



PHILIPPINES COAST GUARD

COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND

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

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC (2ND POSTING)

Government of the Republic of the
Philippines

Sixth Edition
07 May 2024

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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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.

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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.

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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.

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



Section I. Invitation to Bid

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



PHILIPPINES COAST GUARD
COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND
Coast Guard Base Farola, Mulle dela Industria, Binondo, Manila

CGETDC-ITB Nr. 2024-05-003

**INVITATION TO BID FOR THE SUPPLY AND
DELIVERY OF OFFICE SUPPLIES AND SEMI-
EXPENDABLE SUPPLIES FOR CGETDC
(2ND POSTING)**

1. The COAST GUARD EDUCATION, TRAINING, AND DOCTRINE COMMAND (CGETDC), through the General Appropriations Act (GAA) 2024 intends to apply the sum of **Two Million Seven Hundred Fifty-Four Thousand Three Hundred Ten Pesos and 77/100 Only (Php 2,754,310.77)** being the ABC to payments under the contract for the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The COAST GUARD EDUCATION, TRAINING, AND DOCTRINE COMMAND (CGETDC) now invites bids for the above Procurement Project. Delivery of the Goods is required on the delivery schedule provided under Section VI (Schedule of Requirements) of this Bidding Documents commencing from the date of receipt of the Notice to Proceed. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from COAST GUARD EDUCATION, TRAINING, AND DOCTRINE COMMAND (CGETDC) and inspect

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

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

5. A complete set of Bidding Documents may be acquired by interested Bidders ***on 07 0800H to 27 1000H May 2024*** from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Five Thousand Pesos (Php 5,000.00)***.

It may also be downloaded free of charge from the website of the Philippines Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

6. The COAST GUARD EDUCATION, TRAINING, AND DOCTRINE COMMAND (CGETDC) will hold a Pre-Bid Conference¹ on ***15 May 2024*** at ***Headquarters CGETDC, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo Manila***, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before ***27 1000H May 2024***. 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 ***27 1000H May 2024*** at ***Headquarters CGETDC, Coast Guard Base Farola, Muelle dela Industria, Farola Compound Binondo Manila***, Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders shall bear all costs associated with the preparation and submission of their bids, and the **CGETDC** will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

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

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

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

- a. In alphabetical order, the bidders shall pick one rolled paper.
 - b. The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
11. The Coast Guard Education, Training and Doctrine Command reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

CG LTJG DOBE LYNNE A TAGA-OC

Procurement Officer, CGETDC

Coast Guard Education, Training and Doctrine Command Coast
Guard Base Farola, Muelle Dela Industria, Binondo, Manila

cgetclogisticst4@gmail.com

13. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph or
www.coastguard.gov.ph

07 May 2024

Date



CG CAPT MARICOR R SOLIVA
Chairperson, CGETDC- Bids and Awards Committee

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



Section II. Instructions to Bidders

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

1. Scope of Bid

The Procuring Entity, **CGETDC**, wishes to receive Bids for the **SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPANDABLE SUPPLIES FOR CGETDC**, with identification number CGETDC-ITB Nr. 2024-05-002.

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

2. Funding Information

2.1. The Government of the Philippines (GOP) through the General Appropriations Act (GAA) of 2024 in the amount of **Two Million Seven Hundred Fifty-Four Thousand Three Hundred Ten Pesos and 77/100 Only (Php 2,754,310.77)** as the Approved Budget for the Contract (ABC).

2.2. The source of funding is General Appropriations Act (GAA) of 2024.

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.

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5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least twenty-five percent (25%) of the ABC or not less than the amount of **Six Hundred Eighty-Eight Thousand Five Hundred Seventy-Seven Pesos and 69/100 (Php 688,577.69)**.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **15 1000H May 2024** at the **Headquarters CGETDC, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo Manila** and/or through videoconferencing/webcasting as indicated in paragraph 7 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)**.

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- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **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 the **BDS**.
 - b. For Goods offered from abroad:

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

- 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 the **BDS**.

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until ***one hundred twenty (120) calendar days*** from the date of the opening of bid. Any Bid not accompanied by an acceptance bid security shall be rejected by the Procuring Entity as nonresponsive

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.

¹ 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.

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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 8 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 10 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's 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 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows One Project having several items that shall be awarded as one contract.

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

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FOR CGETDC**



Section III. Bid Data Sheet

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
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Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Any Supply and Delivery of OFFICE SUPPLIES AND SEMI-EXPANDABLE SUPPLIES b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.
7.1	No portion of the contract shall be sub-contracted.
12	The price of the Goods shall be quoted DDP at <i>CGETDC, Coast Guard Base Farola, Muelle dela Industria, Farola Compound, Binondo, Manila.</i>
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> <ol style="list-style-type: none"> a. The amount of not less than two percent (2%) of ABC or at least the amount of Fifty-Five Thousand Eighty-Six Pesos and 21/100 (P 55,086.21) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC of at least the amount of One Hundred Thirty-Seven Thousand Seven Hundred Fifteen Pesos and 54/100 (Php 137, 715.54) if bid security is in Surety Bond.
19.3	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>The Project shall be awarded as One Project having several items that shall be awarded as one contract.</p>

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20.2	<p>No additional requirements.</p> <p>The bidder having the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) shall submit within a non-extendible period of five (5) calendar days from the BAC Notice as the LCB/SCB, the following:</p> <ol style="list-style-type: none"> 1. In case the bidder has just submitted the Class “A” Legal eligibility requirements and Audited Financial Statement (AFS), a valid PhilGEPS Registration Certificate; 2. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); <p>In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:</p> <ol style="list-style-type: none"> 2.1. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal; and, 2.2. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening & Preliminary Examination of Bids.
21.2	<p>In addition to the submission of a Performance Securing Declaration or any of the allowable forms of Performance Security provided under Section 39.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, the bidder having the Lowest/Single Calculated Responsive Bid shall submit a Certificate of No Pending Case within ten (10) calendar days from receipt of the Notice of Award (NOA).</p>

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Section IV. General Conditions of Contract

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1. Scope of the 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 the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, **Section VII (Technical Specifications)** shall specify what inspections and/or

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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

- 5.1 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.
- 5.2 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.

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Section V. Special Conditions of Contract

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Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>For Goods supplied from abroad:</p> <p>Delivery terms applicable to the Contract are DDP delivered at the Coast Guard Education, Training and Doctrine Command, Farola Compound, Muelle Dela Industria, Binondo, Manila in accordance with INCOTERMS.”</p> <p>For Goods supplied from within the Philippines:</p> <p>Delivery terms applicable to this Contract are DDP delivered at the following:</p> <ul style="list-style-type: none"> a.) Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola Compound, Binondo, Manila; b.) RTC Eastern Samar, Barangay 12, Tawi-Tawi Street, Dolores, Eastern Samar; c.) RTC Misamis Oriental, Purok 5 Siculon, Barangay Mauswagon, Laguindingan, Misamis Oriental; d.) RTC La Union, Poro Point, City of San Fernando, La Union; e.) RTC Aurora, Mijores, Dipaculao, Aurora; f.) RTC Masbate, Sitio Dapdap Barangay Matayum, Cataingan, Masbate; g.) RTC Zamboanga, Gate 4, Zamboanga Special Economic Zone Authority and Freeport, Sinubong, Zamboanga City; and, h.) RTC Capiz, Culasi port, Barangay Culasi, Roxas City, Capiz. <p>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 and Distribution of Supplies specified in Section VI (Schedule of Requirements).</p>

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	<p>For purposes of this Clause the Procuring Entity's Representative is:</p> <p>CG LTSG AVA JEAN T LOPEZ Logistics Officer DCTS for Logistics, T4 Office Coast Guard Education, Training and Doctrine Command Coast Guard Base Farola, Muelle Dela Industria, Binondo Manila Contact Number: 09672385222 cgetclogisticst4@gmail.com</p>
	<p>Transportation –</p> <p>Where the Supplier is required under the Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Delivery Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price, arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity a certification to this effect from the nearest Philippine consulate to the port of dispatch. Furthermore, in cases where Philippine-registered carriers are available but their scheduling imposes delays on the Supplier's fulfillment of contractual obligations, specifically between the readiness of the Goods for shipment and the actual shipment date, such delays shall be deemed force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk</p>

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	<p>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>Packaging –</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. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions as deemed necessary Any special handling instructions as deemed necessary Any relevant HAZCHEM classifications as deemed necessary</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical, the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>99% of the costs of the items delivered subject to the Philippine Coast Guard’s acceptance [Issuance of the Inspection and Acceptance Report (IAR)] in writing.</p> </div>

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	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> 1% Retention of the items delivered to be paid after three (3) months from the formal acceptance (issuance of the IAR), if and when no patent and latent defects are noted (issuance of a Certificate of No Patent and Latent Defects). </div> <p style="text-align: center;">OR</p> <div style="border: 1px solid black; padding: 5px;"> 100 % of the costs of the items delivered provided that the goods supplied are free from patent and latent defects and all conditions imposed under the contract has been fully met; subject to the Philippine Coast Guard's acceptance (issuance of the IAR) in writing of the items described in this Contract and upon submission of a Special Bank Guarantee equivalent to at least one percent (1%) of the total contract price valid for three (3) months from issuance of the IAR. </div>
	No advance payment shall be allowed.
4	The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.

