## PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

# Procurement of GOODS

Government of the Republic of the Philippines

SUPPLY AND DELIVERY OF ONE (1) LOT COMMONLY-USED SUPPLIES FOR THE VARIOUS OF ZAMBOANGA DEL NORTE

Sixth Edition July 2020

#### **Preface**

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

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

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

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

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

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

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# Glossary of Acronyms, Terms, and Abbreviations

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

EXW - Ex works.

**FCA** – "Free Carrier" shipping point.

**FOB** – "Free on Board" shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

### Section I. Invitation to Bid

#### **Notes on the Invitation to Bid**

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

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

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

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



# Republic of the Philippines Department of Education Region IX, Zamboanga Peninsula SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

#### **INVITATION TO BID**

# SUPPLY AND DELIVERY OF ONE (1) LOT COMMONLY-USED SUPPLIES FOR THE VARIOUS SCHOOLS OF ZAMBOANGA DEL NORTE

1. The Schools Division of Zamboanga del Norte, through GAA-OPERATION-MOOE-EE intends to apply the sum of Four Million, Two Hundred Twenty-Eight Thousand, Four Hundred Fifty-Two Pesos 25/100, Philippine Currency, (PhP 4,228,452.25) being the ABC to payment under the contract for Supply and Delivery of One (1) Lot Commonly-Used Supplies for the Various Schools of Zamboanga del Norte with contract Identification No. 2021-042CBZN, for the project,

LOT	Unit	Description	Quantity	Est. Unit Cost	Total Cost per Item
1	lot	See the attached purchase request for the item description	1	4,228,452.25	PHP 4,228,452.25
	PHP 4,228,452.25				

Bids received in excess of the ABC for the project shall be automatically rejected at bid opening.

- 2. The Schools Division of Zamboanga Del Norte now invites bids for the above procurement project. One-time delivery of the Goods is required to be completed within fifteen (15) days from receipt order/ notice to proceed. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
- 3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

  Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
- 4. Prospective Bidders may obtain further information from the Schools Division of Zamboanga Del Norte and inspect the Bidding Documents at the address given below during 8:00 AM to 5:00 P.M.
- 5. A complete set of electronic/soft copy of Bidding Documents may be acquired by interested bidders from *November 18, 2021 to December 9, 2021*, in the given address and website below and pursuant to the latest Guidelines issued by the GPPB, and upon payment of a nonrefundable fee for the Bidding Documents in the amount of Five Thousand Pesos (Php 5,000.00).
- 6. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *either in person*, by facsimile, or through electronic means before or upon dropping of proposal.
- 7. The Schools Division of Zamboanga Del Norte will hold a virtual Pre-Bid Conference on **November 26, 2021 at 3:00 P.M.** via google meet with the link **(meet.google.com/oyc-htyv-mep)** which shall be open to prospective bidders.
- 8. Bids in four (4) copies including the original must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or** *before 2:00 PM of December 9, 2021*. Late bids shall not be accepted.

- 9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
- 10. Bid opening shall be on **December 9**, **2021at 3:00 PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- 11. This Procuring Entity 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:

#### WILSON H. INDING

BAC Secretariat Schools Division Office 0938-737-5625/ 0935-399-3224

13. You may visit the following website or you may email at:

depedzn.net / zn.bac@deped.gov.ph

JUDITH V. ROMAGUERA, CESE BAC Chairperson (Goods and Services)

Date of Issue: November 17, 2021

### Section II. Instructions to Bidders

#### **Notes on the Instructions to Bidders**

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

#### 1. Scope of Bid

The Procuring Entity, the Schools Division of Zamboanga Del Norte wishes to receive Bids for the Supply and Delivery of One (1) Lot Commonly-Used Supplies for the Various Schools of Zamboanga del Norte

The Procurement Project (referred to herein as "Project") is composed of 1-lot, the details of which are described in Section VII (Technical Specifications).

#### 2. Funding Information

2.1.	The GOP through the source of funding as indicated below for [indicate funding
	year] in the amount of

2.2.

- 2.3. The source of funding is:
  - a. NGA, the General Appropriations Act or Special Appropriations.

#### 3. Bidding Requirements

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

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

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

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

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

#### 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- a. 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:

For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

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

#### 6. Origin of Goods

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

#### 7. Subcontracts

The Procuring Entity has prescribed that:

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

#### 8. Pre-Bid Conference

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

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

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII** (Checklist of Technical and Financial **Documents**).
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within [state relevant period as provided in paragraph 2 of the **IB**] 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, exwarehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications).**
- 12.2. Bid and Payment Currencies
- 12.3 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.
- 12.4 Payment of the contract price shall be made in:
  - a. Philippine Pesos.

#### 13. Bid Security

- 13.1 The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 13.2 The Bid and bid security shall be valid until [indicate date]. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

#### 14. 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.

#### 15. Deadline for Submission of Bids

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

#### 16. Opening and Preliminary Examination of Bids

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

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

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

<sup>&</sup>lt;sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

#### 17. Domestic Preference

17.1. 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.

