

# **PHILIPPINE BIDDING DOCUMENTS**



Government of the Republic of the  
Philippines  
**City Government of Pasig**

**Supply and Delivery of Various  
Office Supplies, Materials and  
Equipment – PCADAO**

**Sixth Edition  
July 2020**

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations.....</b>	<b>2</b>
<b>Section I. Invitation to Bid .....</b>	<b>5</b>
<b>Section II. Instructions to Bidders.....</b>	<b>9</b>
1. Scope of Bid.....	10
2. Funding Information .....	10
3. Bidding Requirements.....	10
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	10
5. Eligible Bidders .....	11
6. Origin of Goods .....	12
7. Subcontracts .....	12
8. Pre-Bid Conference.....	12
9. Clarification and Amendment of Bidding Documents .....	13
10. Documents comprising the Bid: Eligibility and Technical Components .....	13
11. Documents comprising the Bid: Financial Component .....	13
12. Bid Prices .....	14
13. Bid and Payment Currencies.....	14
14. Bid Security .....	15
15. Sealing and Marking of Bids.....	15
16. Deadline for Submission of Bids .....	15
17. Opening and Preliminary Examination of Bids.....	15
18. Domestic Preference .....	16
19. Detailed Evaluation and Comparison of Bids.....	16
20. Post-Qualification .....	17
21. Signing of the Contract .....	17
<b>Section III. Bid Data Sheet.....</b>	<b>18</b>
<b>Section IV. General Conditions of Contract.....</b>	<b>24</b>
1. Scope of Contract.....	25
2. Advance Payment and Terms of Payment .....	25
3. Performance Security .....	25
4. Inspection and Tests.....	25
5. Warranty .....	26
6. Liability of the Supplier .....	26
<b>Section V. Special Conditions of Contract.....</b>	<b>27</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>33</b>
<b>Section VII. Technical Specifications .....</b>	<b>34</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>53</b>

# ***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 maybe 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***

**CITY GOVERNMENT OF PASIG**  
**The Bids and Awards Committee**

**INVITATION TO BID FOR**

*Supply and Delivery of Various Office Supplies, Materials and Equipment – PCADAO*

1. The **CITY GOVERNMENT OF PASIG**, through the Executive Budget CY 2024 intends to apply the sum *Two Million Four Hundred Sixty-Three Thousand Two Hundred Sixty-One Pesos & 26/100 Only (Php2,463,261.26)* being the ABC to payments under the contract for the *Supply and Delivery of Various Office Supplies, Materials and Equipment – PCADAO*. Bids received in excess of the ABC of each lot shall be automatically rejected at bid opening.

DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (PHP)
<b>LOT 1</b> (Item Nos. 1 to 57)	488,832.10
<b>LOT 2</b> (Item Nos. 58 to 110)	586,906.16
<b>LOT 3</b> (Item Nos. 111 to 115)	614,180.00
<b>LOT 4</b> (Item No. 116)	20,000.00
<b>LOT 5</b> (Item Nos. 117 to 118)	135,000.00
<b>LOT 6</b> (Item Nos. 119 to 123)	56,700.00
<b>LOT 7</b> (Item No. 180)	180,000.00
<b>LOT 8</b> (Item Nos. 125 to 131)	261,643.00
<b>LOT 9</b> (Item No. 132)	120,000.00
<b>TOTAL</b>	<b>2,463,261.26</b>

2. The **CITY GOVERNMENT OF PASIG** now invites bids for the above Procurement Project. *Delivery of the Goods – please refer to Terms of Reference*. 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.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino

citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Bids and Awards Committee through its Secretariat and inspect the Bidding Documents at the address given below during office hours, Monday to Friday, from 8:00 A.M. to 5 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *03 May 2024* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person.

APPROVED BUDGET FOR THE CONTRACT	COST OF BIDDING DOCUMENTS (PHP)
500,000 and below	500.00
More than 500,000 up to 1 million	1,000.00
More than 1 million up to 5 million	5,000.00
More than 5 million up to 10 million	10,000.00
More than 10 million up to 50 million	25,000.00
More than 50 million up to 500 million	50,000.00

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

6. The **CITY GOVERNMENT OF PASIG** will hold a Pre-Bid Conference on *10 May 2024, 10:00 A.M.* at *7<sup>th</sup> Floor Meeting Room, Pasig City Hall Caruncho Avenue, San Nicolas, Pasig City*, which shall be open to prospective bidders.
7. Bids must be duly received by the Procurement Management Office through manual submission at the office address indicated below, on or before *22 May 2024, 9:30 A.M.* 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 *22 May 2024, 10:00 A.M.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Each Bidder shall submit **one (1) sealed Mother envelope** containing:  
**1. ORIGINAL (SEALED AND LABELED)**
  - 1.1 Company Profile Folder



- 1.2 Original Technical Component and Original Financial Components (hard copy, in 2 separate sealed envelopes)

**And**

- 1.3 One (1) USB Flash Drive containing
  - 1.3.1 Scanned Documents (Original Technical and Original Financial Components)
  - 1.3.2 Excel File of the Price Schedule

**2. COPY 1 (SEALED AND LABELED)**

- 2.1 One (1) USB Flash Drive sealed and labeled as "Copy 1" containing scanned documents of Technical and Financial Components

Bidders shall bear all costs associated with the preparation and submission of their bids, and *THE CITY GOVERNMENT OF PASIG* will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that *THE CITY GOVERNMENT OF PASIG* will only accept bids from those that have paid the applicable fee for the Bidding Documents.

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

- a) In alphabetical order, the bidders shall pick one rolled paper.
  - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
11. The ***CITY GOVERNMENT OF PASIG*** 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:

***Atty. Bea Therese P. Villanueva***

*Procurement Management Office  
Caruncho Avenue, Pasig City  
bidsandawards@pasigcity.gov.ph  
(02) 8643-1111 local 1461 or 1462  
Pasigcity.gov.ph*

13. You may visit the following websites:

For downloading of Bidding Documents:  
<https://notices.philgeps.gov.ph>

*03 May 2024*

---

***Atty. Josephine C. Lati-Bagaoisan***  
*BAC Chairperson*

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

## 1. Scope of Bid

The Procuring Entity, *CITY GOVERNMENT OF PASIG* wishes to receive Bids for *Supply and Delivery of Various Office Supplies, Materials and Equipment – PCADAQ*, with identification number *ITB No. BAC-24-0503E*.

The Procurement Project (referred to herein as “Project”) is composed of *nine (9) lots*, 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 Executive Budget CY 2024 in the amount of *Two Million Four Hundred Sixty-Three Thousand Two Hundred Sixty-One Pesos & 26/100 Only (Php2,463,261.26)*

2.2. The source of funding is:

- a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

## 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.
  - a. 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.
  - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a.  For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. *(For Lot Nos. 3, 4, 5, 6, 7, 8, 9)*
  - b.  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. (*For Lot Nos. 1, 2*)

- c.  For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
  - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. 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 *7<sup>th</sup> Floor Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City* 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 the **BDS**.
- 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 the **BDS**.

## **13. Bid and Payment Currencies**



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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

## **14. Bid Security**

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

14.2. The Bid and bid security shall be valid until *one hundred twenty (120) calendar days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

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

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

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

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date,

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

19.4. The Project shall be awarded as follows:

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

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per

lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

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

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***



**INSTRUCTION TO BIDDERS**

**PROJECT** : Supply and Delivery of Various Office Supplies, Materials and Equipment – PCDAO  
**Date** : 03 May 2024

---

This shall form an integral part of the Bid Documents.

1. Bidders are requested to organize and submit their bids on the following requirements:

1. *Submit First (1<sup>st</sup>) Envelope containing one (1) hard copy of the ORIGINAL Technical Component, including the Eligibility Requirements. 1<sup>st</sup> Envelope shall be sealed and labeled as "ORIGINAL TECHNICAL COMPONENT"*
2. *Submit Second (2<sup>nd</sup>) Envelope containing one (1) hard copy of the ORIGINAL Financial Component. 2<sup>nd</sup> Envelope shall be sealed and labeled as "ORIGINAL FINANCIAL COMPONENT"*
3. *Submit USB Flash Drive containing one (1) soft/scanned copy of the ORIGINAL Technical Component and Financial Component; and Excel File of the Price Schedule in USB Flash Drive*

**Note:** *The 1<sup>st</sup> Envelope, 2<sup>nd</sup> Envelope and the USB flash drive containing the soft/scanned copy of the original technical and financial components and excel file of the price schedule shall be enclosed in a single envelope, sealed and labeled as "ORIGINAL BID"*

4. *Submit USB Flash Drive containing one (1) soft/scanned copy of the Technical Component and Financial Component. USB flash drive shall be enclosed in a separate envelope, sealed and labeled as "COPY 1"*
5. *The "ORIGINAL BID" and "COPY 1" envelopes shall be enclosed in a single MOTHER ENVELOPE sealed and properly labeled*

*\*Sections of the bid shall be separated by dividers, proper tabs;*

**\*NO** *scratch papers.*

*All envelopes (1<sup>st</sup> Envelope, 2<sup>nd</sup> Envelope, Original Bid Envelope, Copy 1 Envelope and Mother Envelope) shall be labeled as follows:*

- *Addressed to the procuring entity's BAC Chairperson*
  - *Name of the project/contract to be bid*
  - *Name, address and contact details of the bidder*
  - *"DO NOT OPEN BEFORE <bid opening date and time>"*
- ✓ *Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The Procuring Entity shall not be responsible for misplaced Bidding Documents and premature opening.*

## **BIDDING DOCUMENTS AVAILABILITY AND FEE**

- *Bidding Documents:*
  - **03 May 2024 to 22 May 2024 until 9:30 A.M.**
  - *8:00 am to 5:00 pm and upon payment of applicable fees for the Bidding Documents at the City Treasurer's Office*
- *Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.*
- *Standard rates for bidding documents*

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents</b>
500,000 and below	P500.00
More than 500,000 up to 1 million	1,000.00
More than 1 million up to 5 million	5,000.00
More than 5 million up to 10 million	10,000.00
More than 10 million up to 50 million	25,000.00
More than 50 million up to 500 million	50,000.00
More than 500 million	75,000.00

## **INSTRUCTION TO BIDDERS ON PAYMENT OF BIDDING DOCUMENTS**

- *Secure Order of Payment for the bidding documents at the Procurement Management Office, 4<sup>th</sup> Floor Pasig City Hall*
- *Proceed to City Treasurer's Office, 1<sup>st</sup> Floor Pasig City Hall for the payment of bidding documents*
- *Mode of payment: Cash or Manager's/ Cashier's Check payable to City Government of Pasig*
  - **Personal Check shall not be accepted.**
- *Present the Official Receipt to the BAC Secretariat's Office for the release of the complete set of bidding documents.*

## **REMINDERS:**

- *The **deadline for the submission of bid is on **22 May 2024 (Wednesday)** at **9:30 A.M. at the Procurement Management Office, 4<sup>th</sup> Floor Pasig City Hall, Caruncho Ave., San Nicolas Pasig City.** The digital clock at the Procurement Management Office that is set to the Philippine Time (PhST) shall be used as reference in determining the time for the submission of bids, hence participating bidders are advised to synchronize their timepiece with the said digital clock. **Late bids or those who submitted after 9:30 A.M. of 22 May 2024 (Wednesday) shall not be accepted.*****
- *Bidders may submit their bid documents days ahead of the deadline for the submission in order to avoid late submission.*
- ***Bid opening shall be on **22 May 2024 (Wednesday)** at **10: 00 A.M. at 7<sup>th</sup> Floor Meeting Room, Pasig City Hall, Caruncho Ave., San Nicolas Pasig City.** Bids will be opened in the presence of the bidders' representatives who choose to attend.***
- *All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation and signing of the contract.*