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Section VI. Schedule of Requirements

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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	Unit	Quantity	Delivered, Weeks/Months
HCGETDC/RTC TAGUIG				
1	Ball Pen (Black) 0.5mm retractable	pcs	200	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP). Delivery Site: Coast Guard Education, Training and Doctrine Command. Muelle dela Industria, Farola Compound Binondo Manila
2	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
3	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
4	Double Sided Tape White 18mm x 10m	rolls	3	
5	Ear plug, soft silicon	pcs	100	
6	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	50	
7	Frame A4 size, PVC	pcs	10	
8	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	150	
9	Whiteboard Marker with refillable tube, detachable, black	pcs	5	
10	Whiteboard Marker with refillable tube, detachable, red	pcs	5	
11	Whiteboard Marker with refillable tube, detachable, blue	pcs	5	

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12	White board refillable tube, black	pcs	5		
13	White board refillable tube, blue	pcs	2		
14	White board refillable tube, red	pcs	2		
15	Fabric paint (Orange) 118ml	pcs	3		
16	Fabric Paint (Navy Blue) 118ml	pcs	3		
17	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2		
18	Notebook spiral, 80 Leaves, 148 x 200mm	pcs	180		
19	Gold Embossing Notarial Seal #23 40s	box	5		
20	Sign Pen Gel (black), 0.50 mm tip	pcs	2		
21	Sticky Notes 3x5"	pads	5		
22	Sticky Notes 3x3	pads	2		
23	Brother BT6000BK Ink - BLACK	bottles	7		
24	Brother BT5000C Ink - CYAN	bottles	5		
25	Brother BT5000M Ink - MAGENTA	bottles	5		
26	Brother BT5000Y Ink - YELLOW	bottles	5		
27	Brother Printer DCP-T510W Ink	set	2		
28	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	4		
29	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	2		
30	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	2		
31	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	2		
32	Epson L6490 Printer Ink, BLACK	bottles	3		
33	Epson L6490 Printer Ink, MAGENTA	bottles	3		
34	Epson L6490 Printer Ink, CYAN	bottles	3		
35	Epson L6490 Printer Ink, YELLOW	bottles	3		
RTC MISAMIS ORIENTAL					
1	Ball Pen (Black) 0.5mm retractable	pcs	745		Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP)
2	Brother BT6000BK Ink - BLACK	bottles	12		
3	Brother BT5000C Ink - CYAN	bottles	5		
4	Brother BT5000C Ink - MAGENTA	bottles	5		
5	Brother BT5000C Ink - YELLOW	bottles	5		

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6	Brother Printer DCP-T510W Ink	set	2	Delivery Site: RTC Misamis Oriental, Purok 5 Siculon, Barangay Mauswagon, Laguindingan, Misamis Oriental
7	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
8	Brother Printer DCP 60 Ink - BLACK	bottles	5	
9	Double sided certificate holder A4 size	pcs	10	
10	Double Sided Tape White 18mm x 10m	rolls	5	
11	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	2	
12	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	2	
13	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	2	
14	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	2	
15	Ear plug, soft silicon	pcs	300	
16	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	50	
17	Frame A4 size, PVC	pcs	10	
18	Fabric Paint (Orange) 118ml	pcs	3	
19	Fabric Paint (Navy Blue) 118ml	pcs	3	
20	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
21	Notebook spiral, 80 Leaves 148 x 200mm	pcs	700	
22	Gold Embossing Notarial Seal #23 40s	box	19	
23	Sign pen Gel (black), 0.50 mm tip	pcs	2	

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24	Sticky Notes 3x5"	pads	5	
25	Sticky Notes 3x3	pads	2	
26	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	250	
27	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
28	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
29	Whiteboard Marker with refillable tube, detachable red	pcs	5	
30	White board refillable tube, black	pcs	5	
31	White board refillable tube, blue	pcs	2	
32	White board refillable tube, red	pcs	2	
RTC AURORA				
1	Ball Pen (Black) 0.5mm retractable	pcs	350	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site: RTC Aurora, Mijores, Dipaculao, Aurora
2	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
3	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
4	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
5	Double Sided Tape White 18mm x 10m	rolls	3	
6	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	5	
7	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	2	
8	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	2	
9	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	2	
10	Ear plug, soft silicon	pcs	100	
11	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-	pcs	50	

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	impact, wind, dust and splash proof Size: 14.5cm x 4.5cm			
12	Frame A4 size, PVC	pcs	10	
13	Fabric Paint (Orange) 118ml	pcs	3	
14	Fabric Paint (Navy Blue) 118ml	pcs	3	
15	Epson L6490 Printer Ink, BLACK	bottles	5	
16	Epson L6490 Printer Ink, MAGENTA	bottles	3	
17	Epson L6490 Printer Ink, CYAN	bottles	3	
18	Epson L6490 Printer Ink, YELLOW	bottles	3	
19	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
20	Notebook spiral, 80 Leaves 148 x 200mm	pcs	300	
21	Gold Embossing Notarial Seal #23 40s	box	9	
22	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
23	Sticky Notes 3x5"	pads	5	
24	Sticky Notes 3x3	pads	2	
25	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	150	
26	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
27	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
28	Whiteboard Marker with refillable tube, detachable red	pcs	5	
29	White board refillable tube, black	pcs	5	
30	White board refillable tube, blue	pcs	2	
31	White board refillable tube, red	pcs	2	
RTC CAPIZ				
1	Ball Pen (Black) 0.5mm retractable	pcs	400	Delivery Period:
2	Canon Printer G-i790 Ink - BLACK	bottles	10	Within Sixty (60) Calendar days from

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3	Canon Printer G-i790 Ink - YELLOW	bottles	10	<p>receipt by the winning supplier of the Notice to Proceed (NTP)</p> <p>Delivery Site:</p> <p>RTC Capiz, Culasi port, Barangay Culasi Roxas City, Capiz</p>
4	Canon Printer G-i790 Ink -CYAN	bottles	10	
5	Canon Printer G-i790 Ink - MAGENTA	bottles	10	
6	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
7	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
8	Double Sided Tape White 18mm x 10m	rolls	3	
9	Ear plug, soft silicon	pcs	100	
10	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	50	
11	Frame A4 size, PVC	pcs	10	
12	Fabric Paint (Orange) 118ml	pcs	3	
13	Fabric Paint (Navy Blue) 118ml	pcs	3	
14	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
15	Notebook spiral, 80 Leaves 148 x 200mm	pcs	350	
16	Gold Embossing Notarial Seal #23 40s	box	10	
17	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
18	Sticky Notes 3x5"	pads	5	
19	Sticky Notes 3x3	pads	2	
20	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	150	

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21	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
22	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
23	Whiteboard Marker with refillable tube, detachable red	pcs	5	
24	White board refillable tube, black	pcs	5	
25	White board refillable tube, blue	pcs	2	
26	White board refillable tube, red	pcs	2	
RTC LA UNION				
1	Ball Pen (Black) 0.5mm retractable	pcs	300	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site: RTC La Union Poro point, City of San Fernando La Union
2	Brother BT6000BK Ink - BLACK	bottles	10	
3	Brother BT5000C Ink - CYAN	bottles	5	
4	Brother BT5000M Ink - MAGENTA	bottles	5	
5	Brother BT5000Y Ink - YELLOW	bottles	5	
6	Brother Printer DCP-T510W Ink	set	2	
7	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
8	Brother Printer DCP 60 Ink - BLACK	bottles	5	
9	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
10	Double Sided Tape White 18mm x 10m	Rolls	3	
11	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	5	
12	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	2	
13	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	2	
14	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	2	
15	Ear plug, soft silicon	pcs	100	

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16	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	50	
17	Frame A4 size, PVC	pcs	10	
18	Fabric Paint (Orange) 118ml	pcs	3	
19	Fabric Paint (Navy Blue) 118ml	pcs	3	
20	Laminating Film, ID (100PCS), 125micron & 250micron	packs	2	
21	Notebook spiral, 80 Leaves 148 x 200mm	pcs	300	
22	Gold Embossing Notarial Seal #23 40s	box	8	
23	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
24	Sticky Notes 3x5"	pads	5	
25	Sticky Notes 3x3	pads	2	
26	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	150	
27	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
28	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
29	Whiteboard Marker with refillable tube, detachable red	pcs	5	
30	White board refillable tube, black	pcs	5	
31	White board refillable tube, blue	pcs	2	
32	White board refillable tube, red	pcs	2	
RTC MASBATE				
1	Ball Pen (Black) 0.5mm retractable	pcs	300	Delivery Period: Within Sixty (60) Calendar days from
2	Brother BT6000BK Ink - BLACK	bottles	12	
3	Brother BT5000C Ink - CYAN	bottles	5	