#### 18. Detailed Evaluation and Comparison of Bids

- 18.1 The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 18.2 If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 18.3 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.
- 18.4 The Project shall be awarded as follows:

Option 1 – One Project having several items grouped into one lot, which shall be awarded as one contract.

18.5 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.

#### 19. Post-Qualification

19.1. 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 post–qualification evaluation shall be conducted.

#### 20. Signing of the Contract

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

### Section III. Bid Data Sheet

#### **Notes on the Bid Data Sheet**

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

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

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

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

# **Bid Data Sheet**

ITB	
Clause	
5.3	For this purpose, contracts similar to the Project shall be:
	a. Supply and Delivery of Commonly-Used Supplies
	b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	
12	The price of the Goods shall be quoted DDP [state place of destination] or the applicable International Commercial Terms (INCOTERMS) for this Project. NA
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
	a. The amount of not less than[Indicate the amount equivalent to two percent (2%) of ABC], 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 [Indicate the amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond.
19.3	[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]
20.2	[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]
21.2	[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]

## Section IV. General Conditions of Contract

#### **Notes on the General Conditions of Contract**

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

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

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

#### 1. Scope of Contract

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

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

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

#### 2. Advance Payment and Terms of Payment

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

#### 3. Performance Security

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

#### 4. Inspection and Tests

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

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

#### 5. Warranty

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

#### 6. Liability of the Supplier

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

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

### Section V. Special Conditions of Contract

#### **Notes on the Special Conditions of Contract**

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

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

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

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

**Special Conditions of Contract** 

000	
GCC Clause	
1	[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]
	Delivery and Documents –
	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:
	[For Goods supplied from abroad, state:] "The delivery terms applicable to the Contract are DDP delivered [indicate place of destination]. In accordance with INCOTERMS."
	[For Goods supplied from within the Philippines, state:] "The delivery terms applicable to this Contract are delivered [indicate place of destination]. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
	For purposes of this Clause the Procuring Entity's Representative at the Project Site is [indicate name(s)].
	Incidental Services –
	The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: Select appropriate requirements and delete the rest.
	<ul><li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li><li>b. furnishing of tools required for assembly and/or maintenance of the</li></ul>
	supplied Goods;
	c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
	d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<u> </u>

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. [Specify additional incidental service requirements, as needed.]

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

#### Spare Parts -

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

Select appropriate requirements and delete the rest.

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [indicate here the time period specified. If not used indicate a time period of three times the warranty period].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [insert appropriate time period] months of placing the order.

#### Packaging -

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

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

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

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

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.

#### Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. **Intellectual Property Rights –** 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. [If partial payment is allowed, state] "The terms of payment shall be as follows: 2.2 4 The inspections and tests that will be conducted are: [Indicate the applicable inspections and tests]

# Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Supply and Delivery of One (1) Lot Commonly-Used Supplies for the Various Schools of Zamboanga del Norte	(please refer to the attached copy of PR below )	Please refer to the copy of the PR	Within fifteen (15) days from receipt order or from the date of receipt of NTP



#### PURCHASE REQUEST

Department:		Department of Education [DepEd]	PR No: 2	021-11-0351	NOVEMBER 4, 2021
Section /	Office:	SUPPLY OFFICE	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
1	ROLL	ACETATE, plastic, thickness: 0.075mm (gauge #3)	6	1,500.00	9,000.0
2	Gallon	ALCOHOL, ethyl, 68%-72%, 1 Gallon	166	400.00	66,400.0
3	bottle	ALCOHOL, Ethyl, 68%-72%, 500 ml	48	100.00	4,800.0
4	Pack	BATTERY, dry Cell, size AA	153	100.00	15,300.0
5	Pack	BATTERY, dry Ceil, size AAA	80	100.00	8,000.0
6	Pack	BATTERY, dry Cell, size D	14	250.00	3,500.0
7	Piece	BLADE, for general purpose cutter	25	60.00	1,500.0
8	Unit	CALCULATOR, compact	86	450.00	38,700.0
9	Pack	CARTOLINA, assorted colors			
10	Box	CHALK, molded, white, dustless	29	75.00	2,175.0
11	Piece	CLEARBOOK, 20 transparent pockets, A4	112	40.00	4,480.0
12	Piece	CLEARBOOK, 20 transparent pockets, legal	326	45.00	14,670.0
13	Box	CLIP, backfold, 19mm	31	20.00	620.0
14	Box	CLIP, backfold, 25mm	22	30.00	660.0
15	Box	CLIP, backfold, 32mm	32	40.00	1,280.0
16	Box	CLIP, backfold, 50mm	37	90.00	3,330.0
17	Piece	CORRECTION TAPE	491	30.00	14,730.0
18	Piece	CUTTER/UTILITY KNIFE, for general purpose	9	60.00	540.0
19	Piece	DATA FILE BOX	66	100,00	6,600.0
20	Piece	DATA FILE FOLDER	21	170.00	3,570.0
21	Piece	DATING AND STAMPING MACHINE	1	70.00	70.0
22	Box	ENVELOPE, documentary, A4	3	1,000.00	3,000.0
23	Box	ENVELOPE, DOCUMENTARY, for legal size document	11	1,500.00	16,500.0
24	Piece	ENVELOPE, expanding, kraft, legal			7
25	Piece	ENVELOPE, expanding, plastic	282	35.00	9,870.0
26	Box	ENVELOPE, mailing, XX, white	2	500.00	1,000.0
27	Box	ENVELOPE, mailing, XX, with window	2	500,00	1,000.0
28	Piece	ERASER, FELT, for blackboard/whiteboard	50	20.00	1.000.0
29	Piece	ERASER, plastic/rubber	123	15.00	1,845.0
30	Unit	EXTERNAL HARD DRIVE, 1 TB	53	3,000.00	159,000.0
31	Box	FASTENER, metal, non-sharp edges	97	60.00	5,820.0
32	Piece	FILE ORGANIZER, expanding, plastic, 12 pockets	46	150.00	6,900.0
33	Pack	FILE TAB DIVIDER, bristol board, for A4	22	25.00	550.0
34	Pack	FILE TAB DIVIDER, legal	22	30.00	660.0
35	Unit	FIRE EXTINGUISHER, dry chemical	15	1.750.00	26,250.0
30	Citit	PAGE 1 of 7	1.3	1,730.00	20,250,0
Acres 100		SUB-TOTAL .			P 433 ,320,00

