

BIDDING DOCUMENTS

FOR THE

**SUPPLY AND DELIVERY OF COMMON SUPPLIES AND
MATERIALS FOR THE USE OF DIFFERENT UNITS AND
ACADEMIC OFFICES FOR THE FIRST QUARTER 2022**

Project ID No. 22GOODS003

**Sixth Edition
July 2020**

Table of Contents

Section I. Invitation to Bid	3
Section II. Instructions to Bidders	7
1. Scope of Bid	8
2. Funding Information	8
3. Bidding Requirements	8
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	8
5. Eligible Bidders	9
6. Origin of Goods	9
7. Subcontracts	9
8. Pre-Bid Conference	9
9. Clarification and Amendment of Bidding Documents	10
10. Documents comprising the Bid: Eligibility and Technical Components	10
11. Documents comprising the Bid: Financial Component	10
12. Bid Prices	11
13. Bid and Payment Currencies	11
14. Bid Security	11
15. Sealing and Marking of Bids	12
16. Deadline for Submission of Bids	12
17. Opening and Preliminary Examination of Bids	12
18. Domestic Preference	12
19. Detailed Evaluation and Comparison of Bids	12
20. Post-Qualification	13
21. Signing of the Contract	13
Section III. Bid Data Sheet	14
Section IV. General Conditions of Contract	16
1. Scope of Contract	17
2. Advance Payment and Terms of Payment	17
3. Performance Security	17
4. Inspection and Tests	17
5. Warranty	18
6. Liability of the Supplier	18
Section V. Special Conditions of Contract	19
Section VI. Schedule of Requirements	24

Section VII. Technical Specifications

26

**Section VIII. Checklist of Technical and Financial Documents
.....28**

Section I. Invitation to Bid

University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

Claveria

INVITATION TO BID for the Supply and Delivery of Common Supplies and Materials for the use of Different Units and Academic Offices for the First Quarter 2022

1. The **University of Science and Technology of Southern Philippines (USTP)-Claveria**, through the General Fund for the First Quarter CY 2022 intends to apply the sum of **One Million Two Hundred Thirty Three Thousand Two Hundred Fifty Seven 57/100 Only (PHP 1,233,257.57)**, being the ABC to payments under the contract for **Project ID No. 22GOODS003**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The **University of Science and Technology of Southern Philippines (USTP)-Claveria**, through the General Fund for the First Quarter CY 2022 intends to apply the sum of:

Procurement Project /Identification Number	Approved Budget for the Contract (ABC)	Source of Fund	Cost of Bidding Documents
Lot 1: Common Office Supplies	Php 620,696.52	General Fund	Php 5,000.00
Lot 2: Janitorial Supplies	Php 549,324.73		
Lot 3: Electrical & Other Supplies	Php 63,236.32		
Totals	Php 1,233,257.57		

Being the ABC to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Partial bidding is not allowed.

2. The **USTP-Claveria** now invites bids for the above Procurement Project. Delivery of the Goods is required within **Sixty (60) calendar days** from receipt of 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 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 **USTP-Claveria** and inspect the Bidding Documents at the address given below from 8:00AM to 5:00PM during working days.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 9-30, 2022** from the given address and website(s) below 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 (PHP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person**.
6. The **USTP-Claveria** will hold a Pre-Bid Conference on **May 17, 2022; 1:30 o’clock in the afternoon at USTP-Claveria, 3rd Floor, Administration Building, Claveria, Misamis Oriental** and which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below**, on or before **May 30, 2022; at 9:00 AM**. 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 **May 30, 2022; 9:00 o’clock in the morning at USTP-Claveria, 3rd Floor, Administration Building, Poblacion Claveria, Misamis Oriental**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The **USTP-Claveria** 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.
11. For further information, please refer to:

Name of Officer : **AMOR N. POSADAS**
Head, BAC Secretariat

- Name of Office : **Procurement Office**
- Address : ***University of Science and Technology of Southern Philippines (USTP) Claveria, Poblacion, Misamis Oriental***
- Cellphone No. : **0927-386-5313**
- Email Address : **amor.posadas@ustp.edu.ph**
- Official Website : **<https://www.ustp.edu.ph/claveria/ustp-claveria-bids-and-awards-committee/>**
12. You may visit the website:

For downloading of Bidding Documents:

<https://www.ustp.edu.ph/claveria/ustp-claveria-bids-and-awards-committee/>

Date of Issue: May 9, 2022

(Sgd)
ATTY. ERWIN B. BUCIO, Ph.D
Chairperson, BAC

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, USTP-Claveria wishes to receive Bids for the Supply and Delivery of Common Supplies and Materials for the use of Different Units and Academic Offices for the First Quarter 2022.

The Procurement Project (referred to herein as “Project”) is composed of Three **(3) lots**, the details of which are described in Section VII (Technical Specifications). The bidder must indicate in its bid offer individual unit price for each item.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2022** in the amount of **One Million Two Hundred Thirty Three Thousand Two Hundred Fifty Seven & 57/100 Only (PHP 1,233,257.57)**.