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4	Brother BT5000M Ink - MAGENTA	bottles	5	<p>receipt by the winning supplier of the Notice to Proceed (NTP)</p> <p>Delivery Site:</p> <p>RTC Masbate, Sitio Dapdap Barangay Matayum Cataingan, Masbate</p>
5	Brother BT5000Y Ink - YELLOW	bottles	5	
6	Canon Printer G-i790 Ink - BLACK	bottles	8	
7	Canon Printer G-i790 Ink - YELLOW	bottles	8	
8	Canon Printer G-i790 Ink -CYAN	bottles	8	
9	Canon Printer G-i790 Ink - MAGENTA	bottles	8	
10	Data folder,black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal ring	pcs	3	
11	Canon Printer G-i790 Ink - BLACK	bottles	8	
12	Brother Printer DCP 60 Ink - BLACK	bottles	5	
13	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
14	Double Sided Tape White 18mm x 10m	rolls	3	
15	Ear plug, soft silicon	pcs	100	
16	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	50	
17	Frame A4 size, PVC	pcs	10	
18	Fabric Paint (Orange) 118ml	pcs	3	
19	Fabric Paint (Navy Blue) 118ml	pcs	3	
20	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
21	Notebook spiral, 80 Leaves 148 x 200mm	pcs	300	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

22	Gold Embossing Notarial Seal #23 40s	box	8	
23	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
24	Sticky Notes 3x5"	pads	5	
25	Sticky Notes 3x3	pads	2	
26	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
27	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
28	Whiteboard Marker with refillable tube, detachable red	pcs	5	
29	White board refillable tube, black	pcs	5	
30	White board refillable tube, blue	pcs	2	
31	White board refillable tube, red	pcs	2	
32	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	150	
RTC ZAMBOANGA				
	Ball Pen (Black) 0.5mm retractable	pcs	750	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site: RTC Zamboanga, Gate 4, Zamboanga Special Economic Zone Authority and Freeport, Sinubong, Zamboanga City
	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
	Double Sided Tape White 18mm x 10m	rolls	5	
	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	10	
	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	5	
	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	5	
	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	5	
	Epson L3160 Printer Ink - 664	set	5	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

	Ear plug, soft silicon	pcs	300	
	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	50	
	Frame A4 size, PVC	pcs	10	
	Fabric Paint (Orange) 118ml	pcs	3	
	Fabric Paint (Navy Blue) 118ml	pcs	3	
	Cartridge for Kyocera Taskalfa 1800 Printer	pcs	8	
	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
	Notebook spiral, 80 Leaves 148 x 200mm	pcs	750	
	Gold Embossing Notarial Seal #23 40s	box	19	
	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
	Sticky Notes 3x5"	pads	5	
	Sticky Notes 3x3	pads	2	
	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	250	
	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
	Whiteboard Marker with refillable tube, detachable red	pcs	5	
	White board refillable tube, black	pcs	5	
	White board refillable tube, blue	pcs	2	
	White board refillable tube, red	pcs	2	
HCGETDC/RTC BATAAN/ CGNOC				
1	Ball Pen (Black) 0.5mm retractable	pcs	430	Delivery Period:
2	Brother BT6000BK Ink - BLACK	bottles	7	Within Sixty (60)
3	Brother BT5000C Ink - CYAN	bottles	3	Calendar days from

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

4	Brother BT5000M Ink - MAGENTA	bottles	3	<p>receipt by the winning supplier of the Notice to Proceed (NTP)</p> <p>Delivery Site:</p> <p>Coast Guard Education, Training and Doctrine Command. Muelle dela Industria, Farola Compound, Binondo, Manila.</p>
5	Brother BT5000Y Ink - YELLOW	bottles	3	
6	Brother Printer DCP-T510W Ink	set	2	
7	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
8	Brother Printer DCP 60 Ink - BLACK	bottles	4	
9	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
10	Double Sided Tape White 18mm x 10m	Rolls	3	
11	Epson L3160 Printer Ink - 664	set	5	
12	Ear plug, soft silicon	pcs	100	
13	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	50	
14	Frame A4 size, PVC	pcs	10	
15	Fabric Paint (Orange) 118ml	pcs	3	
16	Fabric Paint (Navy Blue) 118ml	pcs	3	
17	Epson L6490 Printer Ink, BLACK	bottles	5	
18	Epson L6490 Printer Ink, MAGENTA	bottles	3	
19	Epson L6490 Printer Ink, CYAN	bottles	3	
20	Epson L6490 Printer Ink, YELLOW	bottles	3	
21	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
22	Notebook spiral, 80 Leaves 148 x 200mm	pcs	410	
23	Gold Embossing Notarial Seal #23 40s	box	11	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

24	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
25	Sticky Notes 3x5"	pads	5	
26	Sticky Notes 3x3	pads	2	
27	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	150	
28	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
29	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
30	Whiteboard Marker with refillable tube, detachable red	pcs	5	
31	White board refillable tube, black	pcs	5	
32	White board refillable tube, blue	pcs	2	
33	White board refillable tube, red	pcs	2	
HCGETDC/RTC BATAAN CGOC				
1	Ball Pen (Black) 0.5mm retractable	pcs	430	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site: Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola Compound, Binondo, Manila.
2	Brother BT6000BK Ink - BLACK	bottles	7	
3	Brother BT5000C Ink - CYAN	bottles	3	
4	Brother BT5000M Ink - MAGENTA	bottles	3	
5	Brother BT5000Y Ink - YELLOW	bottles	3	
6	Brother Printer DCP-T510W Ink	set	2	
7	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
8	Brother Printer DCP 60 Ink - BLACK	bottles	4	
9	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
10	Double Sided Tape White 18mm x 10m	rolls	3	
11	Epson L3160 Printer Ink - 664	set	5	
12	Ear plug, soft silicon	pcs	100	
13	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens,	pcs	50	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

	with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm			
14	Frame A4 size, PVC	pcs	10	
15	Fabric Paint (Orange) 118ml	pcs	3	
16	Fabric Paint (Navy Blue) 118ml	pcs	3	
17	Epson L6490 Printer Ink, BLACK	bottles	5	
18	Epson L6490 Printer Ink, MAGENTA	bottles	3	
19	Epson L6490 Printer Ink, CYAN	bottles	3	
20	Epson L6490 Printer Ink, YELLOW	bottles	3	
21	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
22	Notebook spiral, 80 Leaves 148 x 200mm	pcs	410	
23	Gold Embossing Notarial Seal #23 40s	box	11	
24	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
25	Sticky Notes 3x5"	pads	5	
26	Sticky Notes 3x3	pads	2	
27	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	150	
28	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
29	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
30	Whiteboard Marker with refillable tube, detachable red	pcs	5	
31	White board refillable tube, black	pcs	5	
32	White board refillable tube, blue	pcs	2	
33	White board refillable tube, red	pcs	2	
RTC EASTERN SAMAR				
1	Ball Pen (Black) 0.5mm retractable	pcs	315	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning
2	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal	pcs	3	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

	lever mechanism that holds a set of metal rings			<p>supplier of the Notice to Proceed (NTP)</p> <p>Delivery Site: RTC Eastern Samar, Baranagay 12 Tawi-Tawi Street, Dolores Eastern Samar.</p>
3	Double-Sided Blue Certificate holder (A4 size)	pcs	10	
4	Double Sided Tape White 18mm x 10m	Rolls	3	
5	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	10	
6	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	5	
7	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	5	
8	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	5	
9	Ear plug, soft silicon	pcs	100	
10	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	50	
11	Frame A4 size, PVC	pcs	10	
12	Fabric Paint (Orange) 118ml	pcs	3	
13	Fabric Paint (Navy Blue) 118ml	pcs	3	
14	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
15	Notebook spiral, 80 Leaves 148 x 200mm	pcs	300	
16	Gold Embossing Notarial Seal #23 40s	box	8	
17	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
18	Sticky Notes 3x5"	pads	5	
19	Sticky Notes 3x3	pads	2	
20	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	150	
21	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
22	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

23	Whiteboard Marker with refillable tube, detachable red	pcs	5	
24	White board refillable tube, black	pcs	5	
25	White board refillable tube, blue	pcs	2	
26	White board refillable tube, red	pcs	2	
HCGETDC/CISSG				
1	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	5	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site: Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola Compound, Binondo, Manila.
2	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	2	
3	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	2	
4	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	2	
5	Epson L6490 Printer Ink, BLACK	bottles	5	
6	Epson L6490 Printer Ink, MAGENTA	bottles	2	
7	Epson L6490 Printer Ink, CYAN	bottles	2	
8	Epson L6490 Printer Ink, YELLOW	bottles	2	
HCGETDC/CASC				
1	Clipboard with cover, A4 with fastener and pocket, black	pcs	1	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site: Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola
2	High Quality Clear book, Refillable, Thick plastic cover with swirl design, 20 pockets / 40 transparent pages, A4 size (Blue/Red)	pcs	1	
3	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
4	Double-Sided Blue Certificate holder (A4 size)	pcs	15	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