PURPOSE: BULK PROCUREMENT OF COMMON-USE SUPPLIES CHARGEABLE TO LOCAL SCHOOL FUND (ELEM, JHS, AND SHS) THRU STATEMENT OF UNDERTAKING.

	Requested by:	Approved by:
Signature:	Mycate	1/4-
Printed Name:	JUN LEONARD U. ROMARATE	MA. LIZAR. TABILON, CESO V
Designation:	Administrative Officer IV	Schools Division Superintendent
Date:		GHG-V DPONATIONS

CONSTO P. P.



#### PURCHASE REQUEST

Department:		Department of Education [DepEd]	PR No: 2021-11-035/		NOVEMBER 4, 2021
Section /	Office:	SUPPLY OFFICE	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		BALANCE FORWARDED			433,320.00
36	Piece	FLASH DRIVE, 16 GB Capacity	230	300.00	69,000.00
37		FOLDER, fancy, with slide, A4	27	450.00	12,150.0
38	Bundle	FOLDER, fancy, with slide, legal	26	480.00	12,480.00
39	Pack	FOLDER, L-type, A4	24	250.00	6,000.0
40	Pack	FOLDER, L-type, plastic, legal	49	300.00	14,700.0
41	Box	FOLDER, pressboard	3	1,300.00	3,900.0
42	Pack	FOLDER, with tab, A4	70	440.00	30,800.0
43	Pack	FOLDER, with tab, legal	107	460.00	49,220.00
44	Jar	GLUE, all purpose	214	120.00	25,680.00
45	Book	HANDBOOK (RA 9184), 8TH EDITION	49	1,200.00	58,800.00
46	Box	INDEX TAB, self-adhesive, transparent	36	100.00	3,600,00
47	Cart	INK CART, EPSON C13T664100 (T6641), Black	196	300.00	58,800.00
48	Cart	INK CART, EPSON C13T664200 (T6642), Cyan	151	300.00	45,300.00
49	Cart	INK CART, EPSON C13T664300 (T6643), Magenta	151	300,00	45,300.00
50	Cart	INK CART, EPSON C13T664400 (T6644), Yellow	151	300.00	45,300.0
51	Bottle	INK, for stamp pad	11	40.00	440.0
52	Piece	LIGHT BULB, Light Emitting Diode (LED)	25	150.00	3,750,00
53	Piece	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	10	200.00	2,000.00
54	Piece	MAGAZINE FILE BOX, large	3	250.00	750.00
55	Piece	MARKER, fluorescent	63	40.00	2,520.00
56	Piece	MARKER, permanent, felt tip, bullet type, BLACK	61	40.00	2,440.00
57	Piece	MARKER, permanent, felt tip, bullet type, BLUE	33	40.00	1,320.00
58	Piece	MARKER, permanent, felt tip, bullet type, RED	49	40.00	1,960.00
59	Piece	MARKER, whiteboard, felt tip, bullet type, Black	51	40.00	2.040.00
60	Piece	MARKER, whiteboard, felt tip, bullet type, Blue	51	40.00	2,040.00
61	Piece	MARKER, whiteboard, felt tip, bullet type, Red	28	40.00	1,120.00
62	Unit	MOUSE, OPTICAL, USB connection type	13	500.00	6,500.00
63	PAD	NOTE PAD, stick on, 3" x 3"	51	30.00	1,530.00
64	PAD	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	1	30,00	30.00
65	Piece	NOTEBOOK, stenographer	6	20.00	120.00
66	PAD	PAD PAPER, ruled	1	50.00	50.00
67	Box	PAPER CLIP, vinyl/plastic coated, 33mm	43	15.00	
68	Box	PAPER CLIP, vinyl/plastic coated, 55mm	127	1000	645.00
69		PAPER, Multi-Purpose, A4		40.00	5,080.00
70			619	240.00	148,560.00
70	Ream	PAPER, multi-purpose, legal, 70gsm	550	250.00	137,500.00
The same		PAGE 2 of 7 SUB-TOTAL			P 1,234,745.00

(ELEM, JHS, AND SHS) THRU STATEMENT OF UNDERTAKING.