2.2. The source of funding is:

- a. General Fund for the First Quarter CY 2022.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

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 fifty percent (50%) 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: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **3rd Floor, Administration Building, Moscat, Claveria, Misamis Oriental** and/or through video conferencing or 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 *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or 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 **the end of One Hundred Twenty (120) calendar days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as:

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

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the

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

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																										
5.3	For this purpose, contracts similar to the Project shall be: a. <i>Supply and Delivery of Common Supplies and Materials;</i> b. Completed within 3 years prior to the deadline for the submission and receipt of bids.																									
7.1	No further instruction																									
12	The price of the Goods shall be quoted DDP <i>Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.																									
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 <i>[two percent (2%) of ABC]</i> , 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 <i>[five percent (5%) of ABC]</i> if bid security is in Surety Bond.																									
19.3	<table><tr><td>PUBLIC BIDDING NO.</td><td>Project Title</td><td>UNIT</td><td>QUANTITY/ DESCRIPTION</td><td>Approved Budget for the Contract (ABC)</td></tr><tr><td rowspan="3">Project ID No. 22GOODS003</td><td rowspan="3">“Supply and Delivery of Common Supplies and Materials for the use of different Units and Academic offices for the First Quarter 2022”</td><td>Lot 1</td><td>Lot 1: Common Office Supplies</td><td>Php 620,696.52</td></tr><tr><td>Lot 2</td><td>Lot 2: Janitorial Supplies</td><td>Php 549,324.73</td></tr><tr><td>Lot 3</td><td>Lot 3: Electrical & Other Supplies</td><td>Php 63,236.32</td></tr><tr><td colspan="4">TOTALS</td><td>Php 1,233,257.57</td></tr></table>					PUBLIC BIDDING NO.	Project Title	UNIT	QUANTITY/ DESCRIPTION	Approved Budget for the Contract (ABC)	Project ID No. 22GOODS003	“Supply and Delivery of Common Supplies and Materials for the use of different Units and Academic offices for the First Quarter 2022”	Lot 1	Lot 1: Common Office Supplies	Php 620,696.52	Lot 2	Lot 2: Janitorial Supplies	Php 549,324.73	Lot 3	Lot 3: Electrical & Other Supplies	Php 63,236.32	TOTALS				Php 1,233,257.57
	PUBLIC BIDDING NO.	Project Title	UNIT	QUANTITY/ DESCRIPTION	Approved Budget for the Contract (ABC)																					
	Project ID No. 22GOODS003	“Supply and Delivery of Common Supplies and Materials for the use of different Units and Academic offices for the First Quarter 2022”	Lot 1	Lot 1: Common Office Supplies	Php 620,696.52																					
			Lot 2	Lot 2: Janitorial Supplies	Php 549,324.73																					
			Lot 3	Lot 3: Electrical & Other Supplies	Php 63,236.32																					
TOTALS				Php 1,233,257.57																						
Partial bidding is not allowed.																										
20.2	No Further Instruction.																									
21.2	No Further Instruction.																									

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	Delivery and Documents – For purposes of the Contract, “Supply and Delivery of Common Supplies and Materials for the use of Different Units and Academic Offices for the First Quarter 2022” 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: “The delivery terms applicable to this Contract are delivered within USTP-Claveria, Magsaysay Street, Poblacion, Misamis Oriental. 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 USTP-Claveria, Magsaysay Street, Poblacion, Misamis Oriental. 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: a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; and 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.
	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:

- 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 **9 years**.

Spare parts or components shall be supplied as promptly as possible, but in any case, **within 1 month 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.
2.2	No further Instruction
4	The inspections and tests that will be conducted are those required under included on the scope of works.

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 Common Supplies and Materials for the use of Different Units and Academic Offices for the First Quarter 2022 Lot 1: Common Office Supplies (Refer to Section VII. Technical Specifications)	1 Lot	1 Lot	Within Sixty (60) calendar days upon the receipt of Notice to Proceed
2	Lot 2: Janitorial Supplies (Refer to Section VII. Technical Specifications)	1 Lot	1 Lot	
3	Lot 3: Electrical & Other Supplies (Refer to Section VII. Technical Specifications)	1 Lot	1 Lot	

Section VII. Technical Specifications

Technical Specifications

ITEM	SPECIFICATIONS		STATEMENT OF COMPLIANCE
LOT 1- COMMON OFFICE SUPPLIES			
	1	roll	ACETATE, thickness: 0:075mm min (gauge #3)
	1	pack	Acetate Sheet Film, A4, 10 pcs/pack
	5	box	BALLPEN ballpoint black, 50 pcs/box
	1	box	BALLPEN, Blue, 50 pcs/box
	124	piece	BALLPEN, Black
	132	pack	BATTERY, dry cell, AA, 2 pieces per blister pack
	109	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack
	16	pack	BATTERY, dry cell, D, 1.5 volts, alkaline, 2 pcs per blister pack
	200	pack	BOARD PAPER, white, long, 180 gsm
	29	pack	BOARD CERTIFICATE PAPER, A4 size, 90 gsm
	8	pack	BOARD CERTIFICATE PAPER (8.5 X 13, 200 gsm)
	1	box	CARBON FILM, Club International. Legal Size, blue, 100 sheets per box
	41	pack	CARTOLINA, assorted colors, 20 pcs
	30	bundle	CARTOLINA, white, 30pcs/bundle
	30	bundle	CARTOLINA, green, 30pcs/bundle
	6	unit	CALCULATOR, compact, 12 digits
	3	rolls	Caution Tape
	10	piece	Certificate Case, Letter Size Navy Blue
	5	pack	CERTIFICATE JACKET, A4
	2	piece	CERTIFICATE FOLDER
	3	pack	CERTIFICATE (Special Paper)

