

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

**SUPPLY AND DELIVERY OF  
COMMON-USE SUPPLIES,  
MATERIALS, AND EQUIPMENT  
(INCLUDING PARTS AND  
ACCESSORIES)  
(OFFICE AND TRAINING USE)  
AND LEARNING TOOLS AND  
EQUIPMENT FOR SCIENCE AND  
MATHEMATICS (LTE-SME)**

(Goods-2025-017-CSE/LTE-SME/LTE-SME)

Government of the Republic of the Philippines

Sixth Edition  
July 2020



# Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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





Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF BILIRAN

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## INVITATION TO BID

**SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES, MATERIALS, AND EQUIPMENT (INCLUDING PARTS AND ACCESSORIES) (OFFICE AND TRAINING USE) AND LEARNING TOOLS AND EQUIPMENT FOR SCIENCE AND MATHEMATICS**

(Goods-2025-017-CSE/LTE-SME)

1. The **DepEd, SDO-Biliran** through the FY 2024 GAA and FY 2025 GAA<sup>1</sup> intends to apply the sum of **ONE MILLION FOUR HUNDRED FORTY-TWO THOUSAND ONE HUNDRED SEVENTEEN PESOS AND 31/100 (Php1,442,117.31)** being the total Approved Budget for the Contract (ABC) to payment under the contract for the **SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES, MATERIALS, AND EQUIPMENT (INCLUDING PARTS AND ACCESSORIES) (OFFICE AND TRAINING USE) AND LEARNING TOOLS AND EQUIPMENT FOR SCIENCE AND MATHEMATICS**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DepEd, SDO-Biliran** now invites bids for the above Procurement Project. Delivery of goods is required ***within thirty calendar days (30 CD) from receipt of 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, Instruction to Bidders.
3. Bidding will be conducted through an **open competitive bidding** procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".
  - a) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from DepEd, SDO Biliran and inspect the Bidding Documents at the address given below during working hours from 8:00 AM to 5:00 PM, Mondays to Fridays except holidays.

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1 In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 1 to September 19, 2025 from 8:00 AM to 5:00 PM, Mondays to Fridays except holidays** 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 **Five Thousand Pesos (P5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees personally or through any electronic means.

Bidding documents (*with reference control number* Goods 2027-017-CSE) may also be sent via email and be downloaded after presentation of Business Permit and Special Power of Attorney, if not the proprietor, and **a copy of the deposit slip** as payment of a nonrefundable fee for the bidding documents via email of BAC Secretariat ([bac.biliran@deped.gov.ph](mailto:bac.biliran@deped.gov.ph)). Payments may be deposited in Land Bank of the Philippines under the account name of **DepEd Biliran (Trust Fund)** with **Account No. 1212-1127-86** or by paying cash at the Cash Section of DepEd, SDO-Biliran, Larrazabal, Naval, Biliran.

6. The **DepEd, SDO-Biliran** will hold a Pre-Bid Conference on **September 9, 2025 at 2:00 PM.** at the **Conference Hall, DepEd, SDO-Biliran, Larrazabal, Naval, Biliran**, which shall be open to all interested parties.

Virtual or online pre-bid conference will also be available. For those interested, you may contact BAC Secretariat on the telephone number below before September 9, 2025 for the link.

7. Bids must be received by the BAC Secretariat through manual submission at the office address indicated below on or before **September 22, 2025, 8:30 A.M.** at the **Conference Hall, DepEd, SDO-Biliran, Larrazabal, Naval, Biliran**. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid Opening shall be on **September 22, 2025, 10:00 AM** at the given address above. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Head of Procuring Entity of DepEd, SDO-Biliran** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**DR. JOSEPHINE M. CASAS**  
**BAC Secretariat Chairperson**  
**Mobile No. 09275001480/09667926880**

12. You may visit the following website:

August 29, 2025

**JOSE B. MONDIDO EdD**  
BAC Chairperson

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

## 1. Scope of Bid

The Procuring Entity, *DepEd, SDO-Biliran*, wishes to receive Bids for the **SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES, MATERIALS, AND EQUIPMENT (INCLUDING PARTS AND ACCESSORIES) (OFFICE AND TRAINING USE) AND LEARNING TOOLS AND EQUIPMENT FOR SCIENCE AND MATHEMATICS** *with an ABC of One Million Four Hundred Forty-Two Thousand One Hundred Seventeen Pesos and 31/100 (Php1,442,117.31)* with an identification number (Goods-2025-017-CSE/LTE-SME).

The Procurement Project referred to herein as **SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES AND EQUIPMENT (INCLUDING PARTS AND ACCESSORIES) (OFFICE AND TRAINING USE)** is composed of supplies, materials and equipment for SDO Biliran office use and training activities (the details of which are described in Section VII (Technical Specifications)).

## 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for FY **2024 and 2025 GAA** in the amount of **Php1,442,117.31**.
- 2.2. The source of funding is:
  - a. NGA, the General Appropriations Act or Special Appropriations.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
    - i. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Conference Hall, DepEd, SDO-Biliran, Larrazabal, Naval, Biliran** and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *10 years* prior to the deadline for the submission and receipt of bids.

- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

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

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</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 *120 CD*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

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

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

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

### 16. Deadline for Submission of Bids

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

### 17. Opening and Preliminary Examination of Bids

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

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

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<sup>2</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.

- 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:

Option 1 – One Project having several items that shall be awarded as one contract.

## **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="text-align: center;"><b><i>SALE OF OFFICE SUPPLIES, CONSUMABLES, AND EQUIPMENT</i></b></p> <p>a. Completed within 5 years prior to the deadline for the submission and receipt of bids.</p>                                                                                                                               |
| 7.1        | <i>None</i>                                                                                                                                                                                                                                                                                                                                                                                             |
| 12         | The price of the Goods shall be quoted DDP <i>DepEd, SDO-Biliran, Larrazabal, Naval, Biliran</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.                                                                                                                                                                                                                         |
| 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>a. The amount of not less than <b><u>28,842.35</u></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b><u>72,105.87</u></b>, if bid security is in Surety Bond.</p> |
| 19.3       | <p><b>SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES, MATERIALS, AND EQUIPMENT (INCLUDING PARTS AND ACCESSORIES) (OFFICE AND TRAINING USE) AND LEARNING TOOLS AND EQUIPMENT FOR SCIENCE AND MATHEMATICS (Goods-2025-017-CSE/LTE-SME)</b></p> <p><b><i>ONE MILLION FOUR HUNDRED FORTY-TWO THOUSAND ONE HUNDRED SEVENTEEN PESOS AND 31/100 (Php1,442,117.31)</i></b></p>                                      |
| 20.2       | Latest income and business tax returns                                                                                                                                                                                                                                                                                                                                                                  |
| 21.2       | Additional requirements for the completion of this Contract shall be provided in the <b>Special Conditions of Contract (SCC)</b> .                                                                                                                                                                                                                                                                      |

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

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

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## 5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace

the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

**6. Liability of the Supplier**

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

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

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

## Special Conditions of Contract

| GCC Clause |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | <p><b>Delivery and Documents –</b></p> <p>“The delivery terms applicable to this Contract are delivered to DepEd, SDO-Biliran, Larrazabal, Naval, Biliran. 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><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>                      |
|            | <p><b>Transportation –</b></p> <p>Where the Supplier is required under this Contract to transport the Goods to a <b>DepEd-SDO Biliran, Naval, Biliran</b>, defined as the Project Site, including insurance and storage, shall be arranged by the Supplier, and related costs shall be included in the contract price.</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 Supplier’s 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> |
| 2.2        | <p>“The terms of payment shall be as follows:</p> <ol style="list-style-type: none"> <li>1. One-time payment of the contract”</li> <li>2. Through issuance of cheque or LDDAP, Land Bank of the Philippines</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4          | <p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li>1. Test the office equipment as to working condition.</li> <li>2. Inspect the items as to specifications and completeness.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                               |