	Requested by:	Approved by:
Signature:	marete	1/5
Printed Name:	JUN LEONARD U. ROMARATE	MA. LIZA/R/TABILON, CESO V
Designation:	Administrative Officer IV	Schools Division Superintendent
Date:		GAX-OPPALTIONS



#### PURCHASE REQUEST

Department:		Department of Education [DepEd]	PR No: 2	021-11-0351	NOVEMBER 4, 2021	
Section /	Office:	SUPPLY OFFICE	SAI No:			
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
		BALANCE FORWARDED			1,234,745.00	
71		PAPER, MULTICOPY, A4, 80 gsm	1732	240.00	415,680.0	
72	-	PAPER, MULTICOPY, Legal, 80gsm	1633	250.00	408,250.00	
73	Pack	PAPER, parchment, 100 sheets/pack	39	250.00	9,750.0	
74	piece	PENCIL SHARPENER, manual, single cutter head	1	10.00	10.00	
75	Box	PENCIL, lead, with eraser	35	10.00	350.00	
76	Piece	PHILIPPINE NATIONAL FLAG	26	400.00	10,400.0	
77	Piece	POLYETHYLENE APRON, 50g	50	300.00	15,000.0	
78	Piece	PUNCHER, paper, heavy duty	131	150.00	19,650	
79	Piece	RECORD BOOK, 300 pages	88	85.00	7,480.0	
80	Piece	RECORD BOOK, 500 pages	59	95.00	5,605,0	
81	Box	RUBBER BAND, No. 18	22	130.00	2,860.0	
82	Piece	RULER, plastic, 450mm	70	35.00	2,450.0	
83	Pair	SCISSORS, symmetrical / assymetrical	166	85.00	14,110.00	
84	Piece	SIGN PEN, black	546	30.00	16,380.0	
85	Piece	SIGN PEN, blue	503	30.00	15,090.00	
86	Piece	SIGN PEN, red	352	30.00	10,560,00	
87	Piece	STAMP PAD, felt	40	25.00	1,000.00	
88	Piece	STAPLE REMOVER, plier type	55	28.00	1,540.00	
89	Box	STAPLE WIRE, heavy duty, binder type, 23/13	49	95.00	4,655.00	
90	Box	STAPLE WIRE, standard	131	33.00	4,323.0	
91	Unit	STAPLER, heavy duty, binder type	49	1,000,00	49,000.0	
92	Piece	STAPLER, standard type	117	250.00	29,250.0	
93	Unit	TAPE DISPENSER, table top	43	490.00	21,070.00	
94	Roll	TAPE, electrical	67	50.00	3,350.00	
95	Roll	TAPE, masking, 24mm	135	55.00	7.425.00	
96	Roll	TAPE, MASKING, 48mm	90	90.00		
97					8,100.00	
1000	Roll	TAPE, packaging, 48mm	67	50.00	3,350.00	
98	Roll	TAPE, transparent, 24mm	121	35.00	4,235.00	
99	Roll	TAPE, transparent, 48mm	720	60.00	43,200.00	
100	Pack	TRASHBAG, GPP specs, black, 940mmx1016mm	6	180.00	1,080.00	
101	Roll	TWINE, plastic	- 1	90.00	90.00	
102	Piece	WASTEBASKET, non-rigid plastic	60	250:00	15,000.00	
103	Pack	WRAPPING PAPER, kraft	2	480.00	960.00	
104	PIECE	BALLPEN BLACK	867	8.00	6,936.00	
105		BALLPEN BLUE	669	8.00	5,352.00	
1000	11000	PAGE 3 of 7		0.00	0,002.00	
WHO SEE	W-Nelley	SUB-TOTAL	105445	WELL STORY	P 2,318,28400	
		PROCUREMENT OF COMMON-USE SUPPLIES CHASTS SHS) THRU STATEMENT OF UNDERTAKING.	ARGEABLE TO	O LOCAL SCH		
01				Approved	red by:	
Signature:		Jana raile	- 2	~//2		
Printed Name:		JUN LEONARD U. ROMARATE		LIZA R. TABII		
esignati	on:	Administrative Officer IV	Sch	ools Division S		
Date:				FOR COM		