5	Double Sided Tape White 18mm x 10m	rolls	3	Compound, Binondo Manila.	
6	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	8		
7	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	5		
8	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	5		
9	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	5		
10	Frame A4 size, PVC	pcs	20		
11	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2		
12	Gold Embossing Notarial Seal #23 40s	box	2		
13	Sign Pen Gel (Black) 0.50mm Tip	pcs	2		
14	Sticky Notes 3x5"	pads	5		
15	Sticky Notes 3x3	pads	3		
16	Steel Filing Cabinet with Central Lock, Plastic Handle with Label Slot, Anti-tipping mechanism that only allows 1 drawer to open at a time Type: 4 drawers, Vertical, Light Gray Coated Metal Dimensions: 45.6 x 62 x 133.1 cm	unit	1		
17	Whiteboard Marker with refillable tube, detachable black,	pcs	5		
18	Whiteboard Marker with refillable tube, detachable, blue.	pcs	5		
19	Whiteboard Marker with refillable tube, detachable red	pcs	5		
20	White board refillable tube, black	pcs	5		
21	White board refillable tube, blue	pcs	2		
22	White board refillable tube, red	pcs	2		
HCGETDC/CGSSMA					
1	Brother BT6000BK Ink - BLACK	bottles	5		Delivery Period: Within Sixty (60) Calendar days from
2	Brother BT5000C Ink - CYAN	bottles	2		
3	Brother BT5000M Ink - MAGENTA	bottles	2		

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

4	Brother BT5000Y Ink - YELLOW	bottles	2	<p>receipt by the winning supplier of the Notice to Proceed (NTP)</p> <p>Delivery Site:</p> <p>Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola Compound, Binondo Manila.</p>
5	Clipboard with cover, A4 with fastener and pocket, black	pcs	1	
6	High Quality Clear book, Refillable, Thick plastic cover with swirl design, 20 pockets / 40 transparent pages, A4 size (Blue/Red)	pcs	1	
7	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
8	Brother Printer DCP 60 Ink - BLACK	bottles	5	
9	Double-Sided Blue Certificate holder (A4 size)	pcs	15	
10	Double Sided Tape White 18mm x 10m	rolls	3	
11	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	5	
12	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	2	
13	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	2	
14	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	2	
15	Frame A4 size, PVC	pcs	20	
16	Epson L6490 Printer Ink, BLACK	bottles	5	
17	Epson L6490 Printer Ink, MAGENTA	bottles	2	
18	Epson L6490 Printer Ink, CYAN	bottles	2	
19	Epson L6490 Printer Ink, YELLOW	bottles	2	
20	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
21	Gold Embossing Notarial Seal #23 40s	box	5	
22	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
23	Sticky Notes 3x5"	pads	5	
24	Sticky Notes 3x3	pads	3	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

25	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
26	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
27	Whiteboard Marker with refillable tube, detachable red	pcs	5	
28	White board refillable tube, black	pcs	5	
29	White board refillable tube, blue	pcs	2	
30	White board refillable tube, red	pcs	2	
LDDC				
1	Brother BT6000BK Ink - BLACK	bottles	5	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site: Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola Compound, Binondo, Manila.
2	Brother BT5000C Ink - CYAN	bottles	2	
3	Brother BT5000M Ink - MAGENTA	bottles	2	
4	Brother BT5000Y Ink - YELLOW	bottles	2	
5	Brother Printer DCP-T510W Ink	set	3	
6	Clipboard with cover, A4 with fastener and pocket, black	pcs	1	
7	High Quality Clear book, Refillable, Thick plastic cover with swirl design, 20 pockets / 40 transparent pages, A4 size (Blue/Red)	pcs	1	
8	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
9	Brother Printer DCP 60 Ink - BLACK	bottles	5	
10	Double-Sided Blue Certificate holder (A4 size)	pcs	15	
11	Double Sided Tape White 18mm x 10m	rolls	3	
12	Frame A4 size, PVC	pcs	20	
13	Epson L6490 Printer Ink, BLACK	bottles	5	
14	Epson L6490 Printer Ink, MAGENTA	bottles	2	
15	Epson L6490 Printer Ink, CYAN	bottles	2	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

16	Epson L6490 Printer Ink, YELLOW	bottles	2	
17	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
18	Gold Embossing Notarial Seal #23 40s	box	3	
19	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
20	Sticky Notes 3x5"	pads	5	
21	Sticky Notes 3x3	pads	3	
22	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
23	Whiteboard Marker with refillable tube detachable, blue.	pcs	5	
24	Whiteboard Marker with refillable tube, detachable red	pcs	5	
25	White board refillable tube, black	pcs	5	
26	White board refillable tube, blue	pcs	2	
27	White board refillable tube, red	pcs	2	
CGNOS				
1	Clipboard with cover, A4 with fastener and pocket, black	pcs	1	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site: Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola Compound, Binondo Manila.
2	High Quality Clear book, Refillable, Thick plastic cover with swirl design, 20 pockets / 40 transparent pages, A4 size (Blue/Red)	pcs	1	
3	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	3	
4	Double-Sided Blue Certificate holder (A4 size)	pcs	15	
5	Double Sided Tape White 18mm x 10m	rolls	3	
6	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	8	
7	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	5	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

8	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	5	
9	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	5	
10	Frame A4 size, PVC	pcs	20	
11	Epson L6490 Printer Ink, BLACK	bottles	5	
12	Epson L6490 Printer Ink, MAGENTA	bottles	2	
13	Epson L6490 Printer Ink, CYAN	bottles	2	
14	Epson L6490 Printer Ink, YELLOW	bottles	2	
15	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2	
16	Gold Embossing Notarial Seal #23 40s	box	3	
17	Sign Pen Gel (Black) 0.50mm Tip	pcs	2	
18	Sticky Notes 3x5"	pads	5	
19	Sticky Notes 3x3	pads	3	
20	Whiteboard Marker with refillable tube, detachable black,	pcs	5	
21	Whiteboard Marker with refillable tube, detachable, blue.	pcs	5	
22	Whiteboard Marker with refillable tube, detachable red	pcs	5	
23	White board refillable tube, black	pcs	5	
24	White board refillable tube, blue	pcs	2	
25	White board refillable tube, red	pcs	2	
HCGETDC/PCG ACADEMY				
1	Clipboard with cover, A4 with fastener and pocket, black	pcs	1	Delivery Period: Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP) Delivery Site:
2	High Quality Clear book, Refillable, Thick plastic cover with swirl design, 20 pockets / 40 transparent pages, A4 size (Blue/Red)	pcs	1	
3	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal	pcs	3	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

	lever mechanism that holds a set of metal rings			Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola Compound, Binondo, Manila.	
4	Double-Sided Blue Certificate holder (A4 size)	pcs	15		
5	Double Sided Tape White 18mm x 10m	rolls	3		
6	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	2		
7	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	2		
8	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	2		
9	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	2		
10	Frame A4 size, PVC	pcs	20		
11	Epson L6490 Printer Ink, BLACK	bottles	8		
12	Epson L6490 Printer Ink, MAGENTA	bottles	3		
13	Epson L6490 Printer Ink, CYAN	bottles	3		
14	Epson L6490 Printer Ink, YELLOW	bottles	3		
15	Laminating Film, ID (100PCS), 125micon & 250micron	packs	2		
16	Gold Embossing Notarial Seal #23 40s	box	3		
17	Sign Pen Gel (Black) 0.50mm Tip	pcs	2		
18	Sticky Notes 3x5"	pads	5		
19	Sticky Notes 3x3	pads	3		
20	Whiteboard Marker with refillable tube, detachable black,	pcs	5		
21	Whiteboard Marker with refillable tube detachable, blue.	pcs	5		
22	Whiteboard Marker with refillable tube, detachable red	pcs	5		
23	White board refillable tube, black	pcs	5		
24	White board refillable tube, blue	pcs	2		
25	White board refillable tube, red	pcs	2		
HCGETDC OFFICES					
1	Ball Pen (Black) 0.5mm retractable	pcs	64		Delivery Period:
2	Ball pen (Red) 0.5 mm retractable	pcs	42		

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

3	Brother BT6000BK Ink - BLACK	bottles	45	<p>Within Sixty (60) Calendar days from receipt by the winning supplier of the Notice to Proceed (NTP)</p> <p>Delivery Site:</p> <p>Coast Guard Education, Training and Doctrine Command, Muelle dela Industria, Farola Compound, Binondo, Manila.</p>
4	Brother BT5000C Ink - CYAN	bottles	40	
5	Brother BT5000M Ink - MAGENTA	bottles	40	
6	Brother BT5000Y Ink - YELLOW	bottles	40	
7	Brother Printer DCP-T510W Ink	set	37	
8	Canon Printer G-i790 Ink -BLACK	bottles	6	
9	Clipboard with cover, A4 with fastener and pocket, black	pcs	25	
10	High Quality Clear book, Refillable, Thick plastic cover with swirl design, 20 pockets / 40 transparent pages, A4 size (Blue/Red)	pcs	25	
11	Cloth Duct Tape 48mmx20m, gray/black	rolls	40	
12	Duct Tape, PVC 2 inches white, 3inch x 25M	rolls	35	
13	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip/ MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	pcs	55	
14	Document file holder, rack metal, 3 tier	pcs	20	
15	Brother Printer DCP 60 Ink - BLACK	bottles	33	
16	Double-Sided Blue Certificate holder (A4 size)	pcs	125	
17	Double Sided Tape White 18mm x 10m	rolls	11	
18	Double Sided Tape ½"	pcs	6	
19	Double Sided Tape ¾"	pcs	6	
20	Epson L3110/3250/3210 Printer Ink BLACK – 003	bottles	73	
21	Epson L3110/3250/3210 Printer Ink CYAN – 003	bottles	36	
22	Epson L3110/3250/3210 Printer Ink MAGENTA – 003	bottles	36	
23	Epson L3110/3250/3210 Printer Ink YELLOW – 003	bottles	36	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