## ***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 | UNIT OF MEASURE (UOM) | Delivered, Weeks/Months                                     |
|-------------|------------------------------------------------------------------------------------------|----------|-----------------------|-------------------------------------------------------------|
|             | <b>Supplies and Materials</b>                                                            |          |                       |                                                             |
| 1           | Acetate PVC binding cover clear, 200 microne, A4 (1 pack w/ 100 sheets)                  | 8        | pack                  | <b>Within thirty (30) Calendar Days from Receipt of NTP</b> |
| 2           | Arch File Folder, A4                                                                     | 10       | piece                 |                                                             |
| 3           | BALL POINT PEN BLACK                                                                     | 227      | piece                 |                                                             |
| 4           | binder clip 25mm blk 12s/box                                                             | 20       | box                   |                                                             |
| 5           | binder clip 32mm blk 12s/box                                                             | 8        | box                   |                                                             |
| 6           | binder clip, 41 mm, black , 12's/box                                                     | 20       | box                   |                                                             |
| 7           | Calculator, non-scientific,                                                              | 1        | piece                 |                                                             |
| 8           | Cartolina, assorted colors, roll of 10 sheets                                            | 73       | roll                  |                                                             |
| 9           | Certificate folder, A4 size (Jacket Type)                                                | 102      | piece                 |                                                             |
| 10          | clearbook A4 size                                                                        | 20       | piece                 |                                                             |
| 11          | clearbook legal size                                                                     | 20       | piece                 |                                                             |
| 12          | continious form 1ply subs 20 9 1/2x11                                                    | 70       | box                   |                                                             |
| 13          | CORRECTION TAPE, 1 piece in individual plastic, 5mm x 8 meters                           | 1018     | piece                 |                                                             |
| 14          | CUTTER KNIFE , HEAVY DUTY                                                                | 3        | piece                 |                                                             |
| 15          | Double adhesive tape, "2"                                                                | 8        | rolls                 |                                                             |
| 16          | Duct Tape - Assorted color (yellow, Blue, Red) 2 inches                                  | 81       | piece                 |                                                             |
| 17          | ENVELOPE, EXPANDING, Laminated (Green), 100's/box                                        | 25       | box                   |                                                             |
| 18          | Epson ink L3210, (B,C,M,Y)                                                               | 12       | sets                  |                                                             |
| 19          | Flash Drive, 32GB cap, 1 pc in individual blister pack                                   | 30       | piece                 |                                                             |
| 20          | Folder File, A4 size, pt.14                                                              | 1101     | piece                 |                                                             |
| 21          | Folder File, Legal size, pt.14                                                           | 260      | piece                 |                                                             |
| 22          | Glue, All Purpose, Gross Weight: 200 grams                                               | 19       | jar                   |                                                             |
| 23          | Heavy duty staple wire #35                                                               | 11       | box                   |                                                             |
| 24          | heavy duty stapler Metal Long Arm Stapeler Bookbinding Stapling office Tools Fit staples | 4        | piece                 |                                                             |
| 25          | ID Holder with sling                                                                     | 52       | piece                 |                                                             |
| 26          | Ink, brother btd60, black                                                                | 9        | bottles               |                                                             |
| 27          | Ink, brother D60 (B) BT 5000 (C,M,Y)                                                     | 1        | set                   |                                                             |
| 28          | Ink, Canon GI 790 (B,C,M,Y)                                                              | 2        | sets                  |                                                             |
| 29          | Ink, EPSON (T6644) Yellow                                                                | 20       | bottle                |                                                             |



| ITEM<br>NUMBER | DESCRIPTION                                                          | QUANTITY | UNIT OF<br>MEASURE<br>(UOM) | Delivered,<br>Weeks/Months                                                              |
|----------------|----------------------------------------------------------------------|----------|-----------------------------|-----------------------------------------------------------------------------------------|
| 30             | ink, EPSON (T6641) black                                             | 52       | bottle                      | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |
| 31             | Ink, EPSON (T6642) Cyan                                              | 20       | bottle                      |                                                                                         |
| 32             | Ink, EPSON (T6643),Magenta                                           | 20       | bottle                      |                                                                                         |
| 33             | INK, EPSON L3110 (003), Black                                        | 51       | bottles                     |                                                                                         |
| 34             | INK, EPSON L3110 (003), Cyan                                         | 55       | bottles                     |                                                                                         |
| 35             | INK, EPSON L3110 (003),<br>Magenta                                   | 33       | bottles                     |                                                                                         |
| 36             | INK, EPSON L3110 (003), Yellow                                       | 55       | bottles                     |                                                                                         |
| 37             | laminating Film A4 size, 250<br>microne, pouch film<br>(100pcs/pack) | 6        | pack                        |                                                                                         |
| 38             | LAMINATING FILM POUCHES A4<br>SIZE 125 MICRONS 100 SHEETS<br>PER BOX | 1        | BOX                         |                                                                                         |
| 39             | Long Arm Stapler 12"                                                 | 1        | piece                       |                                                                                         |
| 40             | Manila paper                                                         | 230      | piece                       |                                                                                         |
| 41             | MARKER PERMANENT BULLET<br>TYPE BLK                                  | 6        | piece                       |                                                                                         |
| 42             | Masking tape, width: 24mm.                                           | 10       | roll                        |                                                                                         |
| 43             | Notebook 50 leaves, non-spring                                       | 980      | piece                       |                                                                                         |
| 44             | oil-based, woodedn, colored<br>pencil 36 pcs/set                     | 30       | set                         |                                                                                         |
| 45             | Paper clip, 33mm 100 pcs. Per<br>box or 52 grams (min) (net of box)  | 10       | box                         |                                                                                         |
| 46             | Paper clip, 50mm,100pcs per box<br>or 120 grams (min) (net of box)   | 8        | box                         |                                                                                         |
| 47             | Paper Fastener Plastic w/ Vinyl<br>Coated                            | 20       | box                         |                                                                                         |
| 48             | PAPER MULTICOPY 80gsm SIZE<br>210mm x 297mm A4                       | 251      | Reams                       |                                                                                         |
| 49             | Paper, Multi Copy, Legal, 80 GSM                                     | 10       | reams                       |                                                                                         |
| 50             | Paper, multipurpose, 70 gsm,<br>size: 210mm x 297mm (A4)             | 128      | reams                       |                                                                                         |
| 51             | Paper, multipurpose, 70 gsm,<br>size: 216mm x 330mm (Legal)          | 5        | reams                       |                                                                                         |
| 52             | Pencil with eraser #2 (12<br>pcs/pack)                               | 7        | pack                        |                                                                                         |
| 53             | Permanent marker, broad, black                                       | 154      | piece                       |                                                                                         |
| 54             | Permanent marker, bullet type,<br>black                              | 124      | piece                       |                                                                                         |