- *The BAC expects the bidders to exercise due diligence in going through the bid documents so that they can prepare their bids intelligently.*
- *The Bids and Awards Committee will still continue to implement social distancing and shall require only one (1) Representative per company.*
- All attendees will be subjected to thermal scan prior to entry of the venue and shall:
  1. wear medical face mask and face shield at all times – **“No Mask No Entry”**
  2. bring black ballpen
  3. bring alcohol

**Please be reminded that all queries after the issuance of Bid Bulletin will not be entertained.**

**ATTY. JOSEPHINE C. LATI-BAGAOISAN**  
*BAC Chairperson*

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a.</p> <ul style="list-style-type: none"> <li>Lot No. 1 - Supply and Delivery of Various Office Supplies</li> <li>Lot Nos. 2 &amp; 4 - Supply and Delivery of Various Supplies</li> <li>Lot Nos. 3, 5 &amp; 6 - Printing Services</li> <li>Lot Nos. 7 &amp; 8 - Supply and Delivery of Various Appliances/Equipment</li> <li>Lot No. 9 - Supply and Delivery of Various Office Furniture</li> </ul> <p>b. completed <b>within three (3) years</b> prior to the deadline for the submission and receipt of bids.</p>
12	The price of the Goods shall be quoted DDP <i>Pasig City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>to 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</p> <p>b. The amount of not less than <i>to five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>
19.3	<p><i>[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.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p> <p><i>The evaluation and award are per lot.</i></p> <p><i>Note: Please see Items to be Bid</i></p>



20.1	<p>For purposes of Post-Qualification, the following documents/requirements shall be required:</p> <ul style="list-style-type: none"> <li>• DTI Business Name Registration / SEC Registration / CDA Registration</li> <li>• Latest General Information Sheet duly submitted to the SEC, if corporation or partnership</li> <li>• Mayor’s Permit (or a recently expired Mayor’s/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract)</li> <li>• Valid Tax Clearance issued by the BIR</li> <li>• Latest Audited Financial Statement duly submitted to the BIR</li> <li>• Latest Income Tax Return for the preceding Tax Year, whether calendar or fiscal</li> <li>• Latest Business Tax Returns – Value Added Tax (VAT) or Percentage Tax, filed and paid covering the previous six (6) months before the date of Opening of Bids</li> <li>• Other appropriate licenses and permits required by law and documents stated in the Bidding Documents, Bid Bulletin/s and Terms of Reference, if any</li> <li>• Product brochures of the items to be offered, if any</li> </ul> <p><i>Note: Please see Terms of Reference (if any)</i></p>
21.1	<p>Additional contract documents shall be required as follows:</p> <p><i>Note: to be discussed during Pre-bidding Conference</i></p>

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

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to

tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

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

# Special Conditions of Contract

GCC Clause	
1	<p><i>Please see Attached Terms of Reference/Terms and Conditions/Additional requirements</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad, the delivery terms applicable to the Contract are DDP delivered at <a href="#">please refer to Terms of Reference</a>. In accordance with INCOTERMS.</i></p> <p><i>For Goods supplied from within the Philippines, the delivery terms applicable to this Contract are delivered to <a href="#">please refer to Terms of Reference</a>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</i></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <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 supplied Goods;</li> </ol>

- 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
- 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.*

- 1. 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
- 2. 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 costs 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.



	<p><b>Transportation –</b></p> <p>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.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the 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.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity 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.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows: <u><a href="#">Within 45 days after completion of each delivery and was duly Inspected and Accepted by the Procuring Entity as evidenced by a Certificate to that effect.</a></u></p>

4	<p>The inspections and tests that will be conducted are: [Please see attached Terms of Reference, Additional Terms or Additional Requirements if any;]</p> <p>The inspections and tests that will be conducted include, but not limited to inspection for the completeness of the requirements in accordance with the required quantity of the procurement requirement and compliance to all parameters of the Technical Specifications/Scope of Work/Terms of Reference at the project site.</p>
---	---

# 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 No.	Description	Quantity	Total	Delivered, Weeks/Months
<b>LOT 1</b>				- please refer to Terms of Reference
1	Epson L3110 Ink (Black)	50 bottles	50 bottles	
2	Epson L3110 Ink (Cyan),	50 bottles	50 bottles	
3	Epson L3110 Ink (Magenta)	50 bottles	50 bottles	
4	Epson L3110 Ink (Yellow)	50 bottles	50 bottles	
5	Epson L360 (T6641)	20 bottles	20 bottles	
6	Epson L360 (T644)	20 bottles	20 bottles	
7	Epson L360 (T6642)	20 bottles	20 bottles	
8	Epson L360 (T6643)	20 bottles	20 bottles	
9	Eco Tank L6260-Epson 001 BK	25 bottle/s	25 bottle/s	
10	Eco Tank L6260-Epson 001 M	25 bottles	25 bottles	
11	Eco Tank L6260-Epson 001 C	25 bottles	25 bottles	
12	Eco Tank L6260-Epson 001 Y	25 bottles	25 bottles	
13	Permanent Marker Fine Black	302 pcs	302 pcs	
14	Retractable Ball Pen	520 packs	520 packs	
15	Bond Paper Long	110 reams	110 reams	
16	Bond Paper A4	105 reams	105 reams	
17	Level Arch Files	40 pcs	40 pcs	
18	Level Arch Files	15 pcs	15 pcs	
19	Adhesive Packaging Tape	17 rolls	17 rolls	
20	Specialty Paper Pale Cream Color	375 packs	375 packs	
21	Sticker Paper Glossy	55 packs	55 packs	
22	Illustration board 1/2	25 pcs	25 pcs	
23	Certificate holder	83 pcs	83 pcs	
24	White Glue Dries Quickly 40 grams	12 pcs	12 pcs	
25	Glue Minimum Specifications	20 pcs	20 pcs	
26	White Folder with a white finish	195 packs	195 packs	
27	Gel Pen	271 pcs	271 pcs	
28	Special Paper Colored Papersheets	3 ream	3 ream	
29	Binder Clip Black	3 packs	3 packs	
30	Binder Clip	157 packs	157 packs	

31	Binder Clip Black	50 packs	50 packs
32	Binder Clip Black	20 boxes	20 boxes
33	Binder Clips	12 boxes	12 boxes
34	Binder Clips (1 5/8)	5 boxes	5 boxes
35	Double Adhesive Tape	40 rolls	40 rolls
36	All Purpose Sharp Scissors	3 pcs	3 pcs
37	Standard Folder Long	150 pcs	150 pcs
38	Steno notebook	1,050 pcs	1,050 pcs
39	Stamp Pad	2 bottle	2 bottle
40	Envelop	900 pcs	900 pcs
41	Plastic Envelope	360 pcs	360 pcs
42	ID Card Case Holder	90 packs	90 packs
43	Sticker for Name Tag	6 packs	6 packs
44	MASKING TAPE 2'	22 rolls	22 rolls
45	Masking Tape 1/2" 12mm x 25yd	20 rolls	20 rolls
46	Staple Wire	18 boxes	18 boxes
47	Metaphor Card Neon Color	1 ream	1 ream
48	Photo Paper	45 packs	45 packs
49	1 Set ID Lace	600 pcs	600 pcs
50	Plastic Fastener	15 pcs	15 pcs
51	Clip Backfold	50 packs	50 packs
52	Brown Envelope Long	100 packs	100 packs
53	Cartolina White	100 pcs	100 pcs
54	Crayon	50 boxes	50 boxes
55	File Folder Clear Book	50 packs	50 packs
56	Index Card 5x8	10 packs	10 packs
57	Pencil No. 2	10 boxes	10 boxes
<b>LOT 2</b>			
58	Bath Soap	144 pcs	144 pcs
59	Tooth Brush	144 pcs	144 pcs
60	tooth paste	24 pack	24 pack
61	Shampoo Sachet	24 pack	24 pack
62	Face towel	144 pc	144 pc
63	Deodorant	12 pack	12 pack
64	Sanitary Napkin	144 pcs	144 pcs
65	Panty	144 pcs	144 pcs
66	Brief	144 pcs	144 pcs
67	Short	140 pcs	140 pcs
68	T-Shirt Free Size	140 pcs	140 pcs
69	Mattress	15 pcs	15 pcs
70	Bed sheet	17 pcs	17 pcs
71	Pillows medium size	12 pcs	12 pcs
72	Pillow Cases	17 pcs	17 pcs
73	Bath Towel	12 pcs	12 pcs
74	Multi Box	7 pcs	7 pcs
75	Plastic Plates	15 pcs	15 pcs
76	Plastic Cups (Mug)	15 pcs	15 pcs
77	Water Jug	2 pcs	2 pcs

78	dipper (tabo)	5 pcs	5 pcs
79	Plastic Cups	25 pcs	25 pcs
80	Pale with Cover	5 pcs	5 pcs
81	straight jacket	3 pcs	3 pcs
82	Bed Sheet Case with Zipper (Single Size)	12 pcs	12 pcs
83	nail cutter	7 pcs	7 pcs
84	Clinical Thermometer	25 unit	25 unit
85	Blood Pressure Digital with Charger USB Powered	1 unit	1 unit
86	Aneroid Blood Pressure Shygmomanometer with Stetoscope	1 unit	1 unit
87	Plastic Twine Straw Rope	16 roll	16 roll
88	Certificate Frame 8.5 x 13 Inches PVS	18 pcs	18 pcs
89	Wireless Presenter Red Laser Pointer	1 pc	1 pc
90	alcohol 70% (250ml)	160 pcs	160 pcs
91	Vaccum Thermo Flask Tumbler (Hot and Cold) 18oz.	155 pcs	155 pcs
92	Vaccum Thermo Flask Tumbler (Hot and Cold)	12 pcs	12 pcs
93	Baloon Medium	2 packs	2 packs
94	Digital Voice Recorder	1 pc	1 pc
95	Assorted Satin Ribbon	30 rolls	30 rolls
96	Basin Stainless Steel	100 pcs	100 pcs
97	Measuring Spoon (	100 set	100 set
98	Frying Pan	100 pcs	100 pcs
99	Wooden Spoon 18cm	100 pcs	100 pcs
100	Tong 9 Inches	100 pcs	100 pcs
101	Plastic Wrapper	2 pack	2 pack
102	Polyethylene Plastic	2 pack	2 pack
103	Fabric Softener Pack	110 set	110 set
104	Drum (Plastic Empty)	6 pcs	6 pcs
105	Plastic Paddle for Fabric Softener Making	100 pcs	100 pcs
106	Pet Plastic Bottle w/ Cap	100 packs	100 packs
107	Plastic Pitcher 1 Liter	100 pcs	100 pcs
108	PLASTIC PAIL (10 LITERS)	100 pcs	100 pcs
109	AA Battery	31 pcs	31 pcs
110	Measuring cup	100 set	100 set
<b>LOT 3</b>			
111	Personal ID Lanyard	2,000 pcs	2,000 pcs
112	Customized Water Tumbler (Hot and Cold)	180 pcs	180 pcs
113	T-Shirt Colored with Print	560 pcs	560 pcs
114	IDADAIT Celebration T-	335 pcs	335 pcs