24	Epson L3160 Printer Ink - 664	set	15	
25	Executive Table, Laminated MDF Panel Board and Steel leg, Table top: 160 x 80 x 75cm, Side cabinet: 120 x 40 x 65cm	pcs	1	
26	Executive Table, Laminated MDF Panel Board and Steel leg: 2.5cm table thickness, Table top: 120 x 60 x 75cm, Side cabinet: 120 x 40 x 65cm	pcs	1	
27	Ergo-dynamic Executive Chair, High Back, Leather, Adjustable seat, height Swivel 360 degrees, Tilt locking at 90-135 degrees angle, Armrest: Polypropylene (Pp) Plastic covered with PU faux leather.	pcs	2	
28	Junior Executive Table, Wooden Melamine Office Table Center Drawer with Lock 2 Sided 3 Drawers with centralized lock 30 x 23.62 x 47 "	pcs	4	
29	Junior Executive Chair, Mid-Black, Breathable Mesh Design, Height Adjustment, 360 degrees rotatable Materials: Mesh, Foam and Nylon Base: Chrome Weight Capacity: 120 KG	pcs	5	
30	Ear plug, soft silicon	pcs	600	
31	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-impact, wind, dust and splash proof Size: 14.5cm x 4.5cm	pcs	87	
32	Frame A4 size, PVC	pcs	255	
33	Fabric Paint (Orange) 118ml	pcs		
34	Fabric Paint (Navy Blue) 118ml	pcs		
35	Glossy Photo Paper- A4 Size, 210 gsm	packs	50	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

36	Glossy Photo Paper- 4R Size, 210 gsm	packs	50	
37	Glue Gun for 7mm Diameter Glue Stick, Lithium Battery Cordless, Rechargeable, Lithium-Ion Battery: 2000mAh	pcs	5	
38	Glue Stick/ Length: 100mm Diameter: 7mm	pcs	100	
39	Epson L6490 Printer Ink, BLACK	bottles	34	
40	Epson L6490 Printer Ink, MAGENTA	bottles	7	
41	Epson L6490 Printer Ink, CYAN	bottles	7	
42	Epson L6490 Printer Ink, YELLOW	bottles	7	
43	Cartridge for Kyocera Taskalfa 1800 Printer	pcs		
44	Laminating Film, ID (100PCS), 125micron & 250micron	packs	20	
45	Magazine Loader, Universal Model/ Caliber: 9mm/.40 S&W/.45ACP/.357 SIG/ Material: Polymer/ Black	pcs	5	
46	Office Chair, Clerical, Ergonomic backrest, Double curved handrails, thickened latex cushion, thick arched frame, non-slip silent foot Total height: 93 cm Sitting height:45 cm	pcs	30	
47	Gold Embossing Notarial Seal #23 40s	box	76	
48	Paper Cutter, metal B4 Size (12"x15")	pc	2	
49	Ribbon 1/4 inch (gold)	rolls	35	
50	Ribbon 1/4-inch blue	rolls	20	
51	Ribbon 2" ethnic, Name: Embroidery Ethnic Ribbon Jacquard Lace Trim Material: Polyester (7 yards, 2.5")	rolls	20	
52	Self-Inking Dater Stamp (Mini)	pc	3	
53	Sign Pen Gel (Black) 0.50mm Tip	pcs	20	
54	Sticky Notes 3x5"	pads	125	
55	Sticky Notes 3x3	pads	65	

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

56	Steel Filing Cabinet with Central Lock, Plastic Handle with Label Slot, Anti-tipping mechanism that only allows 1 drawer to open at a time Type: 4 drawers, Vertical, Light Gray Coated Metal Dimensions: 45.6 x 62 x 133.1 cm	unit	1	
57	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries	pcs	800	
58	Whiteboard Marker with refillable tube, detachable black,	pcs	125	
59	Whiteboard Marker with refillable tube detachable, blue.	pcs	125	
60	Whiteboard Marker with refillable tube, detachable red	pcs	125	
61	White board refillable tube, black	pcs	125	
62	White board refillable tube, blue	pcs	70	
63	White board refillable tube, red	pcs	70	
64	Whiteboard 4x8"	pcs	15	
65	Whiteboard 3x4"	pcs	15	
66	Wooden Tray with Handle (5cm x 25cm x 38cm)	pcs	5	
67	WD40 Contact Cleaner 360ml	pcs	30	
x-x-x-x-x-nothing follows-x-x-x-x-x-x				

CONFORME:

[Signature of the Authorized Rep.]

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

Duly authorized to sign Bid for and in behalf of _____.
(Please indicate name of company)

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



Section VII. Technical Specifications

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

Technical Specifications

Item	Specification	Statement of Compliance
		<p>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of the manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification, or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</p>

PARTICULARS	DESCRIPTION	Please indicate either: “Comply” or “Not Comply”
Supply and Delivery of Office Supplies and Semi-expendable Supplies for CGETDC		
1. Ball Pen (4689 pcs)	(Black) 0.5mm retractable	<p>Statement of Compliance</p> <hr/>

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

2. Ball pen (100 pcs)	(Red) 0.5 mm retractable	Statement of Compliance <hr/>
3. 6000BK Ink (110 bottles)	Brother BT 6000 Black Ink	Statement of Compliance <hr/>
4. BT5000C Ink – CYAN (70 bottles)	4. Brother BT5000C Ink – CYAN	Statement of Compliance <hr/>
5. BT5000C Ink – MAGENTA (70 bottles)	Brother BT5000C Ink – MAGENTA	Statement of Compliance <hr/>
6. BT5000Y Ink – YELLOW (70 bottles)	Brother BT5000Y Ink – YELLOW	Statement of Compliance <hr/>
7. Ink DCP-T510W (50 sets)	Brother DCP-T510W Ink	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

		<hr/>
8. G-i790 Ink -BLACK (24 bottles)	Canon Printer G-i790 Ink -BLACK	Statement of Compliance <hr/>
9. G-i790 Ink -CYAN (18 bottles)	Canon G-i790 Ink -CYAN	Statement of Compliance <hr/>
10. G-i790 Ink - YELLOW (18) bottles	Canon G-i790 Ink – YELLOW	Statement of Compliance <hr/>
11 G-i790 Ink - MAGENTA (18) bottles	Canon G-i790 Ink - MAGENTA	Statement of Compliance <hr/>
12. Clipboard with cover (30 pcs)	A4 with fastener and pocket, black	Statement of Compliance <hr/>
13. Clear book (30 pcs)	Refillable, Thick plastic cover with swirl design, 20 pockets / 40 transparent pages, A4 size (blue,red)	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

		<hr/>
14. Cloth Duct Tape (40 rolls)	48mmx20m, gray/black	Statement of Compliance
		<hr/>
15. Duct Tape (35 rolls)	PVC 2 inches white, 3inch x 25M (35 rolls)	Statement of Compliance
		<hr/>
16. Data folder (100 pcs)	black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings	Statement of Compliance
		<hr/>
17. Document file folder (20 pcs)	rack metal, 3 tier	Statement of Compliance
		<hr/>
18. Ink (70 bottles)	Brother DCP 60 Ink – BLACK (70 bottles)	Statement of Compliance
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19. Certificate holder (300 pcs)	Double-Sided Blue Certificate holder (A4 size)	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

		<hr/>
19. Double sided tape (60 rolls)	Double sided tape white 18mm x 10m	Statement of Compliance <hr/>
20. Double sided tape (6rolls)	Double sided tape ½	Statement of Compliance <hr/>
21. Double sided tape ¾ (6rolls)	Double sided tape ¾	Statement of Compliance <hr/>
22. Ink 003 (135 bottles)	Epson Ink BLACK L3110/3250/3210	Statement of Compliance <hr/>
23. Ink – 003 (70 bottles)	Epson Ink CYAN L3110/3250/3210	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

		<hr/>
24. Ink – 003 (70 bottles)	Epson Ink Magenta L3110/3250/3210	Statement of Compliance <hr/>
25. Ink– 003 (70 bottles)	Epson Ink YELLOW L3110/3250/	Statement of Compliance <hr/>
26. Ink (30 sets)	Epson Ink – 664	Statement of Compliance <hr/>
27. Executive Table (1pc)	Laminated MDF Panel Board and Steel leg -Table top: 160 x 80 x 75cm -Side cabinet: 120 x 40 x	Statement of Compliance <hr/>
28. Executive Table (1 pc)	Laminated MDF Panel Board and Steel leg -2.5cm table thickness, -Table top: 120 x 60 x 75cm - Side cabinet: 120 x 40 x 65cm	Statement of Compliance <hr/>
29. Ergo-dynamic Executive Chair (2 pcs)	High Back, Leather -Adjustable seat, -height Swivel 360 degrees -Tilt locking at 90-135 degrees angle	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