#### PURCHASE REQUEST

Departme				2021-11-0351	NOVEMBER 4, 2021
Section / (	Office:	SUPPLY OFFICE	SAI No:	SAI No:	
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		BALANCE FORWARDED			2,392,284.00
106	The second second second	BALLPEN GREEN	120	8.00	960.00
107		BALLPEN RED	785	8.00	6,280.00
108		BONDPAPER SHORT	80	260.00	20,800.00
109	-	BROWN ENVELOPE LONG	817	3.00	2,451.00
110	-	CERTIFICATE HOLDER A4	150	60.00	9,000.00
111		CERTIFICATE HOLDER LEGAL	10	70.00	700.00
112		CIRCUIT BREAKER 100AMP	3	1,000.00	3,000.00
113		CLEARBOOK A4	34	60.00	2,040.00
114		CLEARBOOK LONG	347	65.00	22,555.00
115	PACK	COLORED PAPER NEON LONG	18	250.00	4,500.00
116	PACk	COLORED PAPER NEON SHORT	10	240.00	2,400.00
117	PIECE	CORRECTION FLUID	87	40.00	3,480.00
118	PIECE	DOCUMENT ORGANIZER 3 DIVISION	21	385.00	8,085.00
119	PIECE	DOCUMENT ORGANIZER SINGLE DIVISION	4	135.00	540.00
120		DOORMAT	10	630.00	6,300.00
121	PIECE	DOUBLE SIDED TAPE	88	75.00	6,600.00
122	PIECE	DUST PAN WITH BROOM	25	300.00	7,500.00
123	CART	EPSON INK 003 BLACK	464	300.00	139,200.00
124	CART	EPSON INK 003 CYAN	212	300.00	63,600.00
125	CART	EPSON INK 003 MAGENTA	217	300.00	65,100.0
126	CART	EPSON INK 003 YELLOW	217	300.00	65,100.0
127	PIECE	EXPANDED ENVELOPE SHORT	100	20.00	2,000.00
128	PIECE	EXPANDED FOLDER SHORT/A4	81	23.00	1,863.00
129		EXPANDED FOLDER WHITE LONG	234	25.00	5,850.00
130	-	FLASH DRIVE 32GB	45	650.00	29,250.00
131		FLASH DRIVE 128GB	4	1,700.00	6,800.00
132			6	250.00	1,500.00
1.00		FLOWER POT PLASTIC		Virginia (Control of Control of C	
133		FOLDER WHITE LONG	2659	7.00	18,613.00
134		FOLDER WHITE SHORT/A4	1419	6.00	8,514.00
135		GLUE GUN	25	200.00	5,000.00
136		GLUE STICK	74	13.00	962.00
137	PIECE	HARD DISK DRIVE 500GB DATA	4	3,500.00	14,000.00
138	UNIT	HDMI CONNECTOR	10	500.00	5,000.00
139	PIECE	ID HOLSTER SLING	9	75.00	675.00
140	PIECE	KEYBOARD WIRELESS	1	600.00	600.00
		PAGE 4 of 7	•		
711		SUB-TOTAL			P 2,989, 104.00
		( PROCUREMENT OF COMMON-USE SUPPLIES OF DISHS) THRU STATEMENT OF UNDERTAKING.	HARGEABLE 1	O LOCAL SCH	
		Requested by:		Approved	i by:
Signature:		Designath	-	~/1:	
Printed Name:		JUN LEONARD U. ROMARATE	MA	LIZA R. TABI	ON CESO V
Designation:		Administrative Officer IV		hools Division S	
Date:	OH.	Authinstitute Officer IV	30	TOPE CON	
AMILE.		17	1	A COA	sign Shirt Charles