| ITEM<br>NUMBER | DESCRIPTION                                                                  | QUANTITY | UNIT OF<br>MEASURE<br>(UOM) | Delivered,<br>Weeks/Months                                                              |
|----------------|------------------------------------------------------------------------------|----------|-----------------------------|-----------------------------------------------------------------------------------------|
| 55             | Photo paper, A4 size, glossy, without print at the back, 20pcs/pack          | 189      | packs                       | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |
| 56             | Photopaper A4 size 10PCS/Pack GLOSSY                                         | 116      | packs                       |                                                                                         |
| 57             | pilot pentel pen refill ink (30ml)                                           | 24       | bottle                      |                                                                                         |
| 58             | PUNCHER HEAVY DUTY W/ 2 HOLES, 1 PIECE PER BOX                               | 2        | piece                       |                                                                                         |
| 59             | PVC Binding Cover Clear, A4                                                  | 50       | piece                       |                                                                                         |
| 60             | Record book 300 pages size 214mm x 278mm Min                                 | 30       | book                        |                                                                                         |
| 61             | Record book 500 pages size 214mm x 278mm Min                                 | 33       | book                        |                                                                                         |
| 62             | Ring Binder Black 1"                                                         | 35       | piece                       |                                                                                         |
| 63             | Ring Binder Black 1/2"                                                       | 62       | piece                       |                                                                                         |
| 64             | Rubberband, 70mm min. Lay flat length (#18)                                  | 1        | box                         |                                                                                         |
| 65             | scissors big, heavy duty, 195mm                                              | 76       | piece                       |                                                                                         |
| 66             | Sign Pen black Liquid/gel ink 0.5mm neddle tip                               | 1292     | piece                       |                                                                                         |
| 67             | Sign Pen red Liquid/gel ink 0.5mm neddle tip                                 | 20       | piece                       |                                                                                         |
| 68             | Sign Pen refill, pilot blue (Hi-Tech PointV7)                                | 150      | piece                       |                                                                                         |
| 69             | Specialty Paper A4 COLOR BEIGE box                                           | 5        | box                         |                                                                                         |
| 70             | Specialty paper, letter, (color beige)                                       | 20       | box                         |                                                                                         |
| 71             | Specialty paper, long (color biege)                                          | 1        | box                         |                                                                                         |
| 72             | Specialty paper,short (color white)                                          | 1        | box                         |                                                                                         |
| 73             | STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box | 3        | box                         |                                                                                         |
| 74             | Transparent Plastic Envelope with handle, expandable, size: Long             | 42       | piece                       |                                                                                         |
| 75             | Vellum Paper                                                                 | 8        | packs                       |                                                                                         |
| 76             | Tote bag (Plain)                                                             | 52       | piece                       |                                                                                         |
| 77             | Battery dry cell AA 2 pcs per blister pack                                   | 25       | pack                        |                                                                                         |
| 78             | Battery dry cell AA A 2 pcs per blister pack                                 | 17       | pack                        |                                                                                         |

| ITEM NUMBER | DESCRIPTION                                                                                                               | QUANTITY | UNIT OF MEASURE (UOM) | Delivered, Weeks/Months                                     |
|-------------|---------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|-------------------------------------------------------------|
|             | <b>Office Equipment</b>                                                                                                   |          |                       |                                                             |
| 79          | Laptop; Lightweight; AMD Ryzen 5; 15.0'-15.6" size; with USB, HDMI, and / or Ethernet ports; with mouse & laptop case/bag | 4        | unit                  | <b>Within thirty (30) Calendar Days from Receipt of NTP</b> |
| 80          | Monochrome Multifunction Printer- Print Speed 16ppm, print resolution: 600x600dpi, paper Size A3                          | 1        | unit                  |                                                             |
| 81          | Projector, LCD, 1280x800 (WAGA), 4,000 Lumens                                                                             | 2        | units                 |                                                             |
| 82          | Printer, Continuous ink supply, all in one (print,scan,copy)                                                              | 3        | units                 |                                                             |
| 83          | PRINTER                                                                                                                   | 2        | units                 |                                                             |
|             | <i>specs:</i>                                                                                                             |          |                       |                                                             |
|             | <i>print, copy scan, wireless</i>                                                                                         |          |                       |                                                             |
|             | <i>heat free TM precision 4 color inkjet CMYK</i>                                                                         |          |                       |                                                             |
|             | <i>max print solution up to to 5,760dpi on various types of paper</i>                                                     |          |                       |                                                             |
|             | <i>max print solution up to to 5,760dpi on various types of</i>                                                           |          |                       |                                                             |
|             | <i>max print speed simplex 33ppm black 5ppm color A4/Letter</i>                                                           |          |                       |                                                             |
|             | <i>max print SPEED simplex 10,5ppm black 5ppm color A4/Letter</i>                                                         |          |                       |                                                             |
|             | <i>ISO print SPEED simple 10, 5 ppm black 5ppm color A4/Letter</i>                                                        |          |                       |                                                             |
|             | <i>ISO copy SPEED max copy reso 7,7cpm 3,8cpm color</i>                                                                   |          |                       |                                                             |
|             | <i>A4/Letter</i>                                                                                                          |          |                       |                                                             |
|             | <i>max copy reso 300pplx 600ppl A4/Letter</i>                                                                             |          |                       |                                                             |
|             | <i>hi speed USB compatible with USB 2.0 wifi 4 direct</i>                                                                 |          |                       |                                                             |
|             |                                                                                                                           |          |                       |                                                             |
| 84          | PRINTER A3                                                                                                                | 1        | units                 |                                                             |
|             | <i>Specifications: 4 in 1 print, scan, copy fax with ADF</i>                                                              |          |                       |                                                             |
|             | <i>precision core printhead nozzle, high print speed.</i>                                                                 |          |                       |                                                             |
|             | <i>print up to A3+1, duplex printing</i>                                                                                  |          |                       |                                                             |
|             | <i>ultra high page yield, wifi direct, ethernet, EPSON connect</i>                                                        |          |                       |                                                             |
|             |                                                                                                                           |          |                       |                                                             |
| 85          | PRINTER                                                                                                                   | 11       | units                 |                                                             |
|             | <i>multi function printer with ADF print, scan,fax ultra high page yield color</i>                                        |          |                       |                                                             |
|             | <i>fax, ethernet, wifi direct,</i>                                                                                        |          |                       |                                                             |
|             | <i>includes 8,100 pages in B/W 6,500 in color 1 year warranty</i>                                                         |          |                       |                                                             |
|             |                                                                                                                           |          |                       |                                                             |

| ITEM NUMBER | DESCRIPTION                                                               | QUANTITY | UNIT OF MEASURE (UOM) | Delivered, Weeks/Months                                                                 |
|-------------|---------------------------------------------------------------------------|----------|-----------------------|-----------------------------------------------------------------------------------------|
| 86          | PRINTER                                                                   | 1        | units                 | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |
|             | <i>Specs: print copy scan, wireless</i>                                   |          |                       |                                                                                         |
|             | <i>heat free TM precission 4 color inkject CMYK</i>                       |          |                       |                                                                                         |
|             | <i>max print solution up to 5,760dpi on various types of paper</i>        |          |                       |                                                                                         |
|             | <i>max print speed: simplex 33ppm black 15pp color</i>                    |          |                       |                                                                                         |
|             | <i>ISO print SPEED simplex 10,5ppm black 5 ppm color A4/Letter</i>        |          |                       |                                                                                         |
|             | <i>ISO print SPEED maximum copy reso 7.7cpm, 3.8 cpm color A4/Letter</i>  |          |                       |                                                                                         |
|             | <i>max copy reso. 300ppl x 600ppl A4/Letter</i>                           |          |                       |                                                                                         |
|             | <i>Hi SPEED USB compatible with USB 2.0 wifi 4 direct</i>                 |          |                       |                                                                                         |
|             |                                                                           |          |                       |                                                                                         |
| 87          | PRINTER 3 in 1                                                            | 5        | units                 |                                                                                         |
|             | <i>Specs: print scan, copy</i>                                            |          |                       |                                                                                         |
|             | <i>compact integ tank design</i>                                          |          |                       |                                                                                         |
|             | <i>high yield ink bottles, spill free, error free refiling,borderless</i> |          |                       |                                                                                         |
|             | <i>printing up to 4R</i>                                                  |          |                       |                                                                                         |
|             |                                                                           |          |                       |                                                                                         |
| 88          | EPSON L6550 Maintenance Box Product # C9345                               | 1        | unit                  |                                                                                         |
| 89          | Solar generator cap: 1500 watt-ups mode up to 5-6hrs.                     | 2        | unit                  |                                                                                         |
| 90          | 4-in-1 Laminating machine with corner puncher & cutter, heavy duty        | 2        | unit                  |                                                                                         |
| 91          | Power pointer/presenter laser wireless                                    | 2        | pcs                   |                                                                                         |
| 92          | EXTENSION WIRE, (5 METERS) (4 GANG)                                       | 6        | pieces                |                                                                                         |