	Shirt		
115	Personalized Note Book	230 pcs	230 pcs
<b>LOT 4</b>			
116	Pusher/ User 10ft Height	1 pc	1 pc
<b>LOT 5</b>			
117	Brochures, (Ultra Glossy)	1,440 pcs	1,440 pcs
118	Stickers	1,400 pcs	1,400 pcs
<b>LOT 6</b>			
119	Tarpaulin - Back Drop / Pledge og Commitment (4x5ft)	46 pcs	46 pcs
120	Tarpaulin Back Drop (5x4ft)	10 pcs	10 pcs
121	Tarpaulin - Back Drop / Pledge of Commitment (6x5ft)	15 pcs	15 pcs
122	Tarpaulin - Back Drop (8x10ft)	1 pcs	1 pcs
123	Information Campaign (6x8ft)	5 pcs	5 pcs
<b>LOT 7</b>			
124	4.0HP (3TR) Inverter	1 unit	1 unit
<b>LOT 8</b>			
125	Ceiling Orbit Fan 16 inch	15 unit	15 unit
126	Electric Fan 16" stand fan (assembly)	2 unit	2 unit
127	40" Android TV	1 unit	1 unit
128	Wall Mounted Speaker	4 unit	4 unit
129	Automatic Washing Machine	1 unit	1 unit
130	3 in 1 Printer, Continuous Ink (Print, Scan, Copy)	3 units	3 units
131	Paper Cutter	2 unit	2 unit
<b>LOT 9</b>			
132	CLerical Office Table	10 unit	10 unit

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

# Technical Specifications

Item	Specification	Statement of Compliance	
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <u>Bidders should likewise indicate the "BRAND" to be offered, or the manufacturer's name.</u> 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.]</i></p>	
		Statement of Compliance /	Brand Name



		Evidence of Compliance	
<b>LOT 1</b>			
1	Epson L3110 Ink (Black), 70ml		
2	Epson L3110 Ink (Cyan), 70ml		
3	Epson L3110 Ink (Magenta), 70ml		
4	Epson L3110 Ink (Yellow), 70ml		
5	Epson L360 (T6641), Black Ink Bottle 70ml		
6	Epson L360 (T644), Yellow Ink Bottle 70ml		
7	Epson L360 (T6642), Cyan Ink Bottle 70ml		
8	Epson L360 (T6643), Magenta Ink Bottle 70ml		
9	Eco Tank L6260-Epson 001 BK,, Epsonink bottle, color black atleast 70ml		
10	Eco Tank L6260-Epson 001 M,, Epsonink bottle, color magenta atleast 70ml		
11	Eco Tank L6260-Epson 001 C,, Epsonink bottle, color cyan atleast 70ml		
12	Eco Tank L6260-Epson 001 Y,, Epsonink bottle, color yellow atleast 70ml		
13	Permanent Marker Fine Black, (Bullet tip, xylene)		
14	Retractable Ball Pen, 0.7mm with rubber grip, 3 per pack		
15	Bond Paper Long, 80gsm 500 sheets per ream		
16	Bond Paper A4, 80gsm 500 sheets per ream		
17	Level Arch Files, 9.5 (W) x 15 (L) inches-2.5 (T) inches (Blue), Hard Natural Cardboard		
18	Level Arch Files, 9.5 x 15 inches-2.5 inches (Green), 9.5 (W) x 15 (L) Inches - 2.5 (T) Inches, Hard Natural Card Board		
19	Adhesive Packaging Tape,		

	Clear 2 inched (W) x 50 yrd (L)		
20	Specialty Paper Pale Cream Color, 8.5 (W) x 13 (L) inches, 200 GSM, 10pcs. per pack		
21	Sticker Paper Glossy, 80gsm A4 size 10pcs. per pack		
22	Illustration board 1/2, 30 (L) x 20 (W) inches		
23	Certificate holder, A4 size, 21cm (W) x 29.7cm (L)		
24	White Glue Dries Quikly 40 grams, Nossle Type		
25	Glue Minimum Specifications:, 225 grams min. multi purpose color white, Nossle Type		
26	White Folder with a white finish., Expanding file folder long size: 9.5 (W) x 14.5 (L) inches, 14pcs per pack		
27	Gel Pen 0.7mm Black		
28	Special Paper Colored Paper, (Assorted neon colors) A4 80gsm 500 sheets		
29	Binder Clip Black, 19mm pack of 12		
30	Binder Clip 41mm pack of 2		
31	Binder Clip Black, 34mm pack of 4		
32	Binder Clip Black, 15mm pack of 15		
33	Binder Clips 25mm pack of 6		
34	Binder Clips (1 5/8), inches, 12pcs. per box		
35	Double Adhesive Tape, 18mm (W) x 30meter(L) Big Roll		
36	All Purpose Sharp Scissors, Titanium Coated Durable, 5 (W) x 7 (L) x 8 (L) inches		
37	Standard Folder Long, Color: White, 8.5 (W) x 13 (L) inches		
38	Steno notebook, Spiral 60 Leaves 6 (W) x 9 (L) Inches		
39	Stamp Pad, No. 2 - 4.88 (L) x 3.35 (W) Inches Color		

	Violet		
40	Envelop, Plastic, Long Gauge 4, 39.37cm (L) x 26.04cm (W), Clear		
41	Plastic Envelope, Expanding with Handle, Long Push Lock Assorted Color 15.5 (L) x 11 (W) inches		
42	ID Card Case Holder, with String Horizontal Clear Transparent 8.5 (W) x 10 (L) cm, 10pcs. per pack		
43	Sticker for Name Tag, Standard, 4 (W) x 3 (L) inches, White Matte		
44	MASKING TAPE 2", 50meter (T) x 2inches (W), Crepe Paper		
45	Masking Tape 1/2" 12mm x 25yd, 1/2 inches (W) x 25 yrd (L), Crepe Paper		
46	Staple Wire, No. 35-5m 6m (1/4")		
47	Metaphor Card Neon Color, 3.5 (W) x 5.75 (L) inches		
48	Photo Paper, A4 (20pcs/pack), Matte Coated		
49	1 Set ID Lace, with Horizontal ID Holder & Lanyard 110*70mm		
50	Plastic Fastener, 8cm 50sets per box (Assorted)		
51	Clip Backfold, All Metal,, Color Black, Clamping Length: 33mm (-1) Depth: 14mm, 12pcs per box		
52	Brown Envelope Long, 10x15 10pcs. per pack, (W) x (L) inches		
53	Cartolina White, 120gsm Size 57 (W) x 72 (L) cm		
54	Crayon Non Toxic 12pcs per box		
55	File Folder Clear Book, Long Size (20 pockets), Color Blue		
56	Index Card 5x8, 120gsm 25 Sheet per packs		
57	Pencil No. 2 Medium Yellow 12/box		

<b>LOT 2</b>			
58	Bath Soap (60g)		
59	Tooth Brush (standard size), for Adult, Soft Bristle		
60	tooth paste (10ml/ sachet), 6pcs per pack (Twin Pack)		
61	Shampoo Sachet, 6pcs. per pack, for Adult, (Twin Pack), 24 grams		
62	Face towel, 11.8 (W) x 19.7 (L), White		
63	Deodorant (Sachet 10ml), 12pcs per pack, (8 pack for men and 4 pack for women)		
64	Sanitary Napkin (for girls), without wings		
65	Panty, M-30 L-80 XL-34, Black		
66	Brief, M-30 L-80 XL-34, Black		
67	Short, (Plain Navy Blue), M-30 L-80 XL-30		
68	T-Shirt Free Size (Plain White), without Print		
69	Mattress, (Single Bed) 6.2 feet (L) x 3 feet (W) x 4 inches (T)		
70	Bed sheet, (Single Bed) 6.2 feet (L) x 3 feet (W) x 4 inches (T), Any Color		
71	Pillows medium size, 20 (W) x 30 (L) inches		
72	Pillow Cases (medium size), 20 (W) x 30 (L) inches, Any Color		
73	Bath Towel, 27.6 (W) x 53.1 (L) inches, Blue or Black		
74	Multi Box (100Liters), H-15 x L-27 x W-19 inches, Black		
75	Plastic Plates (Standard size), 9 inches in Diameter		
76	Plastic Cups (Mug), (Attached Sample Picture)		
77	Water Jug (with faucet 12L), (Attached Sample Picture)		
78	dipper (tabo), small size, water dipper, plastic		
79	Plastic Cups, 10 ounce (Attached Sample Picture)		

80	Pail with Cover, Pail, 12 Liters, Black		
81	straight jacket, (Standard Size)		
82	Bed Sheet Case with Zipper (Single Size), 39 (W) x 75 (L) inches, Cotton		
83	nail cutter, 22 grams, Stainless Steel		
84	Clinical Thermometer, Digital, Plastic Display Range: 32.0~42.0oC / 90.0~107.6oF 8cm/4.92"*0.70" weight(kg): 0.06		
85	Blood Pressure Digital with Charger USB Powered		
86	Aneroid Blood Pressure Shygmomanometer with Stethoscope, (Attached Sample Picture)		
87	Plastic Twine Straw Rope, (200m Flat Film Packing Rope)		
88	Certificate Frame 8.5 x 13 Inches PVS, (W) x (L)		
89	Wireless Presenter Red Laser Pointer, PPT Remote Control Presentation 2.4ghz, (Attached Sample Picture)		
90	alcohol 70% (250ml), Isoprophyl		
91	Vaccum Thermo Flask Tumbler (Hot and Cold) 18oz.		
92	Vaccum Thermo Flask Tumbler (Hot and Cold) 32oz.		
93	Baloon Medium, (Balloon) Standard Ordinary Ruber Latex 12 Inch, 100 pcs. per pack		
94	Digital Voice Recorder, Build In Memory: 4gb Expandable Channel: Stereo Recording and Playback Format: MP3, WMA etc. Earphone Jack Functionality: Voice-Operated recording to equivalent, noise cut filter,		

	low cut filter, digital pitch control, type c or usb charge, rechargeable lithium-ion battery embedded with 1year warranty (accessories, carry punch, handstrap)		
95	Assorted Satin Ribbon, 1" 10mm 50 yards per roll		
96	Basin Stainless Steel 20cm (Mixing Bowl) (2 Set Per Head), (Attached Sample Picture)		
97	Measuring Spoon (1 Set/4's) Stainless Steel Measuring Spoon Colorful		
98	Frying Pan (28cm) Non-Stick Surface, (Non-Stick Material), 28cm in diameter		
99	Wooden Spoon 18cm, (18cm in diameter)		
100	Tong 9 Inches, (Stainless Kitchen Clip Food) (Attached Sample Picture)		
101	Plastic Wrapper, (Polyethylene Plastic 7 (W) x 10 (L) inches) 100pcs/pack		
102	Polyethylene Plastic 1 1/3 size (100pcs/pack), Plastic Wrapper		
103	Fabric Softener Pack, SM-Gel (1kg), Softener Gel, Colorant (50/100ml), Fragrance Retainer (150ml), Sunny Fresh Scent (150ml), Anti-Foam (25ml) Optional		
104	Drum (Plastic Empty) 60 Liters, 628mm (H) x 400mm (D) x 60L (V) Material: Polyethelyn		
105	Plastic Paddle for Fabric Softener Making, (74cm)		
106	Pet Plastic Bottle w/ Cap 350ml. (Disposable) 25pcs./pack		
107	Plastic Pitcher 1 Liter, (Attached Sample Picture)		
108	PLASTIC PAIL (10 LITERS), w/ Handle (Attached Sample Picture)		
109	AA Battery, 2 per pack		