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#### PURCHASE REQUEST

Departme		Department of Education [DepEd]	PR No:	2021-11-0351	NOVEMBER 4, 2021	
Section / (	Office:	SUPPLY OFFICE	SAI No:			
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
		BALANCE FORWARDED			2,989, 104,0	
141		KEYBOARD, USB CONNECTION	2	400.00	800.00	
142		LEDGER CARD	50	15.00	750.00	
143	BOX	MAILING ENVELOPE XX KRAFT BROWN STANDARD	3	480.00	1,440.00	
144	BOX	MAILING ENVELOPE XX WHITE STANDARD	1	490.00	490.00	
145		MANILA PAPER	284	10.00	2,840.00	
146	-	MEMORY CARD 128GB	1	2,000.00	2,000.00	
147	PIECE	MEMORY CARD 64GB	1	1,500.00	1,500.00	
148	REAM	MORROCO BOARD A4	1	500.00	500.00	
149		MORROCO BOARD LONG	1	500.00	500.00	
150	PIECE	OUTLET ADAPTER	3	50.00	150.00	
151	PIECE	PAD LOCK	33	250.00	8,250,00	
152	BOX	PAPER FASTENER - PLASTIC	115	70.00	8,050.00	
153	PACK	PHOTO PAPER A4	54	100.00	5,400.00	
154	PACK	PLASTIC CUP DISPOSABLE	4	80.00	320.00	
155	PIECE	PLASTIC ENVELOPE PUSHLOCK LONG	36	40.00	1,440.00	
156	PIECE	RECORD BOOK 150 PAGES	12	55.00	660.00	
157	BOTTLE	REFILL INK PILOT PERMANENT	14	110.00	1,540.00	
158	PACK	SPECIALTY PAPER/SCENTED PAPER 10PCS/PACK	11	90.00	990.00	
159	PIECE	STAMP (DATE, NAME)	6	250.00	1,500.00	
160	BOX	STAPLE WIRE # 10	16	30.00	480.00	
161		STICKER PAPER SHORT	15	120.00	1,800.00	
162	Pack	STYRO/PAPER CUP DISPOSABLE	5	80.00	400.00	
163		SURFACE MOUNT OUTLET 3 GANG	3	70.00	210.00	
164		TABLE PLANNER	3			
165	PERSONAL PROPERTY AND PROPERTY	TRASH CAN BIG		150.00	450.00	
	100000000000000000000000000000000000000		68	500.00	34,000.00	
166		TRASH CAN SMALL	10	300.00	3,000.00	
167	PIECE	UNINTERRUPTIBLE POWER SUPPLY (UPS)	3	3,000.00	9,000.00	
168	PIECE	WALL CLOCK	42	250.00	10,500.00	
169	SET	WIRELESS MICROPHONE	7	7,500.00	52,500.00	
170	PACK	WORX SPECIAL PAPER 200GSM 10/PACK - A4	479	60.00	28,740.00	
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				2.	-	
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				-		
		PAGE 5 of 7				
S. 10-18	Walter Street	SUB-TOTAL			P 3,119,304.00	
		PROCUREMENT OF COMMON-USE SUPPLIES CHADS SHS) THRU STATEMENT OF UNDERTAKING.	ARGEABLE T	O LOCAL SCH		
			20			
		Requested by:		<b></b> Approved	by:	
ignature		marite		11-		
Printed Name:		JUN LEONARD U. ROMARATE	MA	MA. LIZA R. TABILON, CESO V		
Designation:		Administrative Officer IV		Schools Division Superintendent		
Designation: Date:		Autilipsuative Officer IV	30		The second second second	
				THE CAL	AP. BAPTING	



#### PURCHASE REQUEST

Department:		Department of Education [DepEd]		2021-11-0357	NOVEMBER 4, 2021
Section / (		SUPPLY OFFICE	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est, Unit Cost	Total Cost
171	-	BALANCE FORWARDED			3,119,301.00
171	Can	AIR FRESHENER	78	190.00	14,820.00
172	Piece	BROOM, soft, tambo	146	100.00	14,600.00
173	Piece	BROOM, stick, ting-ting	87 -	70.00	6,090.00
174	Bottle	CLEANER, toilet and urinal	54	120.00	6,480.00
175	Can	CLEANSER, scouring powder	76	360.00	27,360.00
176	Piece	DETERGENT BAR, 140g	121	14.00	1,694.00
177	Pack	DETERGENT POWDER, all-purpose, 1kg	147	150.00	22,050.00
178	Can	DISINFECTANT SPRAY, aerosol, 400g (min)	130	290.00	37,700.00
179	Piece	DUST PAN, non-rigid plastic	84	50.00	4,200.00
180	Can	FLOOR WAX, paste type, red	227	350.00	79,450.00
181	Can	FURNITURE CLEANER, aerosol type	3	140.00	420.00
182	piece	GLOVES, NITRILE	61	600.00	36,600.00
183	Can	INSECTICIDE, aerosol type	90	180.00	16,200.00
184	Bottle	LIQUID HAND SANITIZER, 500mL	196	150.00	29,400.00
185		LIQUID HAND SOAP, 500mL	176	150.00	26,400.00
186	Unit	MOP BUCKET, heavy duty, hard plastic	8	4,500.00	36,000.00
187	Piece	MOPHANDLE, heavy duty, screw type	29	300.00	8,700.00
188	Piece	MOPHEAD, made of rayon	44	120.00	5,280.00
189	Bundle	RAGS, all cotton	66	50.00	3,300.00
190	Pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	42	12.00	504.00
191	Pack	TOILET TISSUE PAPER, Interfolded Paper Towel	25	65.00	1,625.00
192	BOTTLE	AIR FRESHENER - ROOM ABI PUR 180G	3	180.00	540.00
193		ALBATROSS	73	50,00	3,650.00
194	PIECE		29	150.00	4,350.00
195		BATHROOM FRESHENER - SHALDAN 58G	23	200.00	4,600.00
		BLEACH - ZONROX	59	130.00	7,670.00
	-				
		DISHWASHING LIQUID	35	80.00	2,800.00
198	LITER	FABRIC CONDITIONER 1 LITER	9	260.00	2,340.00
199	PIECE	FEATHER DUSTER	51	85.00	4,335.00
200	PIECE	FLOOR MOP	6	900.00	5,400.00
201	BOTTLE	GLASS CLEANER	8	200.00	1,600.00
202	PIECE	HAND BRUSH		50.00	50.00
203		HAND TOWEL	18	60.00	1,080.00
204		LIQUID WAX, FLOOR POLISH	11	150,00	1,650.00
205	PIECE		53	65.00	3,445.00
206		SOAP SAFEGUARD 90G.	75	45.00	3,375.00
207	-	TISSUE DISPENSER - HANG CR	10		- Indiana in the second
The second secon	The second second		I EX	645.00	6,450.00
208		TOILET BRUSH	26	40.00	1,040.00
209		TOWEL SHELF - DOUBLE LA FONZA	1	1,200.00	1,200.00
210	PACK	WET TISSUE	· 16	100,00	1,600.00
	a publication and	PAGE 6 of 7			
		SUB-TOTAL •  ( PROCUREMENT OF COMMON-USE SUPPLIES CHAD SHS) THRU STATEMENT OF UNDERTAKING.	RGEABLE TO	LOCAL SCHO	P 3,555,352.00 OL FUND
		Requested by:		Approved	by:
Signatura:		Amerata	Approved by.		
Signature: Printed Name:		HINLEOMARD II DOMARATE		LIZA DI TATIL	ON CECO14
		JUN LEONARD U. ROMARATE	NA.	LIZA R. TABIL	NI, CESU V
Designati	On:	Administrative Officer IV	Sch	ools Division S	perintendent
Date:		days prop			