17	box	CHALK, molded, white, dustless, length: 78mm min
9	piece	CLEARBOOK, 20 transparent pockets, for A4 size
2	piece	CLEARBOOK, 20 transparent pockets, for legal size
16	box	CLIP, Backfold, all metal, clamping: 19mm
16	box	CLIP, Backfold, all metal, clamping: 25mm
16	box	CLIP, Backfold, all metal, clamping: 32mm
16	box	CLIP, Backfold, all metal, clamping: 50mm
2	box	CONTINUOUS FORM, 1 Ply, 280 x 241mm
172	piece	CORRECTION TAPE, film base type, UL 6m min
21	piece	CUTTER BLADE, for heavy duty cutter
21	piece	CUTTER KNIFE, for general purpose
8	piece	DATING AND STAMPING MACHINE, heavy duty
97	piece	DATA FILE BOX, made of chipboard, with closed ends
48	piece	DATA FOLDER, made of chipboard, taglia lock
16	box	Data Filer with Cover, Jumbo with Ring, Black
7	box	ENVELOPE, Documentary, for A4 size document
7	box	ENVELOPE, Documentary, for legal size document
16	box	ENVELOPE, expanding, kraftboard, for legal size doc
24	piece	ENVELOPE, Expanding, Plastic, 0.50mm thickness min
2	box	ENVELOPE, Mailing, white, with window
100	piece	ENVELOPE, Brown, long
13	piece	ERASER, Plastic/Rubber, for pencil draft/writing
2	piece	ERASER, Felt, for blackboard/whiteboard
6	piece	ERASER, White, Rubber
35	box	FASTENER, Metal, 70mm between prongs
7	piece	FILE ORGANIZER, Expanding, plastic, 12 pockets
10	set	FILE TAB DIVIDER, Bristol board, for A4
3	set	FILE TAB DIVIDER, bristol board, for legal

17	bundle	FOLDER, Fancy, for A4 size documents
11	bundle	FOLDER, Fancy, for legal size documents
25	pack	FOLDER, L-Type, Plastic, for A4 size documents
25	pack	FOLDER, L-Type, Plastic, for legal size documents
3	box	FOLDER, Pressboard, size: 240mm x 370mm
9	pack	FOLDER, Tagboard, for A4 size documents
30	pack	FOLDER, Tagboard, for legal size documents
42	jar	GLUE, all purpose, gross weight: 200 grams min
50	jar	GLUE STICK, Big
5	box	INDEX TAB, Self-adhesive, transparent
55	unit	Lever Arch File Folder with Ring Binder and Metal Finger Pull New Black, 1.5 Inches
1	bundle	LOOSELEAF, made of chipboard, for legal
6	set	MARKER, Fluorescent, 3 assorted colors per set
98	piece	MARKER, Permanent, bullet type, black
92	piece	MARKER, Permanent, bullet type, blue
49	piece	MARKER, Permanent, bullet type, red
110	piece	MARKER, Whiteboard, black, felt tip, bullet type
86	piece	MARKER, Whiteboard, blue, felt tip, bullet type
58	piece	MARKER, Whiteboard, red, felt tip, bullet type
5	piece	MAGAZINE FILE BOX, Large size, made of chipboard
5	piece	Marker, Gel Highlighter, Crayon Type
1	unit	Metal cabinet with glass doors in the upper portion 3 layers and metal door at the bottom 2 layers
106	piece	NOTEBOOK, Stenographer, spiral, 40 leaves
36	pad	NOTE PAD, stick-on, 50mm x 76mm (2"x3") min
39	pad	NOTE PAD, stick-on, 76mm x 76mm (3"x3") min
54	pad	NOTE PAD, stick-on, 76mm x 100mm (3"x4") min

87	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min
79	BOX	PAPER CLIP, vinyl/plastic coat, length: 48mm min
91	ream	PAPER, Multicopy, 80gsm, size: 210mm x 297mm
128	ream	PAPER, Multicopy, 80gsm, size: 216mm x 330mm
761	ream	PAPER, Multi-purpose (copy) A4, 70 gsm
9	pad	PAPER PAD, ruled, sized: 216mm x 330mm ($\pm$ 2mm)
284	ream	PAPER, Multi-Purpose (copy), legal, 70gsm
5	ream	PAPER, mimeo, whitewove, long, 80g/m ²
5	ream	PAPER, high speed premium copy paper, A3L, 297 x 420mm, 70 g/m ²
5	ream	PAPER, Parchment, size: 210 x 297mm, multi-purpose
1	unit	PAPER SHREDDER
1	roll	PAPER, THERMAL, 55gsm, size: size: 216mm $\pm$ 1mm x 30m x 0.3m
43	box	PENCIL, lead w/ eraser, wood cased, hardness: HB
2	box	Pencil with eraser
12	piece	PENCIL SHARPENER, manual, single cutter head
11	piece	PHILIPPINE NATIONAL FLAG, 100% polyester
14	piece	PUNCHER, paper, heavy duty with two holes guide
10	box	Push Pin 3mm (0.11 inches)
117	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min
104	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min
4	piece	Received Date Stamp
9	bundl e	RING BINDER, 80 rings, plastic, 32mm x 1.12m
5	box	RUBBER BAND, 70mm min lay flat length (#18)
11	piece	RULER, Plastic, 450mm (18"), width: 38mm min
39	piece	RULER, stainless steel, 12 inches
40	pair	SCISSORS, Symmetrical, blade
361	piece	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip
284	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip
50	piece	SIGN PEN, black, Gel, 0.4

