



VISAYAS
STATE UNIVERSITY

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products (GOODS-21-24)

Government of the Republic of the Philippines

June 7, 2021; 9:00 AM

Cooperative Building, VSU Market, Visca, Baybay City, Leyte

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

STFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE AND JANITORIAL SUPPLIES AND OTHER GENERAL MERCHANDISE PRODUCTS

1. The *Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products* through the GF, STF, TF 2021 intends to apply the sum of *One Million One Hundred Twelve Thousand One Hundred Eighty-Three Pesos (PhP 1,112,183.00)* being the ABC to payments under the contract for *Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products (GOODS-21-24)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Visayas State University – Main Campus*, through the GF, STF, TF 2021 intends to apply the following ABC per item to payments under the contract for each item, to wit:

Item No.	Item Description & Specifications	Unit	Qty	ABC/Unit	Total ABC
1	Spin Mop	pcs	4	1,500.00	6,000.00
	☐w/ stainless wringer bucket				
	☐w/ durable				
	☐& ergonomical PP Plastic mop handle				
	☐360 degree sping microfiber mop head				
	☐180 degree flexible mop pole				
2	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	3,550.00	3,550.00
	☐Input: AC100-240V 50-60Hz				
	☐Output: DC1.5 V AA 550mA x4 / AAA 275mA x4				
	☐Charging Control:				
	◀ checks voltage				
	◀ & temperature of battery automatically				
	☐Indicator: LED x 4				
	☐Charging: ON				
	☐Fully Charged: OFF				
	☐Charger battery:				
	◀ AA x 1, 2, 3, 4				
	◀ AAA x 1, 2, 3, 4 cells				
3	Alcohol, Ethyl, 70% solution, 500mL	btls	119	125.00	14,875.00
4	Floor Mop, plastic, with handle, heavy duty;	pcs	3	250.00	750.00
5	Bleach, Liquid, 99.9% Antibac, 3785 mL	gal	16	250.00	4,000.00
6	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	38	105.00	3,990.00
7	Face Towel, Cotton, 12 pcs/pack	pack	1	350.00	350.00
8	Soap, Dishwashing, Liquid, 250mL	btls	56	150.00	8,400.00
9	Meat Crates, plastic, 52 x 37 x 32 cms.	pcs	3	250.00	750.00
10	Meat Box, Plastic 27 cm x 20 cm x 5.5 cm or 10.63" x 7.87" x 2.17"	pcs	4	200.00	800.00

11	Rubber Mat	mtr	1	175.00	175.00
	Material: PVC				
	Size (W x L): 30 x 150 cm				
	or 11.81 x 59.05"				
	One (1) roll non-slip mat				
12	Spatula	pcs	2	600.00	1,200.00
	Stainless Steel Lab. Micro Spatula				
	Flat Square/spoon ends				
	Flat End is 1-7/8" long				
	Spoon End is 1-1/8" long x 9/16" wide				
	Overall Length is 9"				
13	Trays	pcs	4	45.00	180.00
	Plastic				
	Length - 26 cm. X Width - 20.3 cm.				
	Height - 5 cm.				
	Form - Square				
14	PET Bottle	bags	30	1,350.00	40,500.00
	330ml				
	transparent				
	w/ cap				
	284 btls/bag				
15	Alcohol, Isopropyl, 70% solution, 500mL	btls	58	140.00	8,120.00
16	Soap, Detergent, Liquid, 1 gal, any scent	gal	20	350.00	7,000.00
17	Soap, Detergent, Bar, at least 350g, any scent	bar	3	38.00	114.00
18	Soap, hand, liquid, 250 ml	btls	15	90.00	1,350.00
19	Paper, Bond, A4, S-20, 70 gsm	reams	105	253.00	26,565.00
20	Broom, Soft (Tambo), Large, Heavy Duty	pcs	17	250.00	4,250.00
21	Stick Broom (tingting)	pcs	4	40.00	160.00
	6" fr the top				
	approx 370pcs				
22	Net bags, fish net, 13" x 13"	pcs	75	19.00	1,425.00
23	Pen, Ball, blue	pcs	408	10.00	4,080.00
24	Bathroom Deodorizer	pcs	25	60.00	1,500.00
	with holder				
	at least 100g				
	any scent				
25	Battery	pack	47	115.00	5,405.00
	Alkaline				
	Size: AA				
	Nominal Voltage: 1.5 volts				
	2pcs/pack				
26	Battery	pack	33	125.00	4,125.00
	Alkaline				
	Size: AAA				
	Nominal Voltage: 1.5 volts				
	2pcs/pack				
27	Car Freshener	cans	3	180.00	540.00
	Gel				
	at least 70g				
	Lemon/Orange scent				
28	Chlorine Granules, 1kg/pack	packs	1	85.00	85.00
29	Correction Tape, 8m x 5mm wide	pcs	24	40.00	960.00