| ITEM NUMBER | DESCRIPTION                                                                  | QUANTITY | UNIT OF MEASURE (UOM) | Delivered, Weeks/Months                                                                 |
|-------------|------------------------------------------------------------------------------|----------|-----------------------|-----------------------------------------------------------------------------------------|
| 93          | Beaker, borosilicate, 100 mL                                                 | 175      | Pcs                   |                                                                                         |
| 94          | Beaker, borosilicate, 1000 mL                                                | 15       | Pcs                   |                                                                                         |
| 95          | Beaker, Plastic 500 mL                                                       | 170      | Pcs                   |                                                                                         |
| 96          | Cork borer                                                                   | 4        | Pcs                   |                                                                                         |
| 97          | Flask, Volumetric, borosilicate 250 mL                                       | 20       | Pcs                   |                                                                                         |
| 98          | Glass Cover Slips, 100's/box                                                 | 30       | Box                   | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |
| 99          | Glass Slides, 72's/box                                                       | 30       | Box                   |                                                                                         |
| 100         | Musical Instrument (Miniature Guitar)                                        | 20       | Pcs                   |                                                                                         |
| 101         | Nichrome wire. 0.4, 100 ft (1 spool per package = 1.1 oz minimum with spool) | 4        | Pack                  |                                                                                         |
| 102         | Protractor, student-type                                                     | 1200     | Pcs                   |                                                                                         |
| 103         | Rubber Stopper # 6 for Erlenmeyer Flask (narrow-mouth) 250 mL , 1 hole       | 20       | Pcs                   |                                                                                         |
| 104         | Rubber Stopper # 6 for Erlenmeyer Flask (narrow-mouth) 250 mL , 2 holes      | 20       | Pcs                   |                                                                                         |
| 105         | Ruler, Plastic, 12 inches/30 cm                                              | 1200     | Pcs                   |                                                                                         |
| 106         | Set of Tools: Long Nose Pliers, 6", 1 pair/set                               | 3        | Set                   |                                                                                         |
| 107         | Triangular File, fine, 6" long, with plastic handle                          | 20       | Pcs                   |                                                                                         |
| 108         | Universal pH Paper, pH 0-14, 100 strips/pack                                 | 20       | Pack                  |                                                                                         |
| 109         | pH Meter, hand-held                                                          | 20       | Pcs                   |                                                                                         |

*I hereby verify to comply with all the above requirements.*

\_\_\_\_\_  
*Signature over the printed name of the authorized representative*

\_\_\_\_\_  
*Company name*

\_\_\_\_\_  
*Date*

---

## ***Section VII. Technical Specifications***

# Technical Specifications

| SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES, MATERIALS, AND EQUIPMENT (INCLUDING PARTS AND ACCESSORIES) (TRAINING AND OFFICE SUPPLIES) |                                                                                          |          |                       |                                                             |                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------|-----------------------|-------------------------------------------------------------|-------------------------------------------------|
|                                                                                                                                       | PARTICULARS                                                                              | Quantity | Unit of Measure (UOM) | DELIVERY PERIOD                                             | STATEMENT OF COMPLIANCE ("COMPLY"/"NOT COMPLY") |
|                                                                                                                                       | <b>Supplies and Materials</b>                                                            |          |                       |                                                             |                                                 |
| 1                                                                                                                                     | Acetate PVC binding cover clear, 200 microne, A4 (1 pack w/ 100 sheets)                  | 8        | pack                  | <b>Within thirty (30) Calendar Days from Receipt of NTP</b> |                                                 |
| 2                                                                                                                                     | Arch File Folder, A4                                                                     | 10       | piece                 |                                                             |                                                 |
| 3                                                                                                                                     | BALL POINT PEN BLACK                                                                     | 227      | piece                 |                                                             |                                                 |
| 4                                                                                                                                     | binder clip 25mm blk 12s/box                                                             | 20       | box                   |                                                             |                                                 |
| 5                                                                                                                                     | binder clip 32mm blk 12s/box                                                             | 8        | box                   |                                                             |                                                 |
| 6                                                                                                                                     | binder clip, 41 mm, black , 12's/ box                                                    | 20       | box                   |                                                             |                                                 |
| 7                                                                                                                                     | Calculator, non-scientific,                                                              | 1        | piece                 |                                                             |                                                 |
| 8                                                                                                                                     | Cartolina, assorted colors, roll of 10 sheets                                            | 73       | roll                  |                                                             |                                                 |
| 9                                                                                                                                     | Certificate folder, A4 size (Jacket Type)                                                | 102      | piece                 |                                                             |                                                 |
| 10                                                                                                                                    | clearbook A4 size                                                                        | 20       | piece                 |                                                             |                                                 |
| 11                                                                                                                                    | clearbook legal size                                                                     | 20       | piece                 |                                                             |                                                 |
| 12                                                                                                                                    | continious form 1ply subs 20 9 1/2x11                                                    | 70       | box                   |                                                             |                                                 |
| 13                                                                                                                                    | CORRECTION TAPE, 1 piece in individual plastic, 5mm x 8 meters                           | 1018     | piece                 |                                                             |                                                 |
| 14                                                                                                                                    | CUTTER KNIFE , HEAVY DUTY                                                                | 3        | piece                 |                                                             |                                                 |
| 15                                                                                                                                    | Double adhesive tape, "2"                                                                | 8        | rolls                 |                                                             |                                                 |
| 16                                                                                                                                    | Duct Tape - Assorted color (yellow, Blue, Red) 2 inches                                  | 81       | piece                 |                                                             |                                                 |
| 17                                                                                                                                    | ENVELOPE, EXPANDING, Laminated (Green), 100's/box                                        | 25       | box                   |                                                             |                                                 |
| 18                                                                                                                                    | Epson ink L3210, (B,C,M,Y)                                                               | 12       | sets                  |                                                             |                                                 |
| 19                                                                                                                                    | Flash Drive, 32GB cap, 1 pc in individual blister pack                                   | 30       | piece                 |                                                             |                                                 |
| 20                                                                                                                                    | Folder File, A4 size, pt.14                                                              | 1101     | piece                 |                                                             |                                                 |
| 21                                                                                                                                    | Folder File, Legal size, pt.14                                                           | 260      | piece                 |                                                             |                                                 |
| 22                                                                                                                                    | Glue, All Purpose, Gross Weight: 200 grams                                               | 19       | jar                   |                                                             |                                                 |
| 23                                                                                                                                    | Heavy duty staple wire #35                                                               | 11       | box                   |                                                             |                                                 |
| 24                                                                                                                                    | heavy duty stapler Metal Long Arm Stapeler Bookbinding Stapling office Tools Fit staples | 4        | piece                 |                                                             |                                                 |
| 25                                                                                                                                    | ID Holder with sling                                                                     | 52       | piece                 |                                                             |                                                 |
| 26                                                                                                                                    | Ink, brother btd60, black                                                                | 9        | bottles               |                                                             |                                                 |
| 27                                                                                                                                    | Ink, brother D60 (B) BT 5000 (C,M,Y)                                                     | 1        | set                   |                                                             |                                                 |
| 28                                                                                                                                    | Ink, Canon GI 790 (B,C,M,Y)                                                              | 2        | sets                  |                                                             |                                                 |
| 29                                                                                                                                    | Ink, EPSON (T6644) Yellow                                                                | 20       | bottle                |                                                             |                                                 |
| 30                                                                                                                                    | ink, EPSON (T6641) black                                                                 | 52       | bottle                |                                                             |                                                 |
| 31                                                                                                                                    | Ink, EPSON (T6642) Cyan                                                                  | 20       | bottle                |                                                             |                                                 |
| 32                                                                                                                                    | Ink, EPSON (T6643),Magenta                                                               | 20       | bottle                |                                                             |                                                 |
| 33                                                                                                                                    | INK, EPSON L3110 (003), Black                                                            | 51       | bottles               |                                                             |                                                 |
| 34                                                                                                                                    | INK, EPSON L3110 (003), Cyan                                                             | 55       | bottles               |                                                             |                                                 |
| 35                                                                                                                                    | INK, EPSON L3110 (003), Magenta                                                          | 33       | bottles               |                                                             |                                                 |
| 36                                                                                                                                    | INK, EPSON L3110 (003), Yellow                                                           | 55       | bottles               |                                                             |                                                 |
| 37                                                                                                                                    | laminating Film A4 size, 250 microne, pouch film (100pcs/pack)                           | 6        | pack                  |                                                             |                                                 |
| 38                                                                                                                                    | LAMINATING FILM POUCHES A4 SIZE 125 MICRONS 100 SHEETS PER BOX                           | 1        | BOX                   |                                                             |                                                 |