110	Measuring cup, stainless, (Set/4's of 1cup, 1/3cup, 1/2cup & 1/4cup)		
<b>LOT 3</b>			
111	Personal ID Lanyard, Material: Nylon Fabric		
112	Customized Water Tumbler (Hot and Cold)		
113	T-Shirt Colored with Print		
114	IDADAIT Celebration T-Shirt, (White T-Shirt with Printed, American Size) L-110, XL- 165, 2XL-30, 3XL-20, 5XL- 10		
115	Personalized Note Book 50 Sheets with Customized Print in front Cover		
<b>LOT 4</b>			
116	Pusher/ User 10ft Height, Life Size - Effigy		
<b>LOT 5</b>			
117	Brochures, (Ultra Glossy)		
118	Stickers		
<b>LOT 6</b>			
119	Tarpaulin - Back Drop / Pledge og Commitment (4x5ft)		
120	Tarpaulin Back Drop (5x4ft)		
121	Tarpaulin - Back Drop / Pledge of Commitment (6x5ft)		
122	Tarpaulin - Back Drop (8x10ft)		
123	Information Campaign (6x8ft)		
<b>LOT 7</b>			
124	4.0HP (3TR) Inverter, Floor Mounted Aircondition Unit, Split Type, (Pls. refer to the TOR for Full Specification)		
<b>LOT 8</b>			
125	Ceiling Orbit Fan 16 inch, (Pls. refer to the TOR for Full Specification)		

126	Electric Fan 16" stand fan (assembly), (Pls. refer to the TOR for Full Specification)		
127	40" Android TV, (Pls. refer to the TOR for Full Specification)		
128	Wall Mounted Speaker, (Pls. refer to the TOR for Full Specification)		
129	Automatic Washing Machine, (Pls. refer to the TOR for Full Specification)		
130	3 in 1 Printer, Continuous Ink (Print, Scan, Copy) (Pls. refer to the TOR for Full Specification)		
131	Paper Cutter, (Pls. refer to the TOR for Full Specification)		
<b>LOT 9</b>			
132	CLerical Office Table, (Pls. refer to the TOR for Full Specification)		

I hereby commit to comply with all the above technical specifications and provisions in the Terms of Reference and/or Bid Bulletin, if any.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Signature of Bidder /  
Authorized Representative

\_\_\_\_\_  
Official Email Address



# TERMS OF REFERENCE

## TERMS OF REFERENCE (TOR)

**REMENT TITLE:** Office Supply, Other Supplies & Materials, Advertising and Printing & Publication provision for PCADAO PPA's

**SPONSOR AND IMPLEMENTING AGENCY:** Pasig City Anti-Drug Abuse Office (PCADAO) (ADCOP)

**C. DELIVERY SITE:** PCADAO's Office or Central Supplies Depot

**D. REQUIREMENT / SPECIFICATIONS:**

ACTIVITY	SCHEDULE	ITEM NO.	ITEM DESCRIPTION	QUANTITY	TOTAL QUANTITY	ESTIMATE COST	
<b>Projects, Programs &amp; Activities</b>	<b>30 Days (Delivery) upon receipt of NTP</b>	<b>LOT 1 - Office Supplies</b>					
				Refill ink bottle epson L3110			
		1		Black	50		
		2		Magenta	50		
		3		Cyan	50		
		4		Yellow	50		
				Refill ink bottle epson L360			
		5		Black	20		
		6		Magenta	20		
		7		Cyan	20		
		8		Yellow	20		
		9		EcoTank L6260-Epson 001 BK, Epsonink bottle, color black at least 70ml, at least 2 years before expiry	25		
		10		EcoTank L6260-Epson 001 M, Epsonink bottle, color Magenta at least 70ml, at least 2 years before expiry	25		
		11		EcoTank L6260-Epson 001 C, Epsonink bottle, color Cyan at least 70ml, at least 2 years before expiry	25		
		12		EcoTank L6260-Epson 001 Y, Epsonink bottle, color Yellow at least 70ml, at least 2 years before expiry	25		
		13		Permanent Marker Fine Black	302		
		14		Retractable Ball Pen 0.7mm	520		
		15		Bond paper- Long 80gsm 500 sheets per ream	110		
		16		Bond paper- A4 80gsm 500 sheets per ream	105		
		17		Level Arch Files (Blue)	40		
		18		Level Arch Files (Green)	15		
		19		Adhesive packaging tape Clear	17		
		20		Specialty Paper Pale Cream Color	375		
		21		Sticker paper glossy	55		
		22		Illustration Board 1/2	25		
		23		Certificate holder A4 size	83		
		24		White Glue Dries Quickly 40 grams	12		
		25		Glue Minimum Specifications: 225 grams min. multi purpose color white	20		
		26		Folder white with a white finish. Expanding File Folder Long	195		
		27		Gel Pen 0.7mm Black	271		
		28		Special paper colored Paper (Assorted neon colors ) A4	3		
		29		Binder Clip Black 19mm pack of 12	3		
		30		Binder 41mm pack of 2	157		
		31		Binder Clip Black 34mm pack of 4	50		
32		Binder Clip Black 15mm pack of 15	20				
33		Binder Clips 25 mm pack of 6	12				
34		Binder Clips (1 5/8)	5				

ACTIVITY	SCHEDULE	ITEM NO.	ITEM DESCRIPTION	QUANTITY	TOTAL QUANTITY	ESTIMATE COST		
Projects, Programs & Activities	30 Days (Delivery) upon receipt of NTP	35	Double Adhesive tape	4				
		36	All purpose Sharp Scissors	3				
		37	Standard Folder long	150				
		38	Steno Notebook,	1050				
		39	Stamp Pad no.2	2				
		40	Envelop, Plastic, long gauge 4	900				
		41	Plastic Envelope expanding with handle	360				
		42	ID Card case Holder with String	90				
		43	Sticker for Name Tag standard, 4 (W)x3(L) inches, White Matte 100 per pack	6				
		44	Masking Tape 2"	22				
		45	Masking Tape 1/2"	20				
		46	Staple Wire no. 35, 5m 6m (1/4"), Box of 5,000 Staples, 100 Staples per Stick (50 Staple Stick)	18				
		47	Metaphor Card Neon Color, 3.5(W)x5.57(L) inches, 500 sheet per ream	1				
		48	Photo Paper, A4	45				
		49	1 set ID Lace with Horizontal ID Holder & Lanyard	600				
		50	Plastic Fastener 8cm	15				
		51	Clip Backfold, all metal,	50				
		52	Brown Envelope Long	100				
		53	Cartolina White	100				
		54	Crayon Non Toxic	50				
		55	File Folder Clear book Long size 20 per pack, color blue	50				
		56	Index Card 5x8	10				
		57	Pencil no. 2	10				
		<b>LOT 2 - Other Supplies and Materials</b>						
			30 Days (Delivery) upon receipt of NTP	58	Bath Soap	144		
				59	Tooth Brush	144		
				60	tooth paste	144		
				61	shampoo (sachet)	144		
		62		face towel	144			
		63		deodorant (sachet)	144			
		64		sanitary napkin (for girls)	144			
		65		panty (for girl)	144			
		66		brief (for boys)	144			
		67		Short (Plain Navy Blue)	140			
		68		T-Shirt Free Size (Plain White)	140			
		69		mattress (single bed 4 inches thick)	15			
		70		Bed sheet, single	17			
		71		Pillows medium size	12			
		72		Pillow cases medium size	17			
		73		Bath Towels	12			
		74		Multi Box 100liters	7			
		75		Plastic Plates	15			
		76		Plastic Cups (mug)	15			
		77		Water Jug	2			
		78		Dipper (Tabo) (Small)	5			
		79		Plastic Cups (Standard Size)	25			
		80		Pale with Cover	5			
		81		Straight Jacket (Standard)	3			
		82		Bed Sheet Case with Zipper (Single Size)	12			
		83		Nail Cutter	7			
		84		Clinical Thermometer	25			
		85		Blood Pressure Digital with Charger USB Powered	1			
		86		Aneroid Blood Pressure Sphygmomanometer with Stetoscope	1			
		87		Plastic Twine Straw Rope	16			
		88		Certificate Frame 8.5 (W)x13(L) inches PVS	18			

ACTIVITY	SCHEDULE	ITEM NO.	ITEM DESCRIPTION	QUANTITY	TOTAL QUANTITY	ESTIMATE COST
Projects, Programs & Activities	30 Days (Delivery) upon receipt of NTP	89	Wireless Presenter Red laser Pointer	1		
		90	Alcohol (70% Isopropyl)	160		
		91	(hot and cold) 18 oz.	155		
		92	Vaccum Thermo Flask Tumbler (hot and cold) 32 Oz	12		
		93	Balloon Medium Standard	2		
		94	Digital Voice Recorder	1		
		95	Assorted Satin Ribbon	30		
		96	Basin Stainles Steel	100		
		97	Measuring Spoon	100		
		98	Frying Pan(28cm) Non-stick Surface	100		
		99	Wooden Spoon	100		
		100	Tong 9 inches	100		
		101	Plastic Wrapper	2		
		102	Polyethylene Plastic	2		
		103	Fabric Softener Pack	110		
		104	Drum (Plastic Empty) 60 liters	6		
		105	Plastic Padle	100		
		106	Plastic Pitcher 1liter	100		
		107	Pet Plastic Bottle w/ cap	100		
		108	Plastic Pail	100		
109	AA Battery	31				
110	Measuring Cup	100				
<b>LOT 3 - OSM Customized and Personalized</b>						
	September 10, 2024 for Campus Tour (1000) / September 24, 2024 for Barkada Kontra Droga (1000)	111	GIVE AWAY- Personalized ID Lanyard for Campus Tour and Barkada Kontra Droga with print (Standard Size), No Brand, Round Neck 32cm x 2cm (Full Color)	2000		
	30 Days (Delivery) upon receipt of NTP for Drug Free Workplace (90) / June 10, 2024 for Strengthening Family Relationship	112	Customized Water Tumbler Hot and Cold 12oz. (Sample Layout will be provided to the supplier)	180		
	November 5, 2024	113	Tshirts colored with print (DAPC) (designed and date will be given by Dangerous Drug Board (DDB) - M-50, L-60, XL-200, XXL-200, XXXL-50	560		
	June 19, 2024	114	IDADAIT Celebration T-shirt (10" 30brgy) (White Tshirt with Printed; American size) L-110, XL-165, 2XL-30, 3XL-20, 5XL-10 (Sample Layout will be provided to the supplier)	335		
	30 Days (Delivery) upon receipt of NTP	115	Personalize note book 50sheets (Standard Size) with customize print in front cover (Sample Layout will be provided to the supplier)	230		
<b>LOT 4 - Effigy</b>						
	November 5, 2024	116	Pusher/User 10 feet height (Sample Layout and design will be provided to the supplier)	1		
<b>LOT 5 -Printing and Publication</b>						
	30 Days (Delivery) upon receipt of NTP	117	Brochures 1 - 3.90 x 8.28 inches (Portrait) C2S Glossy 60gsm	360		
			Brochures 2 - 10 x 7.5 inches (Landscape) (Back to Back) C2S Glossy 60gsm	360		
			Brochures 3 - 10.7 x 8.2 inches (Landscape) C2S Glossy 60gsm	360		
			Brochures 4 - 5.70 x 7.40 inches (Portrait) C2S Glossy 60gsm	360		