### DEPARTMENT OF EDUCATION Region DK, Zamboanga Peninsula DIVISION OF ZAMBOANGA DEL NORTE Dipolog City

#### PURCHASE REQUEST

epartment:		Department of Education [DepEd]	PR No:	202   11 -0351	NOVEMBER 4, 2021	
Section /	Office:	SUPPLY OFFICE				
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
		BALANCE FORWARDED			3,555,352.00	
211	Piece	FACE SHIELD, direct splash protection	76	10.00	760.00	
212	Pack	HEAD COVER, disposable	46	500.00	23,000.00	
213	PACK	N95 MASK, 10PCS PER PACK	23	60.00	1,380.00	
214	Piece	PROTECTIVE SAFETY GOGGLES	11	100.00	1,100.00	
215	Piece	SURGICAL GOWN	5	500.00	2,500.00	
216	Piece	SURGICAL MASK, 3 ply	4536	1.75	7,938.00	
217	Roll	THERMAL PAPER, 216mm	15	250.00	3,750.00	
218	Piece	THERMOGUN	15	500.00	7,500.00	
219	BOTTLE	BLOOD GLUCOSE TEST STRIP: SD CHECK 10 BOTS/50'S	1	600.00	600.00	
220	BOX	DISPOSABLE GLOVES, XL	12	550.00	6,600.00	
221	PIECE	FACE MASK / SURGICAL	327	1.75	572.25	
222	PIECE	FACESHIELD	34	15.00	510.00	
223	PIECE	VITAMIN C	1108	5.00	5,540.00	
224	PIECE	THERMOMETER	2	450.00	900.00	
225	UNIT	DIGITAL VOICE RECORDER	1	7,000.00	7,000.00	
226	Unit	ELECTRIC FAN, ceiling mount, orbit type	17	1,600.00	27,200.00	
227	Unit	ELECTRIC FAN, industrial, ground type	16	1,600.00	25,600.00	
228	Unit	ELECTRIC FAN, stand type	45	1,600.00	72,000.00	
229	Unit	ELECTRIC FAN, wall mount, plastic blade	1	1,000.00	1,000.00	
230	Piece	MONOBLOC CHAIR, beige	215	500.00	107,500.00	
231	Piece	MONOBLOC CHAIR, white	65	500.00	32,500.00	
232	Unit	MONOBLOC TABLE, beige	3	1,200.00	3,600.00	
233	Unit	MONOBLOC TABLE, white	4	1,200.00	4,800.00	
234	-	ALCOHOL DISPENSER	3	250.00	750.00	
235	-	LIOUID SOAP DISPENSER	26	250.00	6,500.00	
236		PRINTER 3N1	19	12,500.00	237,500.00	
237		STEEL CABINET	7	10,000.00	70,000.00	
			1	T.ORDO.71550	100	
238	PIECE	STEEL CABINET - GLASS DOOR PAGE 7 of 7	1	14,500.00	14,500.00	
		PAGE 7 OF 7 IN TWO HUNDRED TWENTY EIGHT THOUSAND FOUR HUNDRED FIFT			P 4,228,452.25	

PURPOSE: BULK PROCUREMENT OF COMMON-USE SUPPLIES CHARGEABLE TO LOCAL SCHOOL FUND (ELEM, JHS, AND SHS) THRU STATEMENT OF UNDERTAKING.