|    |                                                                              |      |        |                                                                                         |  |
|----|------------------------------------------------------------------------------|------|--------|-----------------------------------------------------------------------------------------|--|
| 39 | Long Arm Stapler 12"                                                         | 1    | piece  | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |  |
| 40 | Manila paper                                                                 | 230  | piece  |                                                                                         |  |
| 41 | MARKER PERMANENT BULLET TYPE BLK                                             | 6    | piece  |                                                                                         |  |
| 42 | Masking tape, width: 24mm.                                                   | 10   | roll   |                                                                                         |  |
| 43 | Notebook 50 leaves, non-spring                                               | 980  | piece  |                                                                                         |  |
| 44 | oil-based, woodendn, colored pencil 36 pcs/set                               | 30   | set    |                                                                                         |  |
| 45 | Paper clip, 33mm 100 pcs. Per box or 52 grams (min) (net of box)             | 10   | box    |                                                                                         |  |
| 46 | Paper clip, 50mm,100pcs per box or 120 grams (min) (net of box)              | 8    | box    |                                                                                         |  |
| 47 | Paper Fastener Plastic w/ Vinyl Coated                                       | 20   | box    |                                                                                         |  |
| 48 | PAPER MULTICOPY 80gsm SIZE 210mm x 297mm A4                                  | 251  | Reams  |                                                                                         |  |
| 49 | Paper, Multi Copy, Legal, 80 GSM                                             | 10   | reams  |                                                                                         |  |
| 50 | Paper, multipurpose, 70 gsm, size: 210mm x 297mm (A4)                        | 128  | reams  |                                                                                         |  |
| 51 | Paper, multipurpose, 70 gsm, size: 216mm x 330mm (Legal)                     | 5    | reams  |                                                                                         |  |
| 52 | Pencil with eraser #2 (12 pcs/pack)                                          | 7    | pack   |                                                                                         |  |
| 53 | Permanent marker, broad, black                                               | 154  | piece  |                                                                                         |  |
| 54 | Permanent marker, bullet type, black                                         | 124  | piece  |                                                                                         |  |
| 55 | Photo paper, A4 size, glossy, without print at the back, 20pcs/pack          | 189  | packs  |                                                                                         |  |
| 56 | Photopaper A4 size 10PCS/Pack GLOSSY                                         | 116  | packs  |                                                                                         |  |
| 57 | pilot pentel pen refill ink (30ml)                                           | 24   | bottle |                                                                                         |  |
| 58 | PUNCHER HEAVY DUTY W/ 2 HOLES, 1 PIECE PER BOX                               | 2    | piece  |                                                                                         |  |
| 59 | PVC Binding Cover Clear, A4                                                  | 50   | piece  |                                                                                         |  |
| 60 | Record book 300 pages size 214mm x 278mm Min                                 | 30   | book   |                                                                                         |  |
| 61 | Record book 500 pages size 214mm x 278mm Min                                 | 33   | book   |                                                                                         |  |
| 62 | Ring Binder Black 1"                                                         | 35   | piece  |                                                                                         |  |
| 63 | Ring Binder Black 1/2"                                                       | 62   | piece  |                                                                                         |  |
| 64 | Rubberband, 70mm min. Lay flat length (# 18)                                 | 1    | box    |                                                                                         |  |
| 65 | scissors big, heavy duty, 195mm                                              | 76   | piece  |                                                                                         |  |
| 66 | Sign Pen black Liquid/gel ink 0.5mm neddle tip                               | 1292 | piece  |                                                                                         |  |
| 67 | Sign Pen red Liquid/gel ink 0.5mm neddle tip                                 | 20   | piece  |                                                                                         |  |
| 68 | Sign Pen refill, pilot blue (Hi-Tech PointV7)                                | 150  | piece  |                                                                                         |  |
| 69 | Specialty Paper A4 COLOR BEIGE box                                           | 5    | box    |                                                                                         |  |
| 70 | Specialty paper, letter, (color beige)                                       | 20   | box    |                                                                                         |  |
| 71 | Specialty paper, long (color biege)                                          | 1    | box    |                                                                                         |  |
| 72 | Specialty paper,short (color white)                                          | 1    | box    |                                                                                         |  |
| 73 | STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box | 3    | box    |                                                                                         |  |
| 74 | Transparent Plastic Envelope with handle, expandable, size: Long             | 42   | piece  |                                                                                         |  |
| 75 | Vellum Paper                                                                 | 8    | packs  |                                                                                         |  |