50	piece	SIGN PEN, Blue, Gel., 0.4
42	piece	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip
10	box	SIGN PEN, G-Tec-C4, blue, 0.4
10	piece	SIGN PEN, Energel 0.5mm ball needle point, blue ink
12	piece	SIGN PEN, Black, 0.5 gel
2	pack	Specialty Paper, Legal
12	bottle	STAMP PAD INK, purple or violet, 50ml (min)
5	piece	STAMP PAD, Felt, bed dimension: 60mm x 100mm min
19	piece	STAPLER, Standard type, load cap: 200 staples min
5	unit	STAPLER, Binder Type, heavy duty, desktop
61	box	STAPLE WIRE, Standard, (26/6)
21	box	STAPLE WIRE, for heavy duty staplers (23/13)
10	box	STAPLE Wire for Gun Tucker, 12mm
27	piece	STAPLE REMOVER, Plier-type
5	box	STAPLE WIRE, 1010HD, 10mm, 3/8"
5	box	STAPLE WIRE, HD-3Ls, Crown width: 12mm, Leg length: 8mm
5	box	STAPLE WIRE, HD-3Ls, crown width: 12mm, leg length: 10mm
5	box	STAPLE WIRE, HD-3Ls, crown with: 12mm, leg length: 17mm
100	pack	STICKER PAPER, White, Glossy, long
20	pack	Sticker Paper, 80gsm, size: A4, highgloss
50	pack	Specialty Paper Board, 200gsm, size: 215.9mm x 279.4 mm, color: yellow
16	piece	TAPE DISPENSER, table top, for 24mm width tape
60	roll	TAPE, Masking, width: 24mm
51	roll	TAPE, Masking, width: 48mm
52	roll	TAPE, Packaging, width: 48mm
94	roll	TAPE, Transparent, width: 24mm
68	roll	TAPE, Transparent, width: 48mm
23	roll	TAPE, Double sided, 1 inch
23	roll	TAPE, Double sided, 2 inch
6	roll	TAPE, Binding/Cloth, 2 inch wide (brown)
6	roll	TAPE, Binding/Cloth, 2 inch wide (black)
6	roll	TAPE, Binding/Cloth, 2 inch wide (dark blue)
10	box	Thumb Tacks, 2 x 5 x 5 cm
39	roll	TWINE, Plastic, one (1) kilo per roll

	10	pack	Ultra Fine Papers and Boards with a very smooth, velvety surface and clear look-through, white 160gsm, inkjet, laser, and copier compatible, 10 sheets, 8.5 x 13 inches	
--	----	------	---	--

ITEM	SPECIFICATIONS			STATEMENT OF COMPLIANCE
LOT 2 - JANITORIAL SUPPLIES				
	88	can	AIR FRESHENER, aerosol, 280ml/150g min	
	242	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500 ml	
	50	ltrs	ALL PURPOSE CLEANER	
	50	bot	ALCOHOL, Isoprophyl, 68%-72%, Scented, 3.785 liters	
	50	gallon	ALCOHOL,Ethyl, 68%-72%, 1 Gallon	
	118	piece	BROOM, soft (tambo)	
	121	piece	BROOM, STICK (TING-TING), usable length: 760mm min	
	111	bot	CLEANER, Toilet Bowl and Urinal, 900ml-1000ml cap	
	3	bot	CLEANSER, scouring powder, 350g min/can	
	50	pair	Cloth Gloves with Rubberized Paint	
	267	pack	DETERGENT POWDER, all purpose, 1 kg	
	151	piece	Deodorizer Cake, Big	
	180	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	
	100	bot	Disinfectant Cleaner, 1000ml	
	13	ltr	Dishwashing Liquid, 1 ltr/bot	
	1	piece	Dipper/Pitcher, Plastic	
	42	piece	DUST PAN, Non-rigid plastic, w/ detachable handle	
	63	piece	Feather Duster	
	69	can	FLOORWAX, Paste, Red	
	2	piece	Floor Brush, Long Handle	
	90	can	FURNITURE CLEANER, aerosol type, 300ml min per can	
	60	bot	Furniture Polish, Polisher Spray Lemon Shine Wood/Glass, 255g	
	1	bottle	Glass Cleaner Spray, 250ml	
	1	qrt	Gear Oil	
	132	can	INSECTICIDE, Aerosol type, net content: 500ml min	
	30	bottle	LIQUID HAND SANITIZER, 500ml	