	-Armrest: Polypropylene (Pp) Plastic covered with PU faux leather.	
30. Junior Executive Table (4 pcs)	Junior Executive Table (4 pcs) Wooden Melamine Office Table - Center Drawer with Lock -2 Sided 5 Drawers with centralized lock -30 x 23.62 x 47 "	Statement of Compliance
31. Junior Executive Chair (5 pcs)	Mid-Black -Breathable Mesh Design -Height Adjustment, 360 degrees rotatable -Materials: Mesh, Foam and Nylon -Base: Chrome -Weight Capacity: 120 KG	Statement of Compliance
33. Ear plug, (2000 pcs)	Ear plug, soft silicon	Statement of Compliance
34. Adult Tactical Eye Protector (Unisex) (587 pcs)	- Polycarbonate Material - Transparent Anti-Scratch Lens - with nose pads - Lightweight - Anti-impact, wind, dust and splash proof - Size: 14.5cm x 4.5cm	Statement of Compliance
35. Frame (455 pcs)	Frame A4 size, PVC	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

36. Fabric Paint (50 pcs)	Fabric Paint (Orange) 118 ml	Statement of Compliance _____
37. Fabric Paint (50 pcs)	Fabric Paint (Navy Blue) 118ml	Statement of Compliance _____
38. Photo Paper - (50 packs)	Glossy Photo Paper - A4 Size, 210 gsm	Statement of Compliance _____
39. Photo Paper - (50 packs)	Glossy Photo Paper - 4R Size, 210 gsm	Statement of Compliance _____
40. Glue Gun (5 pcs)	7mm Diameter Glue Stick -Lithium Battery Cordless, -Rechargeable -Lithium-Ion Battery: 2000mAh	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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41. Glue Stick (100 PCS)	- Length: 100mm - Diameter: 7mm	Statement of Compliance <hr/>
42. Ink, (80 bottles)	Epson Ink 003, BLACK	Statement of Compliance <hr/>
43. Ink, MAGENTA (30 bottles)	Epson Ink 003, MAGENTA	Statement of Compliance <hr/>
44. Ink, CYAN (30 bottles)	Epson Ink 003, CYAN	Statement of Compliance <hr/>
45. Ink, YELLOW (30 bottles)	Epson Ink 003, YELLOW	Statement of Compliance <hr/>
46. Cartridge for Kyocera Taskalfa 1800 Printer (8pcs)	Cartridge for Kyocera Taskalfa 1800 Printer	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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47. Laminating Film, 125micron & 250 micron (50 packs)	Laminating Film, ID (100 PCS per pack), 125 micron & 250micron	Statement of Compliance <hr/>
48. Magazine Loader (5 pcs)	- Universal Model/ Caliber: 9mm/.40 S&W/.45ACP/.357 SIG -Material: Polymer/ Black	Statement of Compliance <hr/>
49. Music Writing Notebook (40 pcs)	- 20 pages 8 ¼ X 11	Statement of Compliance <hr/>
50. Office Chair, Clerical (30 pcs)	Office Chair, Clerical (30 pcs) -Ergonomic backrest -Double curved handrails -thickened latex cushion -thick arched frame -non-slip silent foot -Total height: 93 cm -Sitting height:45 cm	Statement of Compliance <hr/>
51. Notarial Seal (200 boxes)	Gold Embossing Notarial Seal #23 40s	Statement of Compliance <hr/>
52. Paper Cutter (2 pcs)	- metal B4 Size (12"x15")	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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53. Ribbon (35 rolls)	Ribbon 1/4 Inch Gold	Statement of Compliance <hr/>
54. Ribbon (20 rolls)	Ribbon 1/4 Inch Blue	Statement of Compliance <hr/>
55. Ribbon 2" ethnic (20 rolls)	-Name: Embroidery Ethnic Ribbon Jacquard Lace Trim -Material:Polyester (7 yards, 2.5")	Statement of Compliance <hr/>
56. Self-Inking Dater Stamp (Mini) (3 pcs)	Self-Inking Dater Stamp (Mini)	Statement of Compliance <hr/>
57. Sign Pen Gel	Sign Pen Gel (Black) 0.50mm Tip (40 pcs) Sign Pen Gel (Blue) 0.50mm Tip (10 pcs)	Statement of Compliance <hr/>
58. Sticky Notes (200 pads)	Sticky Notes 3x5"	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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59. Sticky Notes (100 pads)	Sticky Notes 3x3" (100 pads)	Statement of Compliance <hr/>
60. Steel Filing Cabinet with Central Lock (1 unit)	(1 unit) -Plastic Handle with Label Slot -Anti-tipping mechanism that only allows 1 drawer to open at a time -Type: 4 drawers -Vertical, -Light Gray Coated Metal - Dimensions: 45.6 x 62 x 133.1 cm	Statement of Compliance <hr/>
61. Corrugated Target board (2600 pcs)	L 39cm x W 31cm x H 3mm (per piece) -with perforated boundaries	Statement of Compliance <hr/>
62. Whiteboard Marker with refillable tube (200 pcs)	Whiteboard Marker with refillable tube, detachable BLACK (200 pcs)	Statement of Compliance <hr/>
63. Whiteboard Marker with refillable tube (200 pcs)	Whiteboard Marker with refillable tube, detachable BLUE (200 pcs)	Statement of Compliance <hr/>
64. Whiteboard Marker with refillable tube, (200 pcs)	Whiteboard Marker with refillable tube, detachable RED (200 pcs)	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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65. White board refillable tube, (200 pcs)	White board refillable tube, BLACK	Statement of Compliance <hr/>
66. White board refillable tube (100 pcs)	White board refillable tube, BLUE	Statement of Compliance <hr/>
67. White board refillable tube (100 pcs)	White board refillable tube, RED	Statement of Compliance <hr/>
68. Whiteboard (15 pcs)	Whiteboard 4x8"	Statement of Compliance <hr/>
69. Whiteboard (15 pcs)	Whiteboard 3x4"	Statement of Compliance <hr/>
70. Wooden Tray with Handle (5 pcs)	Wooden Tray with Handle (5cm x 25cm x 38cm)	Statement of Compliance

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

71. WD40 Contact Cleaner 360ml (30 pcs)	WD40 Contact Cleaner 360ml	Statement of Compliance
72. Notebook Spiral (4000 pcs)	80 Leaves -148 x 200 mm	Statement of Compliance

Requirement/if awarded the contract:

	<p>A. Delivery Period and Completeness: Sixty (60) Calendar Days from NTP</p> <p>B. Delivery Site:</p> <ol style="list-style-type: none"> 1. Coast Guard Education, Training and Doctrine Command. Muelle dela Industria, Farola Compound, Binondo, Manila; 2. RTC Eastern Samar, Barangay 12 Tawi-Tawi Street, Dolores, Eastern Samar; 3. RTC Misamis Oriental, Purok 5 Siculon, Barangay Mauswagon, Laguindingan, Misamis Oriental; 4. RTC La Union, Poro point, City of San Fernando, La Union; 5. RTC Aurora, Mijores, Dipaculao, Aurora; 6. RTC Masbate, Sitio Dapdap, Barangay Matayum, Cataingan, Masbate; 7. RTC Zamboanga, Gate 4, Zamboanga Special Economic Zone Authority and Freeport, Sinubong, Zamboanga City; 8. RTC Capiz, Culasi port, Barangay Culasi, Roxas City, Capiz. <p>C. Warranty Period/Coverage of Warranty:</p> <ul style="list-style-type: none"> • There shall be a minimum of six (6) months warranty which shall reckon upon signing of acceptance and delivery documents to rectify errors or factory defects in the items delivered, if any. • For semi-expendable supplies, if the errors or factory defective supplies have not been satisfactorily corrected or replaced before the expiration of the warranty period, the warranty period shall be automatically extended for a period of six (6) months after the expiration of the original warranty period.
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**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