|    |                                                                                                                           |    |        |                                                                           |  |
|----|---------------------------------------------------------------------------------------------------------------------------|----|--------|---------------------------------------------------------------------------|--|
| 76 | Tote bag (Plain)                                                                                                          | 52 | piece  | Within<br>thirty<br>(30)<br>Calendar<br>Days<br>from<br>Receipt<br>of NTP |  |
| 77 | Battery dry cell AA 2 pcs per blister pack                                                                                | 25 | pack   |                                                                           |  |
| 78 | Battery dry cell AA A 2 pcs per blister pack                                                                              | 17 | pack   |                                                                           |  |
|    | <b>Office Equipment</b>                                                                                                   |    |        |                                                                           |  |
| 79 | Laptop; Lightweight; AMD Ryzen 5; 15.0'-15.6" size; with USB, HDMI, and / or Ethernet ports; with mouse & laptop case/bag | 4  | unit   |                                                                           |  |
| 80 | Monochrome Multifunction Printer- Print Speed 16ppm, print resolution: 600x600dpi, paper Size A3                          | 1  | unit   |                                                                           |  |
| 81 | Projector, LCD, 1280x800 (WAGA), 4,000 Lumens                                                                             | 2  | units  |                                                                           |  |
| 82 | Printer, Continuous ink supply, all in one (print,scan,copy)                                                              | 3  | units  |                                                                           |  |
| 83 | PRINTER                                                                                                                   | 2  | units  |                                                                           |  |
|    | specs:                                                                                                                    |    |        |                                                                           |  |
|    | print, copy scan, wireless                                                                                                |    |        |                                                                           |  |
|    | heat free TM precision 4 color inkjet CMYK                                                                                |    |        |                                                                           |  |
|    | max print resolution up to 5,760dpi on various types of paper                                                             |    |        |                                                                           |  |
|    | max print resolution up to 5,760dpi on various types of                                                                   |    |        |                                                                           |  |
|    | max print speed simplex 33ppm black 5ppm color A4/Letter                                                                  |    |        |                                                                           |  |
|    | max print SPEED simplex 10,5ppm black 5ppm color A4/Letter                                                                |    |        |                                                                           |  |
|    | ISO print SPEED simple 10, 5 ppm black 5ppm color A4/Letter                                                               |    |        |                                                                           |  |
|    | ISO copy SPEED max copy reso 7,7cpm 3,8cpm color                                                                          |    |        |                                                                           |  |
|    | A4/Letter                                                                                                                 |    |        |                                                                           |  |
|    | max copy reso 300ppm 600ppm A4/Letter                                                                                     |    |        |                                                                           |  |
|    | hi speed USB compatible with USB 2.0 wifi 4 direct                                                                        |    |        |                                                                           |  |
| 84 | PRINTER A3                                                                                                                | 1  | units  |                                                                           |  |
|    | Specifications: 4 in 1 print, scan, copy fax with ADF                                                                     |    |        |                                                                           |  |
|    | precision core printhead nozzle, high print speed.                                                                        |    |        |                                                                           |  |
|    | print up to A3+1, duplex printing                                                                                         |    |        |                                                                           |  |
|    | ultra high page yield, wifi direct, ethernet, EPSON connect                                                               |    |        |                                                                           |  |
| 85 | PRINTER                                                                                                                   | 11 | units  |                                                                           |  |
|    | multi function printer with ADF print, scan,fax ultra high page yield color                                               |    |        |                                                                           |  |
|    | fax, ethernet, wifi direct,                                                                                               |    |        |                                                                           |  |
|    | includes 8,100 pages in B/W 6,500 in color 1 year warranty                                                                |    |        |                                                                           |  |
| 86 | PRINTER                                                                                                                   | 1  | units  |                                                                           |  |
|    | Specs: print copy scan, wireless                                                                                          |    |        |                                                                           |  |
|    | heat free TM precision 4 color inkjet CMYK                                                                                |    |        |                                                                           |  |
|    | max print resolution up to 5,760dpi on various types of paper                                                             |    |        |                                                                           |  |
|    | max print speed: simplex 33ppm black 15pp color                                                                           |    |        |                                                                           |  |
|    | ISO print SPEED simplex 10,5ppm black 5 ppm color A4/Letter                                                               |    |        |                                                                           |  |
|    | ISO print SPEED maximum copy reso 7.7cpm, 3.8 cpm color A4/Letter                                                         |    |        |                                                                           |  |
|    | max copy reso. 300ppm x 600ppm A4/Letter                                                                                  |    |        |                                                                           |  |
|    | Hi SPEED USB compatible with USB 2.0 wifi 4 direct                                                                        |    |        |                                                                           |  |
| 87 | PRINTER 3 in 1                                                                                                            | 5  | units  |                                                                           |  |
|    | Specs: print scan, copy                                                                                                   |    |        |                                                                           |  |
|    | compact integ tank design                                                                                                 |    |        |                                                                           |  |
|    | high yield ink bottles, spill free, error free refilling,borderless                                                       |    |        |                                                                           |  |
|    | printing up to 4R                                                                                                         |    |        |                                                                           |  |
| 88 | EPSON L6550 Maintenance Box Product # C9345                                                                               | 1  | unit   |                                                                           |  |
| 89 | Solar generator cap: 1500 watt-ups mode up to 5-6hrs.                                                                     | 2  | unit   |                                                                           |  |
| 90 | 4-in-1 Laminating machine with corner puncher & cutter, heavy duty                                                        | 2  | unit   |                                                                           |  |
| 91 | Power pointer/presenter laser wireless                                                                                    | 2  | pcs    |                                                                           |  |
| 92 | EXTENSION WIRE, (5 METERS) (4 GANG)                                                                                       | 6  | pieces |                                                                           |  |

|    | PARTICULARS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity | Unit of Measure (UOM) | DELIVERY PERIOD                                                                         | STATEMENT OF COMPLIANCE ("COMPLY"/"NOT COMPLY") |
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| 93 | <b>Beaker, borosilicate, 100 mL</b><br><b>Functional Specifications:</b> Used to contain/hold/prepare solids and liquids during chemical reaction and to heat them over a Bunsen burner's flame up to more than 150°C for normal, standard use service<br><br><b>Performance Specifications:</b> Must be able to contain/hold /prepare solids and liquids during chemical reaction up to 100 mL capacity and heats them over a Bunsen burner's flame up to more than 150°C for normal, standard use service<br><br><b>Design Specifications:</b><br>1. Type : Griffin, low form<br>2. Shape : Cylindrical container with straight sides, a flat bottom, and with a small spout (or "beak") to aid in pouring<br>3. Material: Borosilicate, clear and transparent bubble-free glass with the following dimensions:<br>a) Outside diameter : 50 mm-52 mm<br>b) Height: 70 mm-72 mm<br>c) Thickness : 1.5 mm-2.0 mm<br>4. Capacity : 100 mL ± 5% etched onto the glass;"<br>5. Graduation starts at : 20 mL in 10 mL increments.<br>6. Graduation range : 20 mL to 80 mL<br>7. With permanent white enamel graduations of approximate volumes, inscriptions<br>8. With large white marking spot<br>9. Features an easy-pour spout<br>10. With single graduated metric scale<br>11. Can withstand heating up to 200-230°C for normal, standard use service<br>12. Wrapped in paper, enclosed in bubble wrap, and packed in a compartmentalized box<br>13. Must be free from breakage, cracks , chipped rims and other defects<br>14. Comes with a brand, with five (5) years existence in the glass wares industry | 175      | Pcs                   | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |                                                 |
| 94 | <b>Beaker, borosilicate, 1000 mL</b><br><b>Functional Specifications:</b> Used to secure the wet mount sample specimen.<br><b>Performance Specifications:</b> Must be able to secure the wet mounted sample specimen.<br><b>Design Specifications:</b><br>1. Pre-cleaned cover glasses and not sticking from each other<br>2. Material: Transparent glass<br>3. Quantity: 100's/small plastic box<br>4. Dimension: 22 mm x 22 mm square<br>5. Thickness: 0.13 mm - 0.17 mm<br>6. There shall be no chipped edges<br>7. Safely packed in a plastic box                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 15       | Pcs                   |                                                                                         |                                                 |
| 95 | <b>Beaker, Plastic 500 mL</b><br><b>Functional Specifications:</b> Used to contain liquids and allow liquids to flow thru spout when overfilled<br><b>Performance Specifications:</b> Should be able to contain liquids and allow liquids to flow thru spout when overfilled<br><b>Design Specifications:</b><br>1. Material: polypropylene plastic<br>2. Capacity: 500 mL Increments: 10 mL<br>3. Height: 12 cm<br>4. Diameter: 8 cm<br>5. Must have container box.<br>6. Must be free from any toxic material.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 170      | Pcs                   |                                                                                         |                                                 |
| 96 | <b>Cork borer</b><br><b>Functional Specifications:</b> Used to bore or to cut a round hole of six different diameters in a cork/rubber stopper with a steel ramrod/eject rod pushing the removed cork out of the borer<br><b>Performance Specifications:</b> Must be able to bore or to cut a round hole of six different diameters in a cork or rubber stopper and remove cork out of the borer by pushing it with a steel ramrod/eject rod<br><b>Design Specifications:</b><br>1. Shape of cork borer : Long, hollow round rod/tube with sharpened ends<br>2. Material of tube/rod : Nickel-plated steel borer<br>3. A set of six (6) different diameter sizes:(4 mm, 4.5 mm, 6 mm, 8 mm, 9.5 mm, 11 mm)<br>4. Comes with a handles which are individually and permanently numbered (1-6) for easy identificationhandle<br>a) Shape of handle: T-shaped<br>b) Material of handle : Hard plastic<br>c) Finish: Smooth<br>d)Color of handle: Red<br>5. Includes a ramrod/eject rod pushing the removed cork out of the borer Material of ramrod/eject rod: Steel<br>6. Packaging: Resealable plastic pouch<br>7.Comes with a brand                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4        | Pcs                   |                                                                                         |                                                 |