	1	gallon	Liquid Bleach, 1 gallon
	10	piece	Magic Mop
	50	bot	MURIATIC ACID, 1 ltr
	10	piece	Mop Head Screw Type
	30	kg	Nylon for Brush Cutter 3.5mm
	6	piece	Padlock, #5, Heavy Duty
	81	bundle	RAGS, all cotton, 32 pieces per kilogram min
	3	piece	Rubber Boots, size: 8
	2	piece	Rubber Boots, size: 7
	18	pack	SCOURING PAD, made of synthetic nylon, 140 x 220mm
	184	pack	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls, 12 rolls per pack
	50	pack	Toilet Bowl Brush, Plastic, Heavy Duty
	1	piece	Toilet Brush with Handle, long handle
	83	roll	TRASHBAG, plastic, transparent
	95	pack	TRASHBAG, GPP specs, black, 940mm x 1016mm
	60	bags	Trash Bags XXL 100pcs/bag
	22	piece	WASTEBASKET, Non-rigid plastic
	10	pairs	Welding Gloves
	4	piece	Wheel Barrow Stable Twin Wheel, 200 ltrs

ITEM	SPECIFICATIONS			STATEMENT OF COMPLIANCE
LOT 3 - ELECTRICAL & OTHER SUPPLIES				
	10	pc	Electrical Staple Wire	
	8	piece	FLUORESCENT LAMP, 18 watts, linear tubular (T8)	
	64	piece	LIGHT BULB, LED, 18 watts 1 pc per individual box	
	35	piece	LIGHT BULB, LED, 7 watts 1 pc in individual box	
	41	roll	TAPE, Electrical, 18mm x 16M min	
	10	piece	Chair Monoblock, beige, with backrest, w/o armrest	
	1	unit	Table Monoblock, beige, 889mm (35")	
	2	unit	Electric Fan, Industrial, Ground Type, Metal Blade	

	2	unit	ELECTRIC FAN, Stand Type, plastic blade
	3	unit	Fire Extinguisher, Dry Chemical, 4.5kgs
	1	unit	Fire Extinguisher,Pure HCFC 123, 4.5kgs
	2	pc	Flashlight (Heavy duty)
	4	box	Face Mask
	2	pc	Thermogun
	36	pc	KN95 Face Mask, 3 Ply
	2000	pc	Surgical Mask, 3 Ply

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- ☐ (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; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS); **(REVISED)** **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (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.

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

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

25 FINANCIAL COMPONENT ENVELOPE

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

University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

FINANCIAL BID FORM

NAME OF THE PROJECT: "SUPPLY AND DELIVERY OF COMMON SUPPLIES AND MATERIALS FOR THE USE OF DIFFERENT UNITS AND ACADEMIC OFFICES FOR FIRST QUARTER 2022

ABC : One Million Two Hundred Thirty Three Thousand Two Hundred Fifty Seven & 57/100 Only
(Php 1,233,257.57)

BRIEF DESCRIPTION : "SUPPLY AND DELIVERY OF COMMON SUPPLIES AND MATERIALS FOR THE USE OF DIFFERENT UNITS AND ACADEMIC OFFICES FOR FIRST QUARTER 2022

SOURCE OF FUND : GENERAL FUND

CONTRACT DURATION : Sixty (60) Calendar Days from Receipt of Notice to Proceed

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	AMOUNT
Lot 1	LOT 1- COMMON OFFICE SUPPLIES				
	ACETATE, thickness: 0.075mm min (gauge #3)	1	roll		
	Acetate Sheet Film, A4, 10 pcs/pack	1	pack		
	BALLPEN ballpoint black, 50 pcs/box	5	box		
	BALLPEN, Blue, 50 pcs/box	1	box		
	BALLPEN, Black	124	piece		
	BATTERY, dry cell, AA, 2 pieces per blister pack	132	pack		
	BATTERY, dry cell, AAA, 2 pieces per blister pack	109	pack		
	BATTERY, dry cell, D, 1.5 volts, alkaline, 2 pcs per blister pack	16	pack		
	BOARD PAPER, white, long, 180 gsm	200	pack		
	BOARD CERTIFICATE PAPER, A4 size, 90 gsm	29	pack		
	BOARD CERTIFICATE PAPER (8.5 X 13, 200 gsm)	8	pack		
	CARBON FILM, Club International. Legal Size, blue, 100 sheets per box	1	box		
	CARTOLINA, assorted colors, 20 pcs	41	pack		
	CARTOLINA, white, 30pcs/bundle	30	bundle		
	CARTOLINA, green, 30pcs/bundle	30	bundle		