ACTIVITY	SCHEDULE	ITEM NO.	ITEM DESCRIPTION	QUANTITY	TOTAL QUANTITY	ESTIMATE COST	
Projects, Programs & Activities		118	Stickers 1 - 32.02 x 12.7 centimeter (Landscape) 120gsm premium glossy	700			
			Stickers 2 - 12.7 x 32.02 centimeter (Portrait) 120gsm premium glossy	700			
	<b>LOT 6 - Advertising</b>						
	September 10, 2024	119	TARPAULIN Back drop/ Pledge of Commitment (4x5 ft) (Full Color) (Design and Layout will be provided to the supplier)	10			
	November 19, 2024			2			
	30 Days (Delivery) upon receipt of NTP			4			
	June 19, 2024			30			
	September 24, 2024	120	TARPAULIN Back drop (5 x4 ft) (Full Color) (Design and Layout will be provided to the supplier)	10			
	June 10, 2024	121	TARPAULIN (Backdrop & Pledge of Commitment) (6x5 ft) (Full Color) (Design and Layout will be provided to the supplier)	1			
	30 Days (Delivery) upon receipt of NTP			5			
	June 11, 2024			1			
	30 Days (Delivery) upon receipt of NTP			4			
	June 19, 2024	4					
	November 5, 2024	122	Backdrop 8x10 ft (Full Color) (Design and Layout will be provided to the supplier)	1			
		123	Information Campaign 6x8 ft (Full Color) (Design and Layout will be provided to the supplier)	5			
<b>LOT 7 - Office Equipment</b>							
Floor Mount Aircondition	30 Days (Delivery) upon receipt of NTP	124	4Hp. (3TR) Floor Mounted Airconditioner Inverter Atleast Power supply 230V/1ph/60hz, Atleast Refrigerant R410A, Atlest Cooling capacity 36,100 kJ/Hr Atleast System power input 3,900W EER 9.3Kj/W-hr Atleast System current 17.2A Atleast Indoor dimensions WxDxH 508x288x1,806 Atleast Weight 42.5kg Atleast Sound level High/Med/Low 60/57/54 dBA Atleast Outdoor dimensions WxDxH 936/336/722 Supply and Installation with remote and atleast 1 year warranty				
<b>LOT 8 - Office Equipment</b>							
Ceiling Orbit Fan	30 Days (Delivery) upon receipt of NTP	125	16" CEILING ORBIT FAN, 16" precision angled blades, 3 speed dial control, Tilting head with oscillation and 220V				
Electric Stand Fan	30 Days (Delivery) upon receipt of NTP	126	16" Stand Fan, Precision angled blade, 3-speed switch control, Powerful motor with thermal fuse protection, Adjustable height, 17 in x 16.5 in x 54in (LxWxH), 60w, & 220V				
40" Android TV	30 Days (Delivery) upon receipt of NTP	127	40" Android TV, Wall-Mountable Atleast USB slot -2 Atleast 3.5 head phone jack Atleast with 1 WIFI built-in Atleast HDMI slot-3 Atleast Digital slot - 1 with Manual botton Atleast Direct LED Atleast Panel Type: VA Screen Size - Diagonal: 40" Atleast Display resolution: 1920* 1080p Atleast Viewing angle: 170 Atleast Ultra HD QLED with Digital TV Antenna and Fixed wall mount bracket with atleast 1 year warranty				
Speaker	30 Days (Delivery) upon receipt of NTP	128	Wall Mounted Speaker Atleast Dual 15" 2 way Atleast 1400W Atleast Full Range Speaker with Bracket, Supplies and Installation with atleast 1 year warranty				

ACTIVITY	SCHEDULE	ITEM NO.	ITEM DESCRIPTION	QUANTITY	TOTAL QUANTITY	ESTIMATE COST
Washing Machine	30 Days (Delivery) upon receipt of NTP	129	Front Load with Dryer, Atleast 10 kg. capacity, 220v			
3 in 1 Printer	30 Days (Delivery) upon receipt of NTP	130	Digital color copier which is capable of color scanning, printing and fax with automatic document feeder Printing technology; Inject or equivalent Printing speed of atleast up to 33.0 ppm /15 ppm Paper capacity of atleast 30 sheets (A4 Paper), 10 sheets (Legal) Printer resolution of atleast 5760 x1440 dpi Capable of printing to various paper sizes, up to A4 Capable of borderless printing up to 4R Uses Dye Inks (Black, Magenta, Cyan and Yellow) Support USB, LAN, Wifi and Wifi direct and other network management protocol Must be supported with applications / utilities from the manufacturer to optimized device functionalities Must be supported by the latest version of Windows OS and MAC OS With atleast 1 year warranty on parts and services			
Paper Cutter	30 Days (Delivery) upon receipt of NTP	131	Heavy Duty Paper Cutter, Type: Wooden Base/Metal Base, Base: A4 (10" x 12") / B4 (12" x 15") / A3 (15" x 18"), & Perfect for paper and card cutting			
<b>LOT 8 - Office Equipment</b>						
Clerical Office Table	30 Days (Delivery) upon receipt of NTP	132	Dimension: L-45 W-21 H-22 Heavy Duty, Atleast Laminated Atleast Compressed wood and Metal Color: Beige <b>Sample picture attached</b>			

**Note:**

- \* All customized, personalized, printing and tarpaulin design & layout, **please coordinate to the end-user.**
- Payment term will be staggered in monthly basis, based on actual deliveries
- Item No. 1 to 12, existing printing unit

ITEM # 17 & 18 – LEVEL ARCH FILES



ITEM # 24 & 25 – LEVEL ARCH FILES



## ITEM # 47 – METAPHOR CARD



## ITEM # 76 – Plastic Mug



ITEM # 77 – Water Jug



ITEM # 79 – PLASTIC CUP





ITEM # 86 – Aneroid Blood Pressure  
Sphygmomanometer with Stethoscope



ITEM # 94 – WIRELESS PRESENTER RED LASER  
POINTER



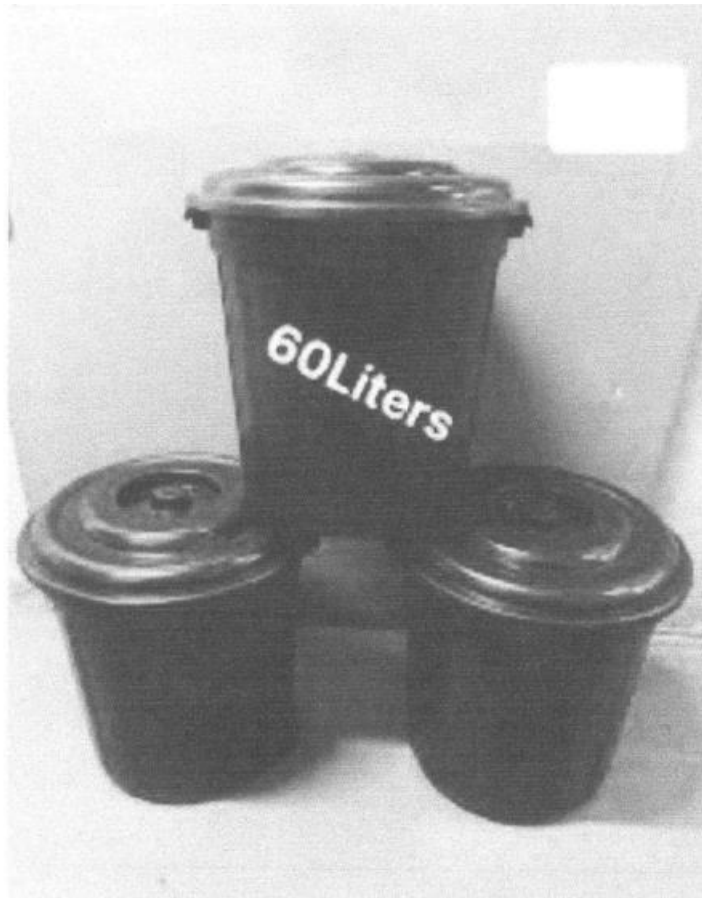
ITEM # 96 – BASIN STAINLESS STEEL



ITEM # 100 – TONG 9"



ITEM # 104 – DRUM (PLASTIC EMPTY)



ITEM # 107 – PLASTIC PITCHER



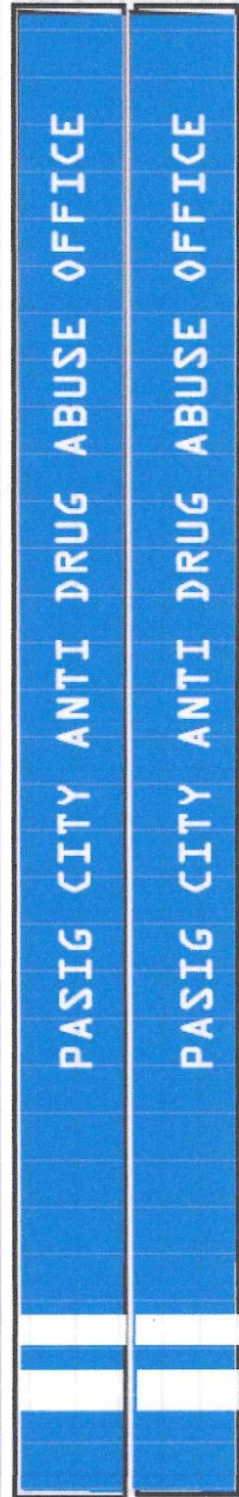
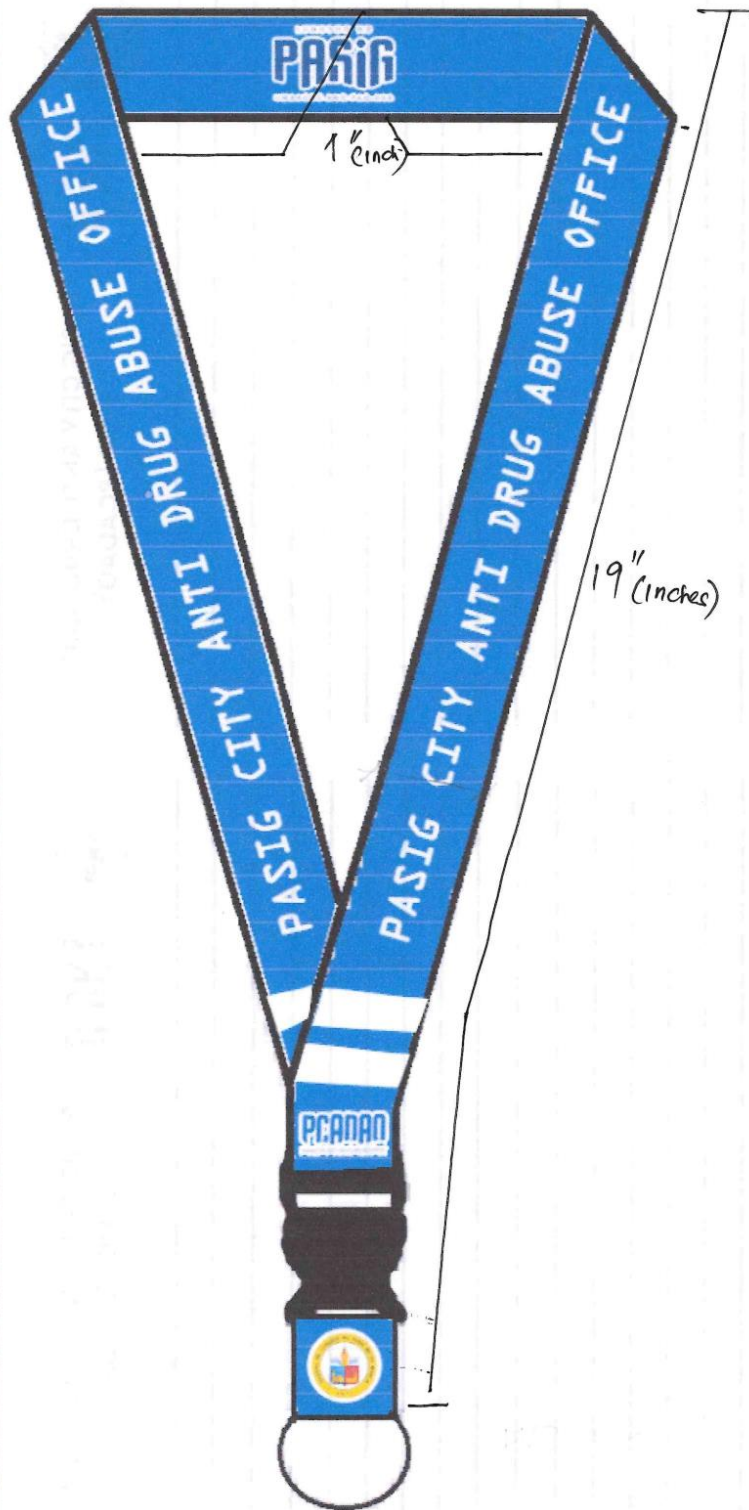
ITEM # 108 – PLASTIC PAIL W/ HANDLE



ITEM # 110 – MEASURING CUP



ITEM # 111 - 15 ANYARD



ITEM NO. 112 - CUSTOMIZED WATER TUMBLER



ITEM # 115 – Personalized Notebook



Sample

2

ITEM #115

CITY GOVERNMENT OF PASIG

PASIG CITY  
**ANTI-DRUG**  
ABUSE OFFICE (PCADAO)

PCADAO  
OFFICE OF THE CITY ANTI-DRUG ABUSE OFFICER

Isaiah 60:22  
"When the time is right, I LORD  
will make it happen."