	Requested by:	Approved by:
Signature:	Magte	1/1/4
Printed Name:	JUN LEONARD U. ROMARATE	MA. LIZA R. TABILON, CESO V
Designation:	Administrative Officer IV	Schools Division Superintendent
Date:		tok comp. Bupping

### Section VII. Technical Specifications

#### **Notes for Preparing the Technical Specifications**

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

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

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

#### Sample Clause: Equivalency of Standards and Codes

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

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

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

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

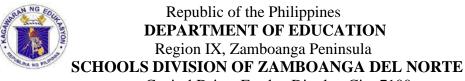
# **Technical Specifications**

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

# **Technical Specifications**

TECHNICAL SPECIFICATIONS						
Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance			
			[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 crossreferenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]			

# Section VIII. Checklist of Technical and Financial Documents





Capitol Drive, Estaka, Dipolog City 7100

# SUPPLY AND DELIVERY OF ONE (1) LOT COMMONLY-USED SUPPLIES FOR THE VARIOUS SCHOOLS OF ZAMBOAMNGA DEL NORTE

December 9, 2021 3:00 P.M. Schools Division Office

# CHECKLIST OF TECHNICAL & ELIGIBILITY and FINANCIAL REQUIREMENT FOR BIDDERS (GOODS)

SIGNATURE ABOVE PRINTED NAME OF BAC MEMBER:
BIDDERS NAME:
Approved Budget of the Contract (ABC): BID OFFER
PASS FAIL FAIL
Eligibility & Technical Component (Envelope 1):
The Technical & Eligibility Component Envelope shall contain the following:
Eligibility Documents:
<ul> <li>1. PhilGEPS Certificate of Registration and membership; (All pages)</li> <li>2. Statement of all ongoing Government and Private Contracts;</li> <li>3. Statement of Single Largest Completed Contracts;</li> <li>4. Net Financial Contracting Capacity (NFCC) Computation or Line of Credit;</li> </ul>
5. Audited financial statement:

6. Joint Venture Agreement (JVA) or Section 23.1 (b) of 2016IRR –RA 918	the Duly Notarized Statement in accordance with 4, if applicable;					
<u>Technical Documents</u>						
7. Bid Security in the form of Cash/M	anager's Check/Bond/Bid Securing					
Declaration	, ,					
a. CASH, CASHIER'S/MANAGER'S C 2% of ABC	HECK; Bank draft/guarantee, or Irrevocable Letter of Credit					
	nand issued by a surety or insurance company duly ssion as authorized to issue such security; and/or					
Validity Period Form of Bid Security	120 calendar days from opening					
Company/Bank Official Receipt No .						
Callable on Demand						
Bid Security Amount BID SECURING DECLARATION	NO PERCENTAGE REQUIRED					
( ) Sufficient/PASS	( ) Insufficient/FAIL					
8. Technical Specifications:						
a. Production schedule						
b. Delivery Schedule						
c. Manpower Requiremer	its					
d. After-sales service/	parts (for equipment) and Warranty (note:					
warranty shall be for a pe	riod of six (6) months for supplies and materials,					
minimum of one (1) year j	for equipment from the date of acceptance by the					
procuring entity);						
-	the prospective bidder or its duly authorized					
representative in the forms prescril	-					
-	ospective bidder that it is not "blacklisted" or					
	the Government or any of its agencies, offices,					
Blacklisting Report issued	including non-inclusion in the consolidated					
	ath that each of the documents submitted in					
	lity requirements are an authentic copy of the					
_	chful reproduction of the original, complete, and					
_	formation provided therein are true and correct;					
c. A letter authorizing the Schools Division of Zamboanga del Norte BAC or						
its duly authorized representative/s to verify any or all of the documents						
submitted for eligibility ch	neck;					
d. A statement that the si	gnatory is duly authorized representative of the					
	ranted the full power and authority to do, execute					
and perform any and all	- · · · · · · · · · · · · · · · · · · ·					
prospective bidder in the	_					
∟ e. Sworn Affidavit of co	mpliance with the Disclosure Provision under					

bidder or bidder;  g. Duly N standards  h. A stat commission otherwise	eligible  otarized Certificate , in the case of proceement that it did on, amount, fee, o	es with the responsibile in compliance with exurement of Services; not give or pay, direct any form of consider official, personnel or procurement project of	cisting labor laws and tly or indirectly, any eration, pecuniary or representative of the
Rema	rks: (	) PASS	( ) FAIL
Financial Compone  The Financial	ent (Envelope 2): Component Envelop	s Certificate/Special Po e shall contain the follow es and the bill of quantit	ving:
Rema Note: BIDDER.	Please arrange the do	) PASS cuments in the sequence indicument results to outright D	

#### Notes:

- 1. Tabbing of documents is required.
- 2. Sequencing of documents shall be based on the order if documents as numbered.
- 3. Submit/drop 4 copies, including the original, of your proposal, on or before the deadline set for dropping of bids.
- 4. Insert a hard copy of the Philippine Bidding Documents in the envelope of original copy of your proposal. Each page of the PBD should be initialled for signed to vouch that the bidder has read and understood fully the content of the PBD.

1.