CALCULATOR, compact, 12 digits	6	unit		
Caution Tape	3	rolls		
Certificate Case, Letter Size Navy Blue	10	piece		
CERTIFICATE JACKET, A4	5	pack		
CERTIFICATE FOLDER	2	piece		
CERTIFICATE (Special Paper)	3	pack		
CHALK, molded, white, dustless, length: 78mm min	17	box		
CLEARBOOK, 20 transparent pockets, for A4 size	9	piece		
CLEARBOOK, 20 transparent pockets, for legal size	2	piece		
CLIP, Backfold, all metal, clamping: 19mm	16	box		
CLIP, Backfold, all metal, clamping: 25mm	16	box		
CLIP, Backfold, all metal, clamping: 32mm	16	box		
CLIP, Backfold, all metal, clamping: 50mm	16	box		
CONTINUOUS FORM, 1 Ply, 280 x 241mm	2	box		
CORRECTION TAPE, film base type, UL 6m min	172	piece		
CUTTER BLADE, for heavy duty cutter	21	piece		
CUTTER KNIFE, for general purpose	21	piece		
DATING AND STAMPING MACHINE, heavy duty	8	piece		
DATA FILE BOX, made of chipboard, with closed ends	97	piece		
DATA FOLDER, made of chipboard, taglia lock	48	piece		
Data Filer with Cover, Jumbo with Ring, Black	16	box		
ENVELOPE, Documentary, for A4 size document	7	box		
ENVELOPE, Documentary, for legal size document	7	box		
ENVELOPE, expanding, kraftboard, for legal size doc	16	box		
ENVELOPE, Expanding, Plastic, 0.50mm thickness min	24	piece		
ENVELOPE, Mailing, white, with window	2	box		
ENVELOPE, Brown, long	100	piece		
ERASER, Plastic/Rubber, for pencil draft/writing	13	piece		
ERASER, Felt, for blackboard/whiteboard	2	piece		
ERASER, White, Rubber	6	piece		
FASTENER, Metal, 70mm between prongs	35	box		
FILE ORGANIZER, Expanding, plastic, 12 pockets	7	piece		
FILE TAB DIVIDER, Bristol board, for A4	10	set		
FILE TAB DIVIDER, bristol board, for legal	3	set		
FOLDER, Fancy, for A4 size documents	17	bundle		

FOLDER, Fancy, for legal size documents	11	bundle		
FOLDER, L-Type, Plastic, for A4 size documents	25	pack		
FOLDER, L-Type, Plastic, for legal size documents	25	pack		
FOLDER, Pressboard, size: 240mm x 370mm	3	box		
FOLDER, Tagboard, for A4 size documents	9	pack		
FOLDER, Tagboard, for legal size documents	30	pack		
GLUE, all purpose, gross weight: 200 grams min	42	jar		
GLUE STICK, Big	50	jar		
INDEX TAB, Self-adhesive, transparent	5	box		
Lever Arch File Folder with Ring Binder and Metal Finger Pull New Black, 1.5 Inches	55	unit		
LOOSELEAF, made of chipboard, for legal	1	bundle		
MARKER, Flourescent, 3 assorted colors per set	6	set		
MARKER, Permanent, bullet type, black	98	piece		
MARKER, Permanent, bullet type, blue	92	piece		
MARKER, Permanent, bullet type, red	49	piece		
MARKER, Whiteboard, black, felt tip, bullet type	110	piece		
MARKER, Whiteboard, blue, felt tip, bullet type	86	piece		
MARKER, Whiteboard, red, felt tip, bullet type	58	piece		
MAGAZINE FILE BOX, Large size, made of chipboard	5	piece		
Marker, Gel Highlighter, Crayon Type	5	piece		
Metal cabinet with glass doors in the upper portion 3 layers and metal door at the bottom 2 layers	1	unit		
NOTEBOOK, Stenographer, spiral, 40 leaves	106	piece		
NOTE PAD, stick-on, 50mm x 76mm (2"x3") min	36	pad		
NOTE PAD, stick-on, 76mm x 76mm (3"x3") min	39	pad		
NOTE PAD, stick-on, 76mm x 100mm (3"x4") min	54	pad		
PAPER CLIP, vinyl/plastic coat, length: 32mm min	87	box		
PAPER CLIP, vinyl/plastic coat, length: 48mm min	79	BOX		
PAPER, Multicopy, 80gsm, size: 210mm x 297mm	91	ream		
PAPER, Multicopy, 80gsm, size: 216mm x 330mm	128	ream		
PAPER, Multi-purpose (copy) A4, 70 gsm	761	ream		