|     | PARTICULARS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity | Unit of Measure (UOM) | DELIVERY PERIOD                                             | STATEMENT OF COMPLIANCE ("COMPLY"/"NOT COMPLY") |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|-------------------------------------------------------------|-------------------------------------------------|
| 97  | <b>Flask, Volumetric, borosilicate 250 mL</b><br><b>Functional Specifications:</b> Used to measure/prepare/contain a precise volume of standard solutions at a certain temperature and precise dilution of solutions up to 250 mL<br><b>Performance Specifications:</b> Must be able to measure/prepare/contain a precise volume of standard solutions at a certain temperature and precise dilution of solutions up to 250 mL<br><b>Design Specifications:</b><br>1. Type: Class A<br>2. Shape : A round or pear-shaped bulb, a long thin neck topped by a snap cap and with flat bottom<br>3. Material of body: Borosilicate , clear, transparent and bubble-free, glass with the following dimensions:<br>a) Height: 225 mm<br>b) Outside diameter : 78 mm (approx.)<br>c) Size: 250 mL<br>d) Tolerance: ± 0.12 mL<br>4. With heavy duty rim<br>5. Comes with snap cap<br>a) Material of snap cap :High density plastic (polyethylene)<br>b) With octagonal grip<br>c) Snap-cap : No. 250<br>d) Color of snap cap: Blue<br>6. Must meet ASTM E- 694 for volumetric ware, ASTM E-542 for calibration of volumetric ware and ASTM E-288 for volumetric flasks.<br>7. Calibrated "to contain" (marked "TC" or "IN")<br>8. Manufacturer should be accredited by NIST standards or its equivalent to the country of origin to certify that their items are calibrated.<br>9. Must be free from breakage, cracks, sharp rims and other defects<br>10. Packaging : Roll up glassware in newspaper and secure with a piece of masking tape and place in a bubble pouch and individually packed in a sturdy box<br>11. Comes with a brand, with five (5) years existence in the glasswares industry | 20       | Pcs                   | <b>Within thirty (30) Calendar Days from Receipt of NTP</b> |                                                 |
| 98  | <b>Glass Cover Slips, 100's/box</b><br><b>Functional Specifications:</b> Used to secure the wet mount sample specimen.<br><b>Performance Specifications:</b> Must be able to secure the wet mounted sample specimen.<br><b>Design Specifications:</b><br>1. Pre-cleaned cover glasses and not sticking from each other<br>2. Material: Transparent glass<br>3. Quantity: 100's/small plastic box<br>4. Dimension: 22 mm x 22 mm square<br>5. Thickness: 0.13 mm - 0.17 mm<br>6. There shall be no chipped edges<br>7. Safely packed in a plastic box                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 30       | Box                   |                                                             |                                                 |
| 99  | <b>Glass Slides, 72's/box</b><br><b>Functional Specifications:</b> Used to contain the specimen for examination under the microscope.<br><b>Performance Specifications:</b> Must be able to accommodate the specimen subject for examination under the microscope.<br><b>Design Specifications:</b><br>1. Clear, flat glass; free from moisture, dirt, and film;<br>2. No color, no frost and no chipped edges<br>3. Dimension: 75 mm (±1 mm) x 25 mm (± 1 mm);<br>4. Thickness: 1.1 mm (± 0.1 mm)<br>5. No sharp edges and pointed corners<br>6. Packed in a box containing 72 slides with thin paper sheets in between them                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 30       | Box                   |                                                             |                                                 |
| 100 | <b>Musical Instrument (Miniature Guitar)</b><br><b>Functional Specifications:</b> Used to demonstrate musical application of standing waves<br><b>Performance Specifications:</b> Should be able to demonstrate musical application of standing waves<br><b>Design Specifications:</b><br>1. Mini acoustic type, half-size guitar, any color, surface finish: varnish<br>2. Made of good quality wood without sign of warp<br>3. Minimum dimensions: Overall length: 33 inches, Width:12 inches, Depth: 3 1/2 inches<br>4. Standard guitar steel strings (Nos. 1-6), 18 fret minimum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20       | Pcs                   |                                                             |                                                 |

|     | PARTICULARS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity | Unit of Measure (UOM) | DELIVERY PERIOD                                                                         | STATEMENT OF COMPLIANCE ("COMPLY"/"NOT COMPLY") |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------|
| 101 | <b>Nichrome wire. 0.4, 100 ft (1 spool per package = 1.1 oz minimum with spool)</b><br><b>Functional Specifications:</b> Used as a wire loop and heating element on which a metal salt or solid ionic compound is made to adhere into it and is heated to emit a characteristic color on the Bunsen flame to identify the particular metal present in the compound<br><b>Performance Specifications:</b> Must be used as a wire loop on which a metal salt or solid ionic compound is made to adhere to, and is heated to emit a characteristic color on the Bunsen flame to identify the particular metal present in the compound in a laboratory activity, the Flame test<br><b>Design Specifications:</b><br>1. Shape: Round wire<br>2. Material of wire: Nichrome-Alloy of nickel and chromium, Ni80 Cr20 with the following dimensions:<br>a) AWG size: 26<br>b) Diameter: 0.4 mm<br>c) Length : 100 ft<br>3. Form: Soft, rust-free wire<br>4. Color: Silvery grey<br>5. Resistance : 2.57 ohms/foot<br>6. Annealed soft<br>7. Perfectly tensioned. Zero elongation, scratches, or other flaws.<br>8. Comes in a spool<br>9. Packed in a resealable plastic pouch<br>10. Comes with a brand                                                                                                                              | 4        | Pack                  | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |                                                 |
| 102 | <b>Protractor, student-type</b><br><b>Functional Specifications:</b> Used to measure angles in degrees.<br><b>Performance Specifications:</b> Must be able to draw/construct and measure angles and arcs up to 180°.<br><b>Design Specifications:</b><br>1. Protractor, student-type, plastic, transparent, semi-circular, 180°;<br>2. Ø150mm (or 75mm radius), 1mm thick (minimum);<br>3. Angular graduations are in degrees, from 0° to 180°. With two (2) sets of numerals, one reading clockwise and the other reading counterclockwise;<br>4. Linear graduations are in millimeters, from 0 to 100mm;<br>5. With a hole at vertex point enough for a fine string to pass through it;<br>6. Plastic Surface Finish: Smooth, clear, and free from scratches;<br>7. It must be horizontally level when laid flat on a table - no warping;<br>8. Comes with a plastic case; and                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1200     | Pcs                   |                                                                                         |                                                 |
| 103 | <b>Rubber Stopper # 6 for Erlenmeyer Flask (narrow-mouth) 250 mL , 1 hole</b><br><b>Functional Specifications:</b> Used to seal the openings of narrow mouth 250 mL Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with one 1) hole opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction .to prevent leaks, hazards and contamination.<br><b>Performance Specifications:</b> Must be able to seal the openings of narrow mouth 250 mL Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance .with one (1) hole opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.<br><b>Design Specifications:</b><br>1. Shape: Cylindrical with a tapered bottom end<br>2. Material : Premium grade SBR black rubber compound with the following dimensions:<br>a) Height: 25 mm<br>b) Top Ø: 32 mm<br>c)Bottom Ø : 26 mm<br>d) Hole Ø: 5 mm<br>3. Number of holes :With one (1) hole<br>4. Dimension tolerance on height, top and bottom diameter : ± 0.5 mm<br>5. Hardness : 40 ± 5 Duro<br>6. Packed in resealable plastic bag<br>7. Comes with a brand | 20       | Pcs                   |                                                                                         |                                                 |