	<p>D. Site Delivery Inspection (as applicable):</p> <ol style="list-style-type: none"> 1. Coast Guard Education, Training and Doctrine Command. Muelle dela Industria, Farola Compound, Binondo, Manila; 2. RTC Eastern Samar, Barangay 12 Tawi-Tawi Street, Dolores, Eastern Samar; 3. RTC Misamis Oriental, Purok 5 Siculon, Barangay Mauswagon, Laguindingan, Misamis Oriental; 4. RTC La Union, Poro point, City of San Fernando, La Union; 5. RTC Aurora, Mijores, Dipaculao, Aurora; 6. RTC Masbate, Sitio Dapdap, Barangay Matayum, Cataingan, Masbate; 7. RTC Zamboanga, Gate 4, Zamboanga Special Economic Zone Authority and Freeport, Sinubong, Zamboanga City; 8. RTC Capiz, Culasi port, Barangay Culasi, Roxas City, Capiz. <p>E. Pre-Delivery Inspection: To be checked by at least majority of the TIAC Members at the principal place of business.</p> <p>F. Acceptance Parameters:</p> <p>a. The inspection and acceptance shall be conducted by the end-users together with at least a minimum of (two) members of the Technical Inspection and Acceptance Committee (TIAC) at Coast Guard Education, Training and Doctrine Command. Muelle dela Industria, Farola Compound, Binondo, Manila.</p> <p>b. The supplier shall be responsible for transportation of the required items to eight (8) locations of the end-users at their own expense and shall remain committed to deliver within the duration of the contract.</p> <p>c. The Technical Inspection and Acceptance Committee (TIAC) from RTCs must inspect the completeness of the items. Any loss or damage of the items due to the SUPPLIER's fault or mishandling during delivery shall be renewed/restored/repared at the supplier's expense.</p> <p>Only items in conformity with the required quantity and technical specifications shall be accepted.</p>
	<p>Other terms and conditions:</p>
	<ol style="list-style-type: none"> 1. The SUPPLIER shall present a status of delivery of supplies periodically until completion of delivery, to the Procuring Entity's authorized representatives, which is either the DCTS for Logistics (T-4), and/or Procurement Officer, CGETDC; 2. In case the delivery of office supplies and semi-expendable supplies for CGETDC cannot be completed within the agreed period as provided in this contract, the SUPPLIER should formally request from the Head of Procuring Entity for the extension of the period of delivery prior the date of end of contract;

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

	<p>3. In the event that the request of the SUPPLIER for extension of delivery period is granted, or the contract was suspended due to force majeure, the Procuring Entity shall not be held liable for any additional charges such as, but not limited to incidental costs arising from the extension or suspension of delivery;</p> <p>4. Any loss or damage of the office supplies and semi-expendable supplies due to the SUPPLIER's fault or mishandling during delivery shall be renewed/restored/repared at the supplier's expense;</p> <p>5. The SUPPLIER shall duly notify in advance, the Procuring Entity's authorized representatives, about the projected schedule of delivery of supplies to various delivery sites indicated in this contract for coordination purposes with end-users and availability of TIAC Members.</p>
Other requirement to be submitted by the Bidder during Post-Qualification:	
	1. Certificate of Dealership/Distributorship.
x-x-x-x-x-nothing follows-x-x-x-x-x-x	

CONFORME:

[Signature of the Authorized Rep.]

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

Duly authorized to sign Bid for and in behalf of _____.
(Please indicate name of company)

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



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

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

Checklist of Technical and Financial Documents

*Each Bidder shall submit one (1) **original** and **four (4) copies** of the first and second components of its bid through their duly authorized representatives.*

All envelopes shall:

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

BIDS AND AWARDS COMMITTEE (BAC)
COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND
(CGETDC)

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

I. TECHNICAL COMPONENT ENVELOPE (with tabbing's)

Class “A” Documents

Legal Documents

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

OR

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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

- a) Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives; **AND/OR**
- b) Valid Mayor’s or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

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

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

OR;

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

- a) SEC Registration Certificate for corporations, partnerships and/or joint ventures, DTI Registration Certificate for sole proprietorship, or CDA Registration Certificate for cooperatives;

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

- b) Valid Mayor's or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas

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

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

Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

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

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

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

- Notice to Proceed
- Purchase Order

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- ☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, which should have been completed within five (5) years prior to the deadline for the submission and receipt of bids and equivalent to at least ***twenty-five percent (25%)*** of the ABC or amounting to at least **Six Hundred Eighty-Eight Thousand Five Hundred Seventy-Seven Pesos (Php 688,577.69)**.

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

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

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

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

- Contact Person; and
- Contact Details (telephone/fax/cellphone number and/or email address)

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

<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank;</p>	<p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p>
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<p>Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p>[at least Two Percent (2%) of the ABC]</p>	<p>[at least Five Percent (5%) of the ABC]</p>
Php 55,086.21	Php 137, 715.54

OR;

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

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

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

- ☐ (k) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original 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.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable*).

Financial Documents

- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) which must be at least to the ABC amounting **Two Million Seven Hundred Fifty-Four Thousand Three Hundred Ten Pesos and 77/100 Only (Php 2,754,310.77)**. Bidders

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

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

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

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

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

OR;

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

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to **ten percent (10%)** of the ABC to be bid or in the amount of ***Two Hundred Seventy-Five Thousand Four Hundred Thirty-One Pesos and 08/100 (Php 275,431.08)*** if issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

Class "B" Documents

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

OR

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

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

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

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

- SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
- Valid Mayor’s or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- Valid Tax Clearance Certificate; and
- AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

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

- SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
- Valid Mayor’s or Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- Valid Tax Clearance Certificate; and
- AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

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

24 FINANCIAL COMPONENT ENVELOPES (with tabbing’s)

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

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

ADDITIONAL REQUIREMENTS TO BE COMPLIED BY THE WINNING SUPPLIER:

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

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

<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>[at least Two Percent (5%) of the Contract Price]</p>	<p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project.</p> <p>[at least Thirty Percent (30%) of the Contract Price]</p>
Php 137, 715.54	Php 826,293.23

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
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Section IX. Bidding Forms

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

BID FORM

Date: _____
Project Identification No. _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules, if our Bid is accepted, we undertake:

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

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

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

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

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
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(if none, state "None")

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

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

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

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

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

Name: _____

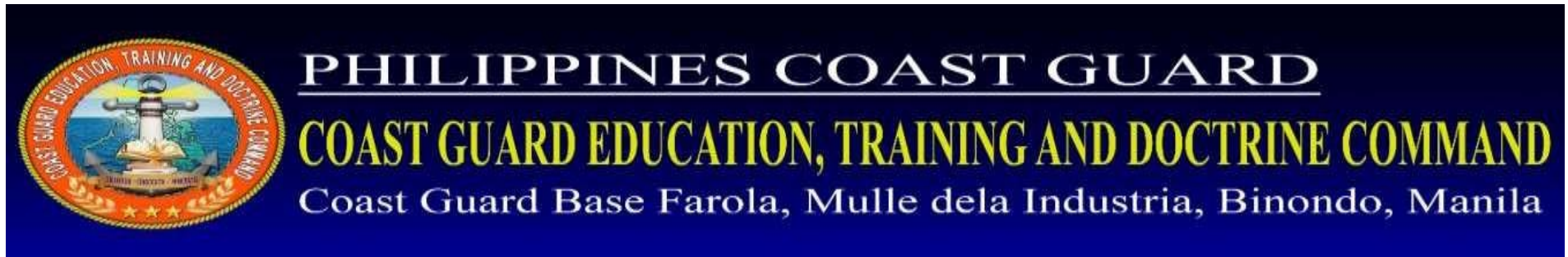
Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
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Section X. Price Schedule

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

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

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

Name of Bidder _____. Invitation to Bid Number _____. Page __ of _____.

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

[Signature of the Authorized Rep.]

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

Duly authorized to sign Bid for and in behalf of _____.
(Please indicate name of company)

***BIDDERS SHALL NOT ALTER THIS FORM**

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

For Goods Offered from Within the Philippines

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

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

Name of Bidder _____ . Invitation to Bid Number _____. Page __ of _____.

1	2	3	4	5	6	7	8	9	10
		Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Ball Pen (Black) 0.5mm retractable		4689 pcs						
2	Ball pen (Red) 0.5 mm retractable		100 pcs						
3	Brother BT6000BK Ink - BLACK		110 bottles						
4	Brother BT5000C Ink - CYAN		70 bottles						
5	Brother BT5000M Ink - MAGENTA		70 bottles						

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6	Brother BT5000Y Ink - YELLOW		70 bottles						
7	Brother Printer DCP-T510W Ink		50 sets						
8	Canon Printer G-i790 Ink -BLACK		24 bottles						
9	Canon Printer G-i790 Ink -YELLOW		18 bottles						
10	Canon Printer G-i790 Ink -CYAN		18 bottles						
11	Canon Printer G-i790 Ink -MAGENTA		18 bottles						
12	Clipboard with cover, A4 with fastener and pocket, black		30 pcs						
13	High Quality Clear book, Refillable, Thick plastic cover with swirl design, 20 pockets / 40 transparent pages, A4 size (Blue/Red)		30 pcs						
14	Cloth Duct Tape 48mmx20m, gray/black		40 rolls						
15	Duct Tape, PVC 2 inches white, 3inch x 25M		35 rolls						

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

16	Data folder, black/red, 2 holes, A4 horizontal, 2 Ring Binder, Side Clip MATERIAL: Consists of a durable cardboard with a metal lever mechanism that holds a set of metal rings		100 pcs						
17	Document file folder, rack metal, 3 tier		20 pcs						
18	Brother Printer DCP 60 Ink - BLACK		70 bottles						
19	Double-Sided Blue Certificate holder (A4 size)		300 pcs						
20	Double sided tape white 18mm x 10m		60 rolls						
21	Double sided tape ½		6 rolls						
22	Double sided tape ¾		6 rolls						
23	Epson L3110/3250/3210 Printer Ink BLACK – 003		135 bottles						
24	Epson L3110/3250/3210 Printer Ink CYAN – 003		70 bottles						