PAPER PAD, ruled, sized: 216mm x 330mm (± 2mm)	9	pad		
PAPER, Multi-Purpose (copy), legal, 70gsm	284	ream		
PAPER, mimeo, whitewove, long, 80g/m2	5	ream		
PAPER, high speed premium copy paper, A3L, 297 x 420mm, 70 g/m2	5	ream		
PAPER, Parchment, size: 210 x 297mm, multi-purpose	5	ream		
PAPER SHREDDER	1	unit		
PAPER, THERMAL, 55gsm, size: size: 216mm ±1mm x 30m x 0.3m	1	roll		
PENCIL, lead w/ eraser, wood cased, hardness: HB	43	box		
Pencil with eraser	2	box		
PENCIL SHARPENER, manual, single cutter head	12	piece		
PHILIPPINE NATIONAL FLAG, 100% polyester	11	piece		
PUNCHER, paper, heavy duty with two holes guide	14	piece		
Push Pin 3mm (0.11 inches)	10	box		
RECORD BOOK, 300 pages, size: 214mm x 278mm min	117	book		
RECORD BOOK, 500 pages, size: 214mm x 278mm min	104	book		
Received Date Stamp	4	piece		
RING BINDER, 80 rings, plastic, 32mm x 1.12m	9	bundle		
RUBBER BAND, 70mm min lay flat length (#18)	5	box		
RULER, Plastic, 450mm (18"), width: 38mm min	11	piece		
RULER, stainless steel, 12 inches	39	piece		
SCISSORS, Symmetrical, blade	40	pair		
SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip	361	piece		
SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	284	piece		
SIGN PEN, black, Gel, 0.4	50	piece		
SIGN PEN, Blue, Gel., 0.4	50	piece		
SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	42	piece		
SIGN PEN, G-Tec-C4, blue, 0.4	10	box		
SIGN PEN, Energel 0.5mm ball needle point, blue ink	10	piece		
SIGN PEN, Black, 0.5 gel	12	piece		
Specialty Paper, Legal	2	pack		
STAMP PAD INK, purple or violet, 50ml (min)	12	bottle		
STAMP PAD, Felt, bed dimension: 60mm x 100mm min	5	piece		
STAPLER, Standard type, load cap: 200 staples min	19	piece		

	STAPLER, Binder Type, heavy duty, desktop	5	unit		
	STAPLE WIRE, Standard, (26/6)	61	box		
	STAPLE WIRE, for heavy duty staplers (23/13)	21	box		
	STAPLE Wire for Gun Tucker, 12mm	10	box		
	STAPLE REMOVER, Plier-type	27	piece		
	STAPLE WIRE, 1010HD, 10mm, 3/8"	5	box		
	STAPLE WIRE, HD-3Ls, Crown width: 12mm, Leg length: 8mm	5	box		
	STAPLE WIRE, HD-3Ls, crown width: 12mm, leg length: 10mm	5	box		
	STAPLE WIRE, HD-3Ls, crown with: 12mm, leg length: 17mm	5	box		
	STICKER PAPER, White, Glossy, long	100	pack		
	Sticker Paper, 80gsm, size: A4, highgloss	20	pack		
	Specialty Paper Board, 200gsm, size: 215.9mm x 279.4 mm, color: yellow	50	pack		
	TAPE DISPENSER, table top, for 24mm width tape	16	piece		
	TAPE, Masking, width: 24mm	60	roll		
	TAPE, Masking, width: 48mm	51	roll		
	TAPE, Packaging, width: 48mm	52	roll		
	TAPE, Transparent, width: 24mm	94	roll		
	TAPE, Transparent, width: 48mm	68	roll		
	TAPE, Double sided, 1 inch	23	roll		
	TAPE, Double sided, 2 inch	23	roll		
	TAPE, Binding/Cloth, 2 inch wide (brown)	6	roll		
	TAPE, Binding/Cloth, 2 inch wide (black)	6	roll		
	TAPE, Binding/Cloth, 2 inch wide (dark blue)	6	roll		
	Thumb Tacks, 2 x 5 x 5 cm	10	box		
	TWINE, Plastic, one (1) kilo per roll	39	roll		
	Ultra Fine Papers and Boards with a very smooth, velvety surface and clear look-through, white 160gsm, inkjet, laser, and copier compatible, 10 sheets, 8.5 x 13 inches	10	pack		

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	AMOUNT
Lot 2	LOT 2 - JANITORIAL SUPPLIES				
	AIR FRESHENER, aerosol, 280ml/150g min	88	can		
	ALCOHOL, ethyl, 68%-70%, scented, 500 ml	242	bottle		
	ALL PURPOSE CLEANER	50	ltrs		

ALCOHOL, Isoprophyl, 68%-72%, Scented, 3.785 liters	50	bot		
ALCOHOL, Ethyl, 68%-72%, 1 Gallon	50	gallon		
BROOM, soft (tambo)	118	piece		
BROOM, STICK (TING-TING), usable length: 760mm min	121	piece		
CLEANER, Toilet Bowl and Urinal, 900ml-1000ml cap	111	bot		
CLEANSER, scouring powder, 350g min/can	3	bot		
Cloth Gloves with Rubberized Paint	50	pair		
DETERGENT POWDER, all purpose, 1kg	267	pack		
Deodorizer Cake, Big	151	piece		
DISINFECTANT SPRAY, aerosol type, 400-550 grams	180	can		
Disinfectant Cleaner, 1000ml	100	bot		
Dishwashing Liquid, 1 ltr/bot	13	ltr		
Dipper/Pitcher, Plastic	1	piece		
DUST PAN, Non-rigid plastic, w/ detachable handle	42	piece		
Feather Duster	63	piece		
FLOORWAX, Paste, Red	69	can		
Floor Brush, Long Handle	2	piece		
FURNITURE CLEANER, aerosol type, 300ml min per can	90	can		
Furniture Polish, Polisher Spray Lemon Shine Wood/Glass, 255g	60	bot		
Glass Cleaner Spray, 250ml	1	bottle		
Gear Oil	1	qrt		
INSECTICIDE, Aerosol type, net content: 500ml min	132	can		
LIQUID HAND SANITIZER, 500ml	30	ottle		
Liquid Bleach, 1 gallon	1	gallon		
Magic Mop	10	piece		
MURIATIC ACID, 1 ltr	50	bot		
Mop Head Screw Type	10	Piece		
Nylon for Brush Cutter 3.5mm	30	kg		
Padlock, #5, Heavy Duty	6	piece		
RAGS, all cotton, 32 pieces per kilogram min	81	bundle		
Rubber Boots, size: 8	3	piece		
Rubber Boots, size: 7	2	piece		
SCOURING PAD, made of synthetic nylon, 140 x 220mm	18	pack		
TOILET TISSUE PAPER, 2-plys sheets, 150 pulls, 12 rolls per pack	184	pack		
Toilet Bowl Brush, Plastic, Heavy Duty	50	pack		
Toilet Brush with Handle, long handle	1	piece		
TRASHBAG, plastic, transparent	83	roll		
TRASHBAG, GPP specs, black, 940mm x 1016mm	95	pack		
Trash Bags XXL 100pcs/bag	60	bags		