PCADAO  
OFFICE OF THE CITY ANTI-DRUG ABUSE OFFICER

TAGANASID HOTLINE NO.  
0925-456-3079  
0969-512-1150

ITEM NO. 132 - CLERICAL OFFICE TABLE





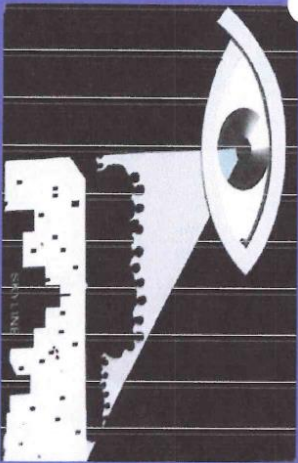
①

811-711  
ITEM # 11  
LOT # 5



# MAGING ISANG TAGAMASID NG PASIG **PEPDRD**

PASIG CITY ANTI DRUG ABUSE OFFICE



*Nagmamalaskit  
Nagbabantay  
Umaaksyon*

Ang "Tagamasid ng Pasig" ay itinatag upang mabigyan ng daan ang mga may malasakit na mga mamayan sa kanilang mga ka-lungsod. Ito ay sa pamamagitan ng pagiging isang lihim na **IMPORMANTE** sa mga may kinalaman sa Pagnanakaw, Pagpatay, Ilegal na gawain at sa Droga. Bilang pabuya at insentibo, ang **PAMAHALAANG LOKAL NG PASIG** ay mabigyan ng daan ang mga may malasakit na mga **TAGAMASID**.

**HOTLINE: 0969-312-1130/0993-456-1079**  Pasig City Anti Drug Abuse Office

32.02 x 12.7 centimeter

(STICKER)

— gsm 100 premium glossy

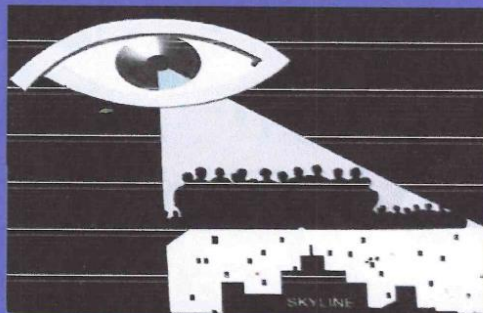
1,000 Pes.



ISANG PROYEKTO NG  
**PASIG CITY**

*Maging isang*

**Tagamasid  
ng Pasig**



*Nagmamalasakit  
Nagbabantay  
Umaaksyon*

**Laban sa DROGA**

**HOTLINE: 0969-312-1130**

**0993-456-1079**

**PCADAO**  
PASIG CITY ANTI DRUG ABUSE OFFICE



Pasig City Anti Drug Abuse Office

②

STICKER

12.70 x 32.02  
centimeter

1,000 pcs.

120 gsm premium  
glossy

**ANO NGA BA ANG PROSESO NG PAG-REHAB NG PERSON WHO USES DRUGS?**  
TARA ATING ALAMIN!

- 1.) BARANGAY REHAB PROCESSING DESK**  
Pumunta sa nasasakupang BARANGAY HALL at hanapin ang Barangay Anti-Drug Abuse Focal person para kumuha ng listahan na kailangan makumpleto ng Petitioner (immediate family).
- 2) KUMPLETONG REQUIREMENTS**  
Ipapasa ng Petitioner ang KUMPLETONG requirements sa PCADAO upang ma-tignan at ma-check ang mga dokumento.
- 3) COURT CLEARANCE**  
Ang PCADAO ay makikipag ugnayan sa Petitioner para makakuha ng Court Clearance bago ipa-pick up ang pasyente sa kanilang nasasakupang BARANGAY.
- 4) PAG DALA NG PASYENTE**  
Lalapit ang petitioner sa Barangay upang humingi ng assistance sa pag pick up ng kanilang pasyente papunta sa PCADAO Office.
- 5) DRUG DEPENDENCY EXAMINATION AT MEDICAL**  
Makikipag coordinate ang PCADAO sa SATOP para sa schedule ng Drug Dependency Examination (DDE) na gagawin ng Accredited Physician, kasunod na din nito ang pag MEDICAL ng pasyente tulad ng Xray, CBC, Urine, Stool at Pregnancy test kung ito ay babae.
- 6) COURT HEARING**  
Makikipag ugnayan din ang PCADAO sa RTC para mag Apply ng Court Order at mag schedule ng court hearing para sa pasyente.
- 7) TREATMENT REHABILITATION CENTER**  
Makikipag ugnayan nag PCADAO sa TRC para sa kanilang schedule ng pag endorse kapag nakumpleto na ang mga kailangan dokumento.
- 8) SWAB TEST**  
Mag swa-swab test ang pasyente 72 hours bago ang schedule ng pag byahe papuntang Treatment Rehabilitation Center (TRC).

ADCOPPASIO2021@GMAIL.COM | PCADAO PASIG | 0993-456-1079

①

3.90 x 8.28 in (portrait)

(BROCHURES)

360 PPS.

C2S Glossy 60gsm



10 X 7.5 in  
(BROCHURES)  
(BACK TO BACK)  
340 Pcs, ISANG PROYEKTO NG  
235 y/355y PASIG CITY  
60gsm

## Tagamasid ng Pasig

Information Report Form (IRF) No. \_\_\_\_\_

**ANO o SINO?** (Pangalan ng tao o laboratoryo o lugar na may drug-related na gawain at gusto mong isulat)

10/10/2018  
10/10/2018

**LUGAR** (Isulat o i-sketch ang lugar kung saan ang Intri-report na drug-related na gawain)

**KAILAN at PAANO?** (Isulat ang gawain ukol sa Droga - Kailan ito ginagawa at magbigay ng suheyon paant sila mahuhuli)

Isulat sa ordinaryong papel ang iba pang impormasyon kung kukulangin ang form na ito.

Contact No. (OPTIONAL) \_\_\_\_\_

CODE NAME: \_\_\_\_\_

Bibigyan ka ng code name para mapanatiling sikreto kung sino ka. Ito rin ang gagamitin kung mag-follow up tungkol sa report mo.

Maging isang

# Tagamasid ng Pasig



*N* agmamalasakit  
*N* agbabantay  
*21* maaksyon

## Laban sa DROGA

HOTLINE: 0993-456-1079  
0969-312-1130

## ANO ANG SAGIP COMMUNITY - BASED DRUG REHABILITATION PROGRAM?



### Sumuko ako sa Gabay ng Iwas Droga Program (SAGIP)

Ito ay isang patuloy na programa para sa kabuuan pag galing ng mga nabiktima ng ng ilegal na droga at boluntaryong sumuko para sa kaniyang rehabilitasyon na ikinategorya sa screening bilang moderate risk out patient.

### Who ang mga benipisyaryo ng programang ito?

Mga Person Who Used Drugs na may resultang Moderate Risk level batay sa Screening Brief Intervention and Referral to Treatment (SBIRT) Interview o Drug Dependency Evaluation



### Mula sa Legal na Mandato ng Dangerous Drugs Board Regulation Number 4 series 2016 at 2020

2020: Guidelines for the Oversight of general Intervention (GI) and Community based Drug Rehab Program Implemented and Adopted by the Local Government unit in various levels

2020: Guidelines for the Oversight of general Intervention (GI) and Community based Drug Rehab Program Implemented and Adopted by the Local Government unit in various levels

### DLG Memorandum circular No.

2018-125 Guidelines for the Implementation of Community -Based Drug Rehabilitation Program  
2023-008 Amendment to the DLG MC No. 2018-125 \*Implementing Guidelines on the Community based Drug Rehabilitation Program

### Sanguniang Panglungsod ng Pasig Ordinance No. 28 Series 2022

Guidelines for the Oversight of general Intervention (GI) and Community based Drug Rehab (CBDR) Program Implemented and Adopted by the Local Government in the City of Pasig Pursuant to DDB Board Reg No. 4 Series 2020



### Mga programa na posibleng gawin sa komunidad

- Psychoeducation
- Psychosocial Support
- Moral and Spiritual Intervention
- Recovery Skills
- Relapse Prevention Skills
- Life Skills
- Family Intervention



### AFTERCARE AND REINTEGRATION

Pagkatapos ng treatment, may mga programang aftercare at reintegration na irekomenda para sa kilyente

AFTERCARE - Ito ang mga programa na tulong na mapanatiling malayo sa droga at iwasan ang muling paggamit. REINTEGRATION - Ito ay iba- ibang aktibidad na makatulong upang maging mas mabuting bahagi ng komunidad matabos makabangon mula sa iligal na droga

### Monitoring and Evaluation

- Kamustahan at pag Bisita sa tahanan
- Pag-update ng kasalukuyang katayuan ng Kilyente
- Random Drug testing



**PSsifi** Nais mo bang maging happy at healthy?

**Malusog na Isip at Katawan, Laging Alagani!**

**Did you know?**  
Mental health is as important as your physical health.

**Care for Yourself**  
Wag kalimutan pangalagaan ang ating mental health lalo na in times of stress! Ang stress ay normal at may mga paraan para kayanin natin ito.

 <b>Pag-exercise</b> Mag breathing exercise Nakakatulong sa pagpakalma at para malisan ang ating pakiramdam	 <b>Pagtutok sa iyong hobbies</b> Kausapin ang mga mahal sa buhay	 <b>Maglaan ng break at ipahinga ang utak</b> Matuto mag set ng boundaries It is okay to say "no" kapag hindi ka kumportable with what other people ask of you
--	---	---

5. 7.0 x 7.40 inches.

