOLDER, yellow (100 PCS / BOX)	
95	NOTEPAD, stick on, 50mm x 76mm (3" x 3") min	
96	TAPE, masking, 24mm	
97	PAPER FASTENERS, vinyl/plastic coated T-20601-D (50 pcs / box)	
98	CORK BOARD, 40 x 60cm with aluminum frame	
99	BROWN ENVELOPE, long (100 pcs /box)	
	FULL DELIVERY IN 15 DAYS UPON RECEIPT OF NOTICE TO PROCEED	
	PACKAGING: Refer to Special Condition of Contract on "PACKAGING TERMS"	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid and **Updated** PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or**

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

Class "B" Documents

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

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form with attached notarized legal capacity of representative or owner in the form of SPA/Secretary's Certificate/Owner's Certificate; **and**

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

For information and guidance of all concerned.

RIDUAN P. HADJIMUDDIN, CESO IV
BAC Chairperson



**OFFICE OF THE BAC
SECRETARIAT
FIELD OFFICE IX**
DSWD-GF-005| REV 01 / 12 OCT 2021



**OFFICE OF THE BAC
SECRETARIAT
FIELD OFFICE IX**
DSWD-GF-005| REV 01 / 12 OCT 2021