30	Date stamp	pc	1	900.00	900.00
	▣rubber				
	▣self-inking				
	▣with dater				
	▣& custom text				
	▣1" x 1-5/8"				
31	Dust Bin (Trash Bin)	pcs	3	240.00	720.00
	▣durable plastic				
	▣w/ swing type cover				
	▣approx. 15L capacity				
32	Dust pan, plastic, stand-up handle, small	pcs	5	75.00	375.00
33	Envelope, Expanding, Plastic, Long	pcs	25	30.00	750.00
34	Envelope, Expanding, with garter tie, brown, short	pcs	25	11.00	275.00
35	Envelope, Expanding, with garter tie, green, long	pcs	97	15.00	1,455.00
36	Eraser, whiteboard, magnetic flannel	pcs	8	60.00	480.00
37	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	5	56.00	280.00
38	Fastener, Paper, plastic, 50 sets/box	bxs	18	38.00	684.00
39	Flashlight	pcs	2	160.00	320.00
	▣Rechargeable				
	▣LED				
	▣220-240V				
	▣50/60Hz				
	▣Duration Time:				
	◀10 hrs (low torch)				
	◀2.5 hrs (high torch)				
40	Foil, Aluminum, 16m x 30cm (approx. 260g)	bxs	3	290.00	870.00
41	Folder, File, Long, 14pts, White	pcs	334	10.00	3,340.00
42	Folder, File, Short, 14pts, White	pcs	60	8.00	480.00
43	Folder, Pressboard, US, Blue, Long	pcs	35	30.00	1,050.00
44	Folder, Pressboard, US, Yellow, Long	pcs	35	30.00	1,050.00
45	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box	set	1	70.00	70.00
46	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	7	35.00	245.00
47	Morocco Board	ream	3	450.00	1,350.00
	▣A4				
	▣100pcs/ream				
	▣230gsm				
	▣for cover				
	▣white				
48	Multi-Insect Killer Spray, 250mL	tubes	3	200.00	600.00
49	Numbering machine, 12 digits w/ letter	pcs	2	998.00	1,996.00
50	Paper Cutter	unit	3	2,550.00	7,650.00
	▣Sliding				
	▣for A3				
	▣with metal base				
	▣replaceable blades				
51	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	6	250.00	1,500.00
52	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	1	205.00	205.00
53	Laminating Film, A4, 100 shts/box, 250 microns	box	2	1,430.00	2,860.00
54	Paper, Specialty, 200gsm 8-1/2x11, 10s, White	packs	37	38.00	1,406.00
55	Pen, Permanent Marker, black, fine tip	pcs	30	60.00	1,800.00
56	Pen, Permanent Marker, black, broad tip	pcs	5	60.00	300.00
57	Pen, Highlighter, yellow	pcs	10	45.00	450.00

58	Pen, Whiteboard Marker, black	pcs	20	50.00	1,000.00
59	Pencil, Lead, #2, w/ eraser	pcs	69	10.00	690.00
60	PVC Plastic Cover	packs	15	750.00	11,250.00
	■100pcs/pack				
	■A4 size				
	■0.2mm				
61	Record Book, Big, 300 pages	pcs	18	80.00	1,440.00
62	Soap, Toilet, regular size	pcs	8	35.00	280.00
63	Staple Wire, #35	bxs	80	30.00	2,400.00
64	Tape, Double Sided, 2" x 10m	rolls	2	70.00	140.00
65	Tape, Duct, 2" x 25m, Black/Grey	rolls	6	180.00	1,080.00
66	Tape, Magic, 12mm x 50m	rolls	1	196.00	196.00
67	Tape, Masking, 1" x 25 yards	rolls	59	48.00	2,832.00
68	Tape, Masking, 2" x 25 yards	rolls	20	95.00	1,900.00
69	Tape, Packaging, 2" x 100 yards, Tan	rolls	3	55.00	165.00
70	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	24	204.00	4,896.00
71	Toilet Bowl Cleaner, at least 1 gallon	gal	1	370.00	370.00
72	Toilet Brush with Holder	set	2	180.00	360.00
73	Magazine Box / Data File Box / Datafiler	pcs	96	100.00	9,600.00
	■horizontal				
	■made of chipboards				
	■closed ends				
	■legal (single)				
74	Specialty Paper Dynamics	packs	15	85.00	1,275.00
	■8-1/2 x 13				
	■220gsm Skytone				
75	Folder, Pressboard, US, Green, Long	pcs	200	30.00	6,000.00
76	Sign pen, Fine Tech, 0.3mm. blue	pcs	44	30.00	1,320.00
77	Sign pen	pcs	62	90.00	5,580.00
	■0.5mm ball needle point				
	■blue color				
	■liquid Gel Ink				
78	Index Tab	bxs	6	65.00	390.00
	■Transparent				
	■self-adhesive				
	■transparent				
	■5 sets/box				
79	Clip, Paper	bxs	38	14.00	532.00
	■Small				
	■Plastic Coated				
	■100pcs/box				
	■(33mm)				
80	Clip, Paper	box	35	30.00	1,050.00
	■Big				
	■Plastic Coated				
	■100pcs/box				
	■(55mm) 120grms				
81	Duster, Feather	pcs	9	45.00	405.00
82	Envelope, Document, Brown, 150 lbs, Long	pcs	95	7.00	665.00
83	Envelope, Expanding, with garter tie, blue, long	pcs	115	15.00	1,725.00
84	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	170	10.00	1,700.00
85	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	11	78.00	858.00