(brochures)

300 Pcs.

Glossy CoS

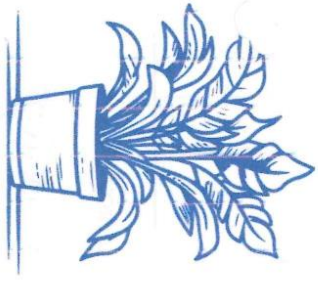
6 gsm



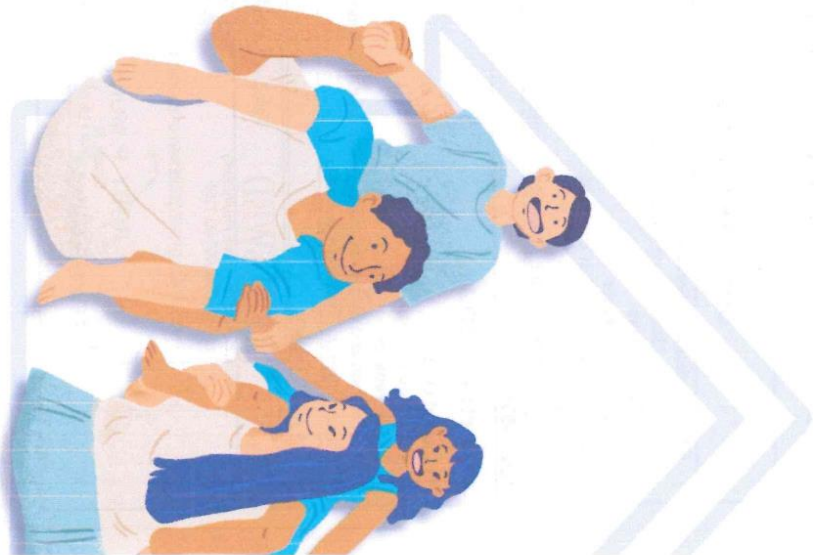
PCASIF

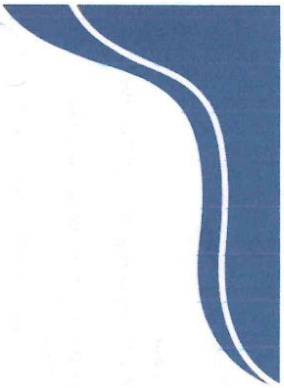
PCADPAD

# Strong Family Program



LOT # 6  
119, 120, 121, 122, 123

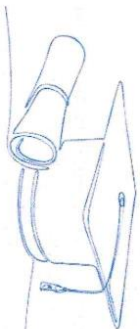




# BARKADA

# KONTRA DROGA

“Kabataang Pasiguëño, Sagot ko ang Kinabukasan ko!”







# DRUG FREE WORKPLACE



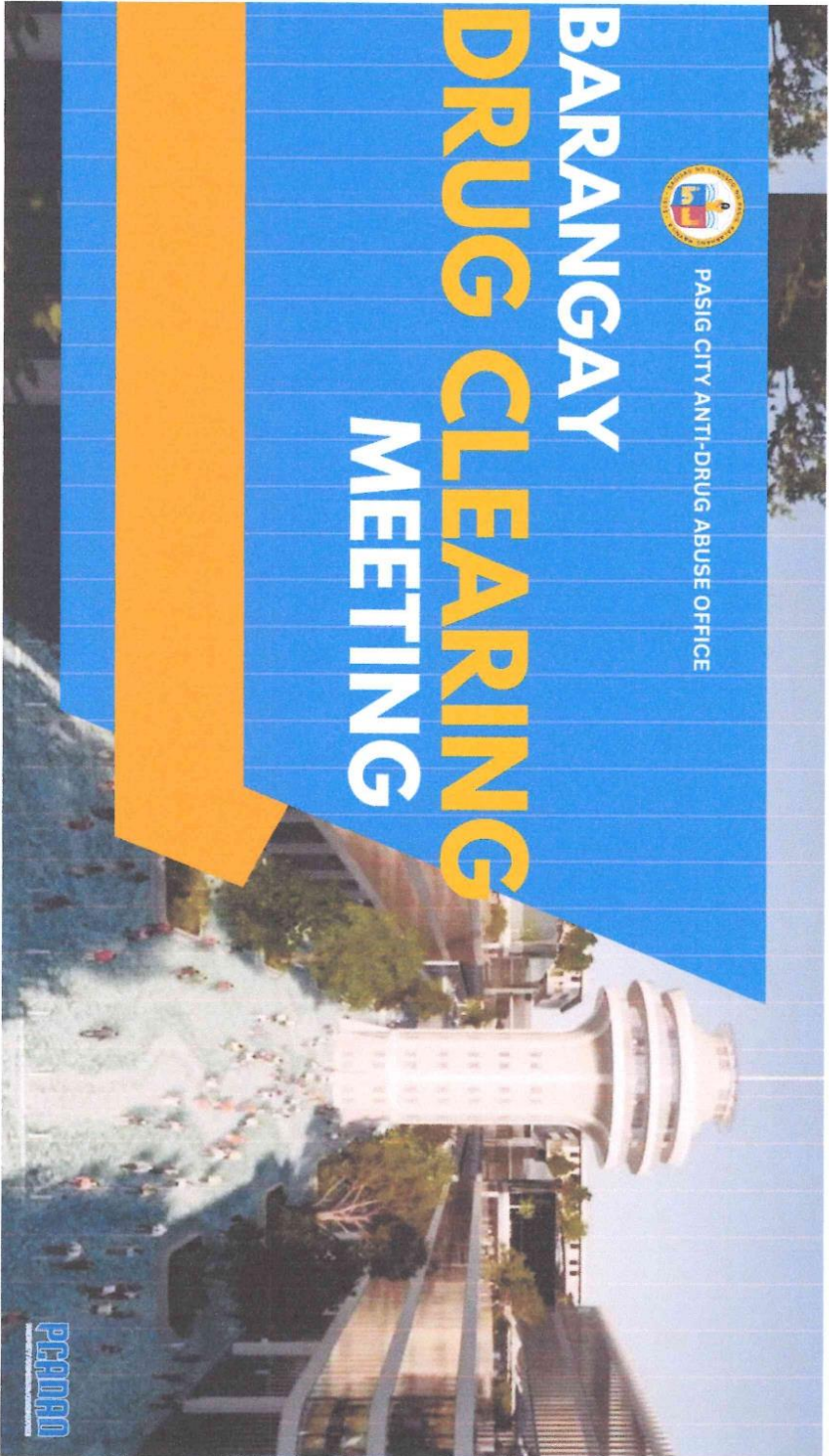
**PASIG**  
CITY OFFICE OF THE  
SANGGUNIANG PANGALABANG

**PCAPDPO**  
PASIG CITY ANTI-DRUG BOARD



# CAMPUS TOUR FOR KIDS

“Batang may Talino! Sa Droga hindi Patatalo”





**PASIG**

**PASIG CITY ANTI-DRUG ABUSE  
OFFICE (PCADAO)**

Lined writing area for notes.

PCADAO



**PASIG CITY ANTI-DRUG  
ABUSE OFFICE (PCADAO)**

ITEM NO. 115 - PERSONALIZED  
NOTE BOOK

**PASIG CITY  
COMMUNITY  
BASED REHABILITATION PROGRAM**

Name of Client: \_\_\_\_\_  
Barangay: \_\_\_\_\_

**PCADAO**

### Items to be Bid

ITEM NO.	QTY	UOM	APPROVED UNIT PRICE (PHP)	APPROVED BUDGET FOR THE CONTRACT (PHP)	DESCRIPTION
					<b>LOT 1</b>
1	24	refill	3,250.00	78,000.00	Epson L3110 Ink (Black)
2	120	pcs	1,080.00	129,600.00	Epson L3110 Ink (Cyan),
3	20	pcs	500.0	10,000.00	Epson L3110 Ink (Magenta)
4	38	roll/s	3,000.00	114,000.00	Epson L3110 Ink (Yellow)
5	20	roll	7,215.00	144,300.00	Epson L360 (T6641)
6	20	pcs	1,500.00	30,000.00	Epson L360 (T644)
7	8	pcs	450.00	3,600.00	Epson L360 (T6642)
8	32	pcs	9,000.00	288,000.00	Epson L360 (T6643)
9	40	units	1,320.00	52,800.00	Eco Tank L6260-Epson 001 BK
10	40	units	1,440.00	57,600.00	Eco Tank L6260-Epson 001 M
11	40	units	1,800.00	72,000.00	Eco Tank L6260-Epson 001 C
12	80	roll	750.00	60,000.00	Eco Tank L6260-Epson 001 Y
13	100	gal	950.00	95,000.00	Permanent Marker Fine Black
14	20	sets	300.00	6,000.00	Retractable Ball Pen
15	1000	pcs	16.00	16,000.00	Bond Paper Long
16	1000	pcs	21.00	21,000.00	Bond Paper A4
17	20	sheet	8,500.00	170,000.00	Level Arch Files
18	400	pcs	225.00	90,000.00	Level Arch Files
19	400	pcs	300.00	120,000.00	Adhesive Packaging Tape
20	100	Bags	65.00	6,500.00	Specialty Paper Pale Cream Color
21	80	set	2,312.50	185,000.00	Sticker Paper Glossy
22	4	pcs	550.00	2,200.00	Illustration board 1/2
23	4	pcs	1,500.00	6,000.00	Certificate holder
24	400	pcs	550.00	220,000.00	White Glue Dries Quikly 40 grams
25	200	pcs	1,100.00	220,000.00	Glue Minimum Specifications
26	200	pc/s	275.00	55,000.00	White Folder with a white finish
27	40	kgs	120.00	4,800.00	Gel Pen
28	40	kgs	120.00	4,800.00	Special Paper Colored Papersheets
29	40	kgs	120.00	4,800.00	Binder Clip Black
30	100	pcs	85.00	8,500.00	Binder Clip
31	100	pcs	60.00	6,000.00	Binder Clip Black
32	1200	kl/s	172.00	206,400.00	Binder Clip Black
33	1100	pcs	247.50	272,250.00	Binder Clips
34	1100	pcs	440.00	484,000.00	Binder Clips (1 5/8)
35	32	pcs	845.00	27,040.00	Double Adhesive Tape
36	60	roll	400.00	24,000.00	All Purpose Sharp Scissors
37	24	units	750.00	18,000.00	Standard Folder Long

38	20	set	3,860.00	77,200.00	Steno notebook
39	8	unit	3,500.00	28,000.00	Stamp Pad
40	4	units	8,000.00	32,000.00	Envelop
41	80	pcs	255.00	20,400.00	Plastic Envelope
42	120	pcs	80.00	96,000.00	ID Card Case Holder
43	80	pcs	385.00	30,800.00	Sticker for Name Tag
44	40	pcs	966.00	38,640.00	MASKING TAPE 2'
45	40	pcs	700.00	28,000.00	Masking Tape 1/2" 12mm x 25yd
46	40	pcs	1,404.00	56,160.00	Stapple Wire
47	16	rolls	2,825.00	45,200.00	Metaphor Card Neon Color
48	40	sheet	1,800.00	72,000.00	Photo Paper
49	40	sheet	1,440.00	57,600.00	1 Set ID Lace
50	100	pcs	684.00	68,400.00	Plastic Fastener
51	100	pcs	960.00	96,000.00	Clip Backfold
52	120	Cu.m	2,700.00	324,000.00	Brown Envelope Long
53	100	pcs	275.00	27,500.00	Cartolina White
54	200	pc/s	120.00	24,000.00	Crayon
55	4	pcs	400.00	1,600.00	File Folder Clear Book
56	8	pcs	350.00	2,800.00	Index Card 5x8
57	8	pcs	450.00	3,600.00	Pencil No. 2
					<b>LOT 2</b>
58	300	pairs	200.00	60,000.00	Bath Soap
59	100	pcs	175.00	17,500.00	Tooth Brush
60	60	pair	850.00	51,000.00	tooth paste
61	4	rolls	1,200.00	4,800.00	Shampoo Sachet
62	8	rolls	4,150.00	33,200.00	Face towel
63	8	rolls	11,500.00	92,000.00	Deodorant
64	8	rolls	5,500.00	44,000.00	Sanitary Napkin
65	200	pairs	75.00	15,000.00	Panty
66	24	refill	850.00	20,400.00	Brief
67	48	qrts	287.50	13,800.00	Short
68	48	qrts	287.50	13,800.00	T-Shirt Free Size
69	48	qrts	287.50	13,800.00	Mattress
70	48	pcs	85.00	4,080.00	Bed sheet
71	48	pcs	90.00	4,320.00	Pillows medium size
72	100	pcs	100.00	10,000.00	Pillow Cases
73	400	pcs	120.00	48,000.00	Bath Towel
74	800	pcs	150.00	120,000.00	Multi Box
75	160	tin	3,000.00	480,000.00	Plastic Plates
76	800	tin/s	3,670.00	2,936,000.00	Plastic Cups (Mug)
77	800	tin/can	3,500.00	2,800,000.00	Water Jug
78	600	gal	650.00	390,000.00	dipper (tabo)
79	40	gal	725.00	29,000.00	Plastic Cups
80	600	gal	910.00	546,000.00	Pale with Cover
81	800	gal	1,437.50	1,150,000.00	straight jacket
82	120	gal	731.75	87,810.00	Bed Sheet Case with Zipper