	WASTEBASKET, Non-rigid plastic	22	piece		
	Welding Gloves	10	pairs		
	Wheel Barrow Stable Twin Wheel, 200 ltrs	4	piece		

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	AMOUNT
----------	----------------------------	------	------	------------	--------

Lot 3	LOT 3 – ELECTRICAL AND OTHER SUPPLIES				
	Electrical Staple Wire	10	pc		
	FLUORESCENT LAMP, 18 watts, linear tubular (T8)	8	piece		
	LIGHT BULB, LED, 18 watts 1 pc per individual box	64	piece		
	LIGHT BULB, LED, 7 watts 1 pc in individual box	35	piece		
	TAPE, Electrical, 18mm x 16M min	41	roll		
	Chair Monoblock, biege, with backrest, w/o armrest	10	piece		
	Table Monoblock, biege, 889mm (35")	1	unit		
	Electric Fan, Industrial, Ground Type, Metal Blade	2	unit		
	ELECTRIC FAN, Stand Type, plastic blade	2	unit		
	Fire Extinguisher, Dry Chemical, 4.5kgs	3	unit		
	Fire Extinguisher, Pure HCFC 123, 4.5kgs	1	unit		
	Flashlight (Heavy duty)	2	pc		
	Face Mask	4	box		
	Thermogun	2	pc		
	KN95 Face Mask, 3 Ply	36	pc		
	Surgical Mask, 3 Ply	2000	pc		

Total Bid Price in Figure: _____

Total Bid Price in Words: _____

Name and Signature of Bidder: _____

All Bid proposals must be sealed in envelopes properly labeled and submitted to this University on or before the deadline of submission of bids or on **May 30, 2022, 9:00 AM** at the 3rd Floor Administration Building, Moscat, Claveria, Misamis Oriental.

The University of Science and Technology of Southern Philippines-Claveria assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the Bid. The USTP-Claveria neither assumes any obligation for whatsoever losses that the bidders may incur in the preparation on their bids nor guarantee that an award will be made.

(Sgd)
ATTY. ERWIN B. BUCIO, Ph.D.
BAC Chair

Bid Form for the Procurement of Goods
[shall be submitted with the
Bid]

BID FORM

Date : _____
Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address Amount and Purpose of
of agent CurrencyCommission or gratuity

(if none, state "None")]

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

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

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

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: _____

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

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
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)

Name: _____

Legal Capacity: _____

Signature: _____

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

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation 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)

Name: _____

Legal Capacity: _____

Signature: _____

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

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

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

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

I/We, the undersigned, declare that:

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

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

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

[Jurat]

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

Contract Agreement Form for the Procurement of Goods (Revised)
***[Not required to be submitted with the Bid, but it shall be submitted within ten
(10) days after receiving the Notice of Award]***

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules
and Regulations of Republic Act No. 9184 shall be deemed to form and be read
and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and
Financial Proposals, and all other documents or statements submitted;

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

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and

- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and 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.

<i>[Insert Name and Signature]</i> <i>[Insert Signatory's Legal Capacity]</i> for: <i>[Insert Procuring Entity]</i>	<i>[Insert Name and Signature]</i> <i>[Insert Signatory's Legal Capacity]</i> for: <i>[Insert Name of Supplier]</i>
---	---

Acknowledgment

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

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;

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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.**

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]

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/manufacture/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].

*[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]

STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE
CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET
STARTED

Business Name: _____

Business Address:_____

Name of Contract	Contracting Party	Contract Date	Duration of Contract	a. Period (inclusive dates) of Contract b. Date of Delivery	Amount of Contract	Kind of Goods

Submitted by: _____
(Printed Name and Signature)

Designation:_____

Date: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

Business Name: _____

Business Address: _____

Name of Completed Contract Note: Attach copy of the SLCC	Contracting Party	Contract Date	a. Period (inclusive dates) of Contract b. Date of Delivery	Amount of Contract	End-User's Acceptance or Official Receipt or Sales Invoice Note: Attach copy of proof of acceptance or OR or SI	Definition or description of the similar project or major categories of work

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