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

25	Epson L3110/3250/3210 Printer Ink MAGENTA – 003		70 bottles						
26	Epson L3110/3250/3210 Printer Ink YELLOW – 003		70 bottles						
27	Epson L3160 Printer Ink - 664		30 sets						
28	Executive Table, Laminated MDF Panel Board and Steel leg, Table top: 160 x 80 x 75cm, Side cabinet: 120 x 40 x 65cm		1 pc						
29	Executive Table, Laminated MDF Panel Board and Steel leg: 2.5cm table thickness, Table top: 120 x 60 x 75cm, Side cabinet: 120 x 40 x 65cm		1 pc						
30	Ergo-dynamic Executive Chair, High Back, Leather, Adjustable seat, height Swivel 360 degrees, Tilt locking at 90-135 degrees angle, Armrest: Polypropylene		2 pcs						

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

	(Pp) Plastic covered with PU faux leather.								
31	Junior Executive Table, Wooden Melamine Office Table Center Drawer with Lock 2 Sided 3 Drawers with centralized lock 30 x 23.62 x 47 "		4 pcs						
32	Junior Executive Chair, Mid-Black, Breathable Mesh Design, Height Adjustment, 360 degrees rotatable Materials: Mesh, Foam and Nylon Base: Chrome Weight Capacity: 120 KG		5 pcs						
33	Ear plug, soft silicon		2000 pcs						
34	Adult Tactical Eye Protector (Unisex), Polycarbonate Material, Transparent Anti-Scratch Lens, with nose pads, Lightweight, Anti-		587 pcs						

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

	impact, wind, dust and splash proof Size: 14.5cm x 4.5cm								
35	Frame A4 size, PVC		455 pcs						
36	Fabric Paint (Orange) 118ml		50 pcs						
37	Fabric Paint (Navy Blue) 118ml		50 pcs						
38	Glossy Photo Paper - A4 Size, 210 gsm		50 packs						
39	Glossy Photo Paper - 4R Size, 210 gsm		50 packs						
40	Glue Gun for 7mm Diameter Glue Stick, Lithium Battery Cordless, Rechargeable, Lithium-Ion Battery: 2000mAh		5 pcs						
41	Glue Stick/ Length: 100mm Diameter: 7mm		100 pcs						
42	Epson L6490 Printer Ink, BLACK		80 bottles						
43	Epson L6490 Printer Ink, MAGENTA		30 bottles						

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

44	Epson L6490 Printer Ink, CYAN		30 bottles						
45	Epson L6490 Printer Ink, YELLOW		30 bottles						
46	Cartridge for Kyocera Taskalfa 1800 Printer		8 pcs						
47	Laminating Film, ID (100PCS), 125micron & 250micron		50 packs						
48	Magazine Loader, Universal Model/ Caliber: 9mm/.40 S&W/.45ACP/.357 SIG/ Material: Polymer/ Black		5 pcs						
49	MusicWriting Notebook, - 20 pages 8 ¼ X 11		40 pcs						
50	Office Chair, Clerical, Ergonomic backrest, Double curved handrails,thickened latex cushion,thick arched frame,non-slip silent foot Total height: 93 cm Sitting height:45 cm		30 pcs						

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51	Gold Embossing Notarial Seal #23 40s		200 box						
52	Paper Cutter, metal B4 Size (12"x15")		2 pcs						
53	Ribbon 1/4 Inch Gold		35 rolls						
54	Ribbon 1/4 Inch Blue		20 rolls						
55	Ribbon 2" ethnic, Name: Embroidery Ethnic Ribbon Jacquard Lace Trim Material:Polyester (7 yards, 2.5")		20 rolls						
56	Self-Inking Dater Stamp (Mini)		3 pcs						
57	Sign Pen Gel (Black) 0.50mm Tip (40 pcs) Sign Pen Gel (Blue) 0.50mm Tip (10 pcs)		50 pcs						
58	Sticky Notes 3x5"		200 pads						
59	Sticky Notes 3x3"		100 pads						

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

60	Steel Filing Cabinet with Central Lock, Plastic Handle with Label Slot, Anti-tipping mechanism that only allows 1 drawer to open at a time Type: 4 drawers, Vertical, Light Gray Coated Metal Dimensions: 45.6 x 62 x 133.1 cm		1 unit						
61	Corrugated Target board L 39cm x W 31cm x H 3mm (per piece) with perforated boundaries		2600 pcs						
62	Whiteboard Marker with refillable tube, detachable black,		200 pcs						
63	Whiteboard Marker with refillable tube detachable, blue.		200 pcs						
64	Whiteboard Marker with refillable tube, detachable red		200 pcs						
65	White board refillable tube, black		200 pcs						

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

66	White board refillable tube, blue		100 pcs						
67	White board refillable tube, red		100 pcs						
68	Whiteboard 4x8"		15 pcs						
69	Whiteboard 3x4"		15 pcs						
70	Wooden Tray with Handle (5cm x 25cm x 38cm)		5 pcs						
71	WD40 Contact Cleaner 360ml		30 pcs						
72	Notebook spiral 80 Leaves, 148 x 200mm		4000 pcs						

[Signature of the Authorized Rep.]

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

Duly authorized to sign Bid for and in behalf of _____.

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

(Please indicate name of company)

***BIDDERS SHALL NOT ALTER THIS FORM**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
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Section XI. Contract Agreement

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

**contract execution, such as the Notice to Proceed, Variation Orders,
and Warranty Security, shall likewise form part of the Contract.**

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

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



Section XII. Omnibus Sworn Statement

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

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

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

2. *[Select one, delete the other:]*

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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

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

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



***Section XIII. Bid Securing Declaration
Form***

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

BID SECURING DECLARATION FORM

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

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity] Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for ____ until _____

Roll of Attorneys No. _____

PTR No. ____ *[date issued]*, *[place issued]*

IBP No. ____ *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



***Section XIV. Statement of All On-Going
Government and Private Contracts***

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

Name of Bidder _____

STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

Kindly supply the required information in the spaces provided.

Invitation to Bid Number _____. Page ____ of ____.

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

[Signature of the Authorized Rep.]

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

Duly authorized to sign Bid for and in behalf of _____.
(Please indicate name of company)

NOTE:

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

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

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



***Section XV. Statement of the Single Largest
Completed Contract***

SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE SUPPLIES FOR CGETDC

Name of Bidder _____

STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT

Kindly supply the required information in the spaces provided.

Invitation to Bid Number _____. Page ____ of ____.

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

[Signature of the Authorized Rep.]

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

Duly authorized to sign Bid for and in behalf of _____.
(Please indicate name of company)

NOTE:

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

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



Section XVI. NFCC Computation

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

Name of Bidder _____

NFCC COMPUTATION

Kindly supply the required information in the spaces provided.

Invitation to Bid Number _____. Page ____ of ____.

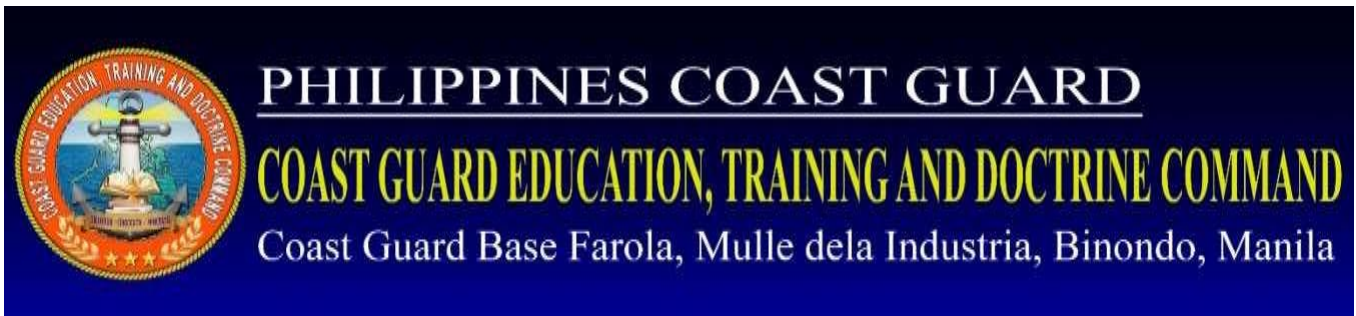
ABC	Two Million Seven Hundred Fifty-Four Thousand Three Hundred Ten Pesos and 70/100 Only (Php 2,754,310.77)
DETAILS	AMOUNT
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total value of all outstanding contracts, including those awarded but not yet started	
Total NFCC Computation	

[Signature of the Authorized Rep.]

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

Duly authorized to sign Bid for and in behalf of _____.
(Please indicate name of company)

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



***Section XVII. Performance Securing
Declaration***

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall
be submitted within ten (10) days after receiving the Notice of Award]*

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

PERFORMANCE SECURING DECLARATION

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

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

I/We, the undersigned, declare that:

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

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

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND SEMI-EXPENDABLE
SUPPLIES FOR CGETDC**



***Section XVIII. Diagram for the Sealing and
Marking of the Bid Envelopes***

DIAGRAM FOR THE SEALING AND MARKING OF THE BID ENVELOPES