					(Single Size)
83	1000	pcs	120.00	120,000.00	nail cutter
84	1000	pcs	150.00	150,000.00	Clinical Thermometer
85	80	gal	2,312.50	185,000.00	Blood Pressure Digital with Charger USB Powered
86	24	gal	2,312.50	55,500.00	Aneroid Blood Pressure Shygmomanometer with Stetoscope
87	80	gal	750.00	60,000.00	Plastic Twine Straw Rope
88	80	gal	2,312.50	185,000.00	Certificate Frame 8.5 x 13 Inches PVS
89	80	gal	2,312.50	185,000.00	Wireless Presenter Red Laser Pointer
90	80	gal	2,312.50	185,000.00	alcohol 70% (250ml)
91	80	tin	3,250.00	260,000.00	Vaccum Thermo Flask Tumbler (Hot and Cold) 18oz.
92	48	gal	365.00	17,520.00	Vaccum Thermo Flask Tumbler (Hot and Cold)
93	100	tin	1,458.36	145,836.00	Baloon Medium
94	24	pc/s	85.00	2,040.00	Digital Voice Recorder
95	80	units	80.00	6,400.00	Assorted Satin Ribbon
96	80	pcs	80.00	6,400.00	Basin Stainless Steel
97	80	units	100.00	8,000.00	Measuring Spoon (
98	80	units	100.00	8,000.00	Frying Pan
99	80	units	180.00	14,400.00	Wooden Spoon 18cm
100	80	units	200.00	16,000.00	Tong 9 Inches
101	4	pcs	731.00	58,480.00	Plastic Wrapper
102	80	pcs	450.00	54,000.00	Polyethylene Plastic
103	120	pcs	1,375.00	110,000.00	Fabric Softener Pack
104	80	pcs	2,500.00	50,000.00	Drum (Plastic Empty)
105	20	gal	300.00	600,000.00	Plastic Paddle for Fabric Softener Making
106	2000	Bags	200.00	1,600.00	Pet Plastic Bottle w/ Cap
107	8	pcs	350.00	28,000.00	Plastic Pitcher 1 Liter
108	80	pcs	1,400.00	84,000.00	PLASTIC PAIL (10 LITERS)
109	60	pcs	3,000.00	300,000.00	AA Battery
110	100	pcs	4,680.00	468,000.00	Measuring cup
					<b>LOT 3</b>
111	100	pcs	731.75	87,810.00	Personal ID Lanyard
112	120	gal	650.00	20,800.00	Customized Water Tumbler (Hot and Cold)
113	32	gal	800.00	64,000.00	T-Shirt Colored with Print
114	80	units	900.00	72,000.00	IDADAIT Celebration T-Shirt
115	80	units	1,100.00	66,000.00	Personalized Note Book
					<b>LOT 4</b>
116	60	units	1,500.00	90,000.00	Pusher/ User 10ft Height
					<b>LOT 5</b>
117	60	units	825.00	66,000.00	Brochures, (Ultra Glossy)

118	80	gals	720.00	267,840.00	Stickers
					<b>LOT 6</b>
119	372	m	15.00	150,000.00	Tarpaulin - Back Drop / Pledge og Commitment (4x5ft)
120	10000	pcs	731.00	58,480.00	Tarpaulin Back Drop (5x4ft)
121	40	pc/s	250.00	10,000.00	Tarpaulin - Back Drop / Pledge of Commitment (6x5ft)
122	48	pcs	625.00	30,000.00	Tarpaulin - Back Drop (8x10ft)
123	120	Cu.m	2,400.00	288,000.00	Information Campaign (6x8ft)
					<b>LOT 7</b>
124	112	pcs	25.00	2,800.00	4.0HP (3TR) Inverter
					<b>LOT 8</b>
125	72	pcs	18.75	1,350.00	Ceiling Orbit Fan 16 inch
126	60	pcs	18.75	1,125.00	Electric Fan 16" stand fan (assembly)
127	8	units	25,000.00	200,000.00	40" Android TV
128	32	pcs	550.00	17,600.00	Wall Mounted Speaker
129	32	pcs	450.00	14,400.00	Automatic Washing Machine
130	60	pcs	300.00	18,000.00	3 in 1 Printer, Continuous Ink (Print, Scan, Copy)
131	48	pcs	68.75	3,300.00	Paper Cutter
					<b>LOT 9</b>
132	100	pcs	1,040.00	104,000.00	CLerical Office Table
			<b>TOTAL</b>	<b>2,463,261.26</b>	

*Note: The prices per item in the total bid offer (regardless if the project is considered as one contract or several lots) must not exceed the approved unit price per item.*



***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 Certificate of Platinum Registration and Membership with additional caveat in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB Resolution No. 15-2021, provided that all of Class "A" eligibility documents submitted to PhilGEPS are maintained and updated;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, brand name, if applicable;  
**and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- (g) Bid Bulletin/s, if any;

#### Financial Documents

- (h) 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**

- (i) 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)

- (j) *[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.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- (l) Original of duly signed and accomplished Financial Bid Form;  
**and**
- (m) Original of duly signed and accomplished Price Schedule(s).

# Bidding Forms

APPENDIX "1"

## 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 agent Currency Commission 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: \_\_\_\_\_



## 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:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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]*

**Republic of the Philippines  
BIDS AND AWARDS COMMITTEE  
City Government of Pasig**

Name of Bidder:	
Project Name:	
Approved Budget for the Contract:	
<i><b>Note:</b> For Lot Bidding, specify the lot number/s that the bidder will participate in, and its corresponding ABC</i>	
Bidding Date:	

*Note: Checklist to be filled-up by the BAC only*

**I. TECHNICAL COMPONENT ENVELOPE FOR THE PROCUREMENT OF GOODS AND SERVICES**

<b>CLASS "A" DOCUMENTS</b>			
LEGAL DOCUMENTS	PASS	FAIL	REMARKS
a. Valid PhilGEPS Certificate of Platinum Registration and Membership with additional caveat in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB Resolution No. 15-2021, provided that all of Class "A" eligibility documents submitted to PhilGEPS are maintained and updated			
<b>TECHNICAL DOCUMENTS</b>			
b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid			
c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3. and 23.4.2.4 of the 2016 revised IRR of RANo. 9184, within the relevant period as provided in the Bidding Documents			
d. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b>OR</b>  Original copy of Notarized Bid Securing Declaration			
e. Conformity with the Technical Specifications, which may include			

production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable			
f. Original duly signed Omnibus Sworn Statement (OSS) <b>and</b> 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, whichever is applicable, giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder			
g. Bid Bulletin/s, if any			
<b>FINANCIAL DOCUMENTS</b>			
h. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) <b>OR</b>  A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation			
<b>CLASS "B" DOCUMENTS</b>			
i. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence <b>OR</b> 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			
<b>OTHER DOCUMENTARY REQUIREMENTS UNDER RA 9184 (AS APPLICABLE)</b>			
j. [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			
k. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity			

*NOTE: Any missing document/s on the above-mentioned checklist is a ground for outright disqualification / rejection of the bid.*

<b>TECHNICAL PROPOSAL RATING</b>	<b>REMARKS</b>
<input type="checkbox"/> PASSED	
<input type="checkbox"/> FAILED	

**II. FINANCIAL COMPONENT ENVELOPE FOR THE PROCUREMENT OF GOODS AND SERVICES**

	PASS	FAIL	REMARKS
l. Original of duly signed and accomplished Financial Bid Form			
m. Original of duly signed and accomplished Price Schedule(s)			

*NOTE: Any missing document/s on the above-mentioned checklist is a ground for outright disqualification / rejection of the bid.*

FINANCIAL PROPOSAL RATING	REMARKS
<input type="checkbox"/> PASSED	
<input type="checkbox"/> FAILED	

**ACKNOWLEDGMENT:** (Please see above "note" Do not fill up/sign if documents are marked passed)

This is to acknowledge receipt of the first and second envelopes which are being returned because of disqualification due to deficiencies and non-compliance with checklist therein.

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

CHECKED AND VERIFIED BY:

SIGNATURE:

- ATTY. JOSEPHINE C. LATI-BAGAOISAN**  
Chairperson \_\_\_\_\_
- ATTY. DIEGO LUIS S. SANTIAGO**  
Vice Chairperson \_\_\_\_\_
- DR. EMMA M. SANCHEZ**  
Member \_\_\_\_\_
- DR. STUART G. SANTOS**  
Member \_\_\_\_\_
- DR. JEANNA V. PLES**  
Member \_\_\_\_\_
- ARCH. LEA V. OLIVAR**  
Member \_\_\_\_\_
- ENGR. JOHNNY L. CALATA**  
Member \_\_\_\_\_
- ATTY. KATHLEEN MAE M. VILLAMIN**  
Alternate Member \_\_\_\_\_
- MR. JOSE REY Q. ESPINA**  
Alternate Member \_\_\_\_\_

**ATTY. BERNICE C. MENDOZA**  
Alternate Member

\_\_\_\_\_

**ATTY. RAUL G. CORALDE**  
Alternate Member

\_\_\_\_\_

**ATTY. JOHNSON L. VILLARUEL**  
Alternate Member

\_\_\_\_\_

Attested by:

\_\_\_\_\_  
ATTY. BEA THERESE P. VILLANUEVA  
Officer in Charge, Procurement Management Office

**NFCC COMPUTATION FOR ELIGIBILITY CHECK**

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

	Year 20_____
1. Total Assets	
2. Current Assets	
3. Total Liabilities	
4. Current Liabilities	
5. Net Worth(1-3)	
6. Net Working Capital(2-4)	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

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

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

NFCC=P\_\_\_\_\_

Submitted by:

\_\_\_\_\_

Name of Supplier/Distributor/Manufacturer:

\_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_

Date:

\_\_\_\_\_

**STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of the Contract	Date of the Contract	Contract Period	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Amount of Contract	Date of Delivery (Please indicate actual date of delivery)

**NOTE:**

***This statement shall be supported with:***

- 1. Certificate of Completion or End-user's acceptance; or***
- 2. Official receipt(s); or***
- 3. Sales invoice.***

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

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Submitted by: \_\_\_\_\_





**annex "A"**