|     | PARTICULARS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity | Unit of Measure (UOM) | DELIVERY PERIOD                                                                         | STATEMENT OF COMPLIANCE ("COMPLY"/"NOT COMPLY") |
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| 104 | <b>Rubber Stopper # 6 for Erlenmeyer Flask (narrow-mouth) 250 mL , 2 holes</b><br><b>Functional Specifications:</b> Used to seal the openings of narrow mouth 250 mL Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with two (2) holes opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.<br><b>Performance Specifications:</b> Must be able to seal the openings of narrow mouth 250 mL Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with two (2) holes opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.<br><b>Design Specifications:</b><br>1. Shape: Cylindrical with a tapered bottom end<br>2. Material : Premium grade SBR black rubber compound with the following dimensions:<br>a) Height: 25 mm<br>b) Top Ø: 32 mm<br>c) Bottom Ø : 26 mm<br>d) Hole Ø: 5 mm<br>3. Number of holes : Two (2) holes<br>4. Dimension tolerance on height, top and bottom diameter : ± 0.5 mm<br>5. Hardness : 40 ± 5 Duro<br>6. Packed in resealable plastic bag<br>7. Comes with a brand | 20       | Pcs                   | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |                                                 |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                       |                                                                                         |                                                 |
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| 105 | <b>Ruler, Plastic, 12 inches/30 cm</b><br><b>Functional Specifications:</b> Used to measure length and draw straight lines<br><b>Performance Specifications:</b> Must be able to measure length of objects in flat surfaces up to 30cm in Metric and 12" in English standards of measurement.<br><b>Design Specifications:</b><br>1. Ruler, plastic, transparent, smooth surface, and 1 mm thick (minimum);<br>2. Approximate Width x Length: 28 mm x 314 mm;<br>3. Graduations: Metric graduations on one side while English graduations on the other side:<br>*Metric graduations are in centimeters, from 0 cm to 30 cm, with every cm subdivided by 10.<br>*English graduations are in inches, from 0 inches to 12 inches, with every inch subdivided by 16.<br>4. Clear, readable black, non-groove permanent prints (will not fade and cannot be scratched off);<br>5. Bendable up to U-shape when held at both ends; and<br>6. The item shall be free from toxic materials.                                                                                                                                                                                                                                                                                                                                            | 1200     | Pcs                   |                                                                                         |                                                 |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                       |                                                                                         |                                                 |
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| 106 | <b>Set of Tools: Long Nose Pliers, 6", 1 pair/set</b><br><b>Functional Specifications:</b> Used to bend tiny solid wire connectors<br><b>Performance Specifications:</b> Should be able to bend tiny solid wire connectors<br><b>Design Specifications:</b> Long Nose Pliers with side cutter, 6 inches long, chrome vanadium material, 1 pair/set                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3        | Set                   |                                                                                         |                                                 |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                       |                                                                                         |                                                 |
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| 107 | <b>Triangular File, fine, 6" long, with plastic handle</b><br><b>Functional Specifications:</b> Used to cut the glass tubing<br><b>Performance Specifications:</b> Must be able to cut the glass tubing<br><b>Design Specifications:</b><br>1. Type of file: Triangular<br>2. Shape: Triangular<br>3. Material: High carbon steel<br>4. Kind of file: Fine, smooth<br>5. Length of file: 6" (150-152.4 mm) long<br>6. Material of handle: Plastic<br>7. Packed in a resealable pouch<br>8. Comes with a brand                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 20       | Pcs                   |                                                                                         |                                                 |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |                       |                                                                                         |                                                 |
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|     | PARTICULARS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Quantity | Unit of Measure (UOM) | DELIVERY PERIOD                                                                         | STATEMENT OF COMPLIANCE ("COMPLY"/"NOT COMPLY") |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------|
| 108 | <b>Universal pH Paper, pH 0-14, 100 strips/pack</b><br><b>Functional Specifications:</b> Used as an indicator to determine/measure the pH of substances, whether it is an acid, neutral or a base<br><b>Performance Specifications:</b> Must be used as an indicator to effect a color change when it is dipped into the different substances to determine/measure the pH of each, through comparison with the pH color chart provided, which corresponds to:<br>a) For an acid : pH 0-pH 6;<br>b) For a base : pH 8-pH 14.<br><b>Design Specifications:</b><br>1. Type: Test strips<br>2. Shape: Rectangle<br>3. Material: Cellulose/Paper based<br>4. Dimension of pH strip :<br>a) Length : 69 mm x 6 mm<br>5. Number of colors in indicator test strip: In four colors to test pH values<br>6. Number of test strips : 100 pc strips<br>7. Packaging: Clear, transparent box<br>8. Shape of box: Square<br>9. With complete color chart for comparison with the color change to get the pH reading of the sample being tested<br>10. No sharp edges on box<br>11. Measures pH 0-pH 14<br>12. Comes with a brand                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20       | Pack                  | <b>Within<br/>thirty<br/>(30)<br/>Calendar<br/>Days<br/>from<br/>Receipt<br/>of NTP</b> |                                                 |
| 109 | <b>pH Meter, hand-held</b><br><b>Functional Specifications:</b> To measure the pH of a substance or solution indicating its acidity , being neutral, or its basicity/alkalinity in 0.1 pH readability<br><b>Performance Specifications:</b> Must be able to measure the pH of each substance/solution in 0.1 pH readability, :<br>a) For an acid : pH 0- pH 6.0<br>b) For basic/alkaline : pH 8.0 to pH 14.0.<br>c) For neutral (distilled water) : pH 7.0<br><b>Design Specifications:</b><br>1. Type: Portable hand held digital pen type<br>2. Material : Plastic with the following dimensions :<br>a) Length : 6.2 in (155.45 mm) (min)<br>b) Width : 1.5 in (38.1 mm) (min)<br>c) Height : 1.3 in (33.02 mm) (min)<br>3. With retractable electrode<br>4. Comes with one (1) pc protective cap<br>5. Electrodes extend up to 3.15" (80.01 mm) (min)<br>6. Waterproof<br>7. pH range: pH 0 to pH 14<br>8. Accuracy: ± 0.2 pH<br>9. Features a bold LCD display of pH<br>10. With automatic temperature compensation<br>11. Supplied with accessories:<br>a) One (1) bottle pH 7.0 buffer solution Capacity of pH 7.0 buffer solution : 50 mL<br>b) With one (1) pc calibration screwdriver<br>c) One (1) pc 9V battery<br>d) Packed in hard plastic carry case<br>12. Manufacturer should be accredited by NIST standards or its equivalent to the country of origin to certify that their items are calibrated.<br>13. With User's Manual in English<br>14. With Student Worksheets/Teacher's Manual in English<br>15. For numbers 13-14, the following technical specifications from a-c must be followed:<br>a) For Contents List of materials, In Table form<br>b) For User's Manual, Teacher's Guide, Student Worksheets, Instruction Sheets/Assembly Guides, In sentences format<br>i) With sentences grammatically correct and<br>ii) With correct spelling and terminologies, punctuations and others<br>c) In original print, not photocopied<br>d) In colored pictures, drawings/illustrations<br>e) In ten (10) mil laminated keycard that shall contain the actual colored picture of the model including the name: labeled with the required parts with details as follows<br>i) Paper Size: A4 size , 80 gsm<br>ii) Font: Times New Roman<br>iii) Font size: 12<br>iv) Orientation: Portrait<br>v) Margins on all sides with 2 point width border line<br>vi) Line with arrow head of 1.25 point with width shall point to the specific part being labeled<br>16. Must be free from sharp edges<br>17. Must have a brand | 20       | Pcs                   |                                                                                         |                                                 |

***I hereby verify to comply with all the above requirements.***

\_\_\_\_\_  
**Signature over printed name of the authorized representative**

\_\_\_\_\_  
**Company name**

\_\_\_\_\_  
**Date**

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

- ☐ (e) 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**
- ☐ (f) 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**
- ☐ (g) 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**
- ☐ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) 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

- ☐ (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, or there shall be an attached **BIR eAFS system generated Transaction Reference Number (TRN)/Confirmation Receipt in lieu of the manual “Received” stamp**, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**



- ☐ (k) 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***

- ☐ (l) 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)**

- ☐ (m) *[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.
- ☐ (n) 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; and
- ☐ (b) Original of duly signed and accomplished Price Schedule(s)