86	Sticky Note, 3 x 4, Yellow	pads	8	140.00	1,120.00
87	Sticky Note, 2 x 3, Yellow	pads	12	79.00	948.00
88	Notebook, ordinary 60 leaves, 60 gsm	pcs	6	13.00	78.00
89	Notebook, Spiral 60 leaves	pcs	6	23.00	138.00
90	Pen, Sign, .5mm, Gel-type, Blue	pcs	80	35.00	2,800.00
91	Pen, Highlighting, asstd color	pcs	20	25.00	500.00
	■Highlighter, Stabilo boss asstd color;				
92	Record Book, Big, 500 pages	pcs	27	115.00	3,105.00
93	Folder, Ordinary, A4	pcs	565	7.00	3,955.00
	■Folder, Ordinary, A4;				
94	Paper, Bond, A4, S-24, 80 gsm	reams	470	289.00	135,830.00
95	Paper, Specialty 200gsm 8-1/2x11,10s, Light Green	packs	2	38.00	76.00
96	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	37	38.00	1,406.00
97	Envelope, Expanding, Plastic, Long, with Handle	pcs	30	100.00	3,000.00
98	Calculator	unit	2	700.00	1,400.00
	■Scientific				
	■10 + 2 digits				
	■2 line display				
	■at least 240 functions				
99	Correction Fluid, waterbase, 15 mL	btl	7	40.00	280.00
100	Envelope, Expanding, with garter tie, brown, long	pcs	160	15.00	2,400.00
101	Glue, White, All-purpose, 1 gallon	gals	1	510.00	510.00
102	Rubberband, #18, 350 gms/box	bxes	25	270.00	6,750.00
103	Scissors, 8" heavy duty, good quality	pcs	3	75.00	225.00
104	Folder, Pressboard, A4, US Green, Double Fold	pcs	30	40.00	1,200.00
105	Air Freshener	tubes	17	220.00	3,740.00
	■Spray				
	■at least 280ml				
	■Lemon/Orange Scent				
106	Envelope, brown, ordinary, A4 size	pcs	45	10.00	450.00
107	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	32	250.00	8,000.00
108	Cleanser, Powder, 500g, any scent	btls	54	76.00	4,104.00
109	Dust pan, plastic, stand-up handle, large	pcs	6	140.00	840.00
110	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	10	14.00	140.00
111	Envelope, Mailing, white, long, 500pcs/box	box	5	395.00	1,975.00
112	Soap, Toilet , guest size	pcs	10	15.00	150.00
113	Envelope	pcs	1	396.00	396.00
	■expanding				
	■plastic				
	■accordion file				
	■w/ 12 pockets				
	■w/ handle (long)				
114	Clip, Double Binder	bxes	17	20.00	340.00
	■1" (approx. 25mm)				
	■black				
	■12pcs/box				
115	Clip, Double Binder	bxes	16	70.00	1,120.00
	■2" (approx. 51mm)				
	■black				
	■12pcs/box				
116	Battery, Alkaline, Size: C, 2pcs/pack	pack	1	95.00	95.00
117	Stamping Pad size 2	pcs	1	155.00	155.00

118	Ink, Epson Premium Dye Ink, 1 liter, black	btls	1	1,700.00	1,700.00
	■can be used for Epson L series printers;				
119	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	1	650.00	650.00
120	Paper, Bond, Colored, Short, S-16, 56gsm, Blue	reams	1	264.00	264.00
121	Paper, Bond, Colored, Short, S-16, 56gsm, Green	reams	1	264.00	264.00
122	Paper, Bond, Colored, Short, S-16, 56gsm, Pink	reams	3	264.00	792.00
123	Paper, Bond, Colored, Short, S-16, 56gsm, Yellow	reams	1	264.00	264.00
124	Nylon, #300, for grass cutter	kl	6	450.00	2,700.00
125	Sealing film, 4" x 125 "	rolls	3	2,000.00	6,000.00
126	Paper, Bond, Long, S-20, 70 gsm	reams	71	286.00	20,306.00
127	Disinfectant Spray, 170g	can	14	280.00	3,920.00
128	Pen, Ball, red	pcs	26	10.00	260.00
129	Stamping Pad size 4	pcs	2	134.00	268.00
130	Stapler, HD No.35	pcs	8	350.00	2,800.00
131	Paper, Bond, Long, S-24, 80 gsm	reams	72	328.00	23,616.00
132	Cleaner, Glass, 500mL, any scent	btls	33	198.00	6,534.00
133	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	6	198.00	1,188.00
134	Envelope, Expanding, with garter tie, red, short	pcs	10	11.00	110.00
135	Fastener, Paper, non-rust metal, 50 sets/box	bxs	2	50.00	100.00
136	Ring Binder, plastic, 84 6mm 1/4" black	pcs	12	8.00	96.00
137	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	10	88.00	880.00
138	Tape, Double Sided, 1" x 10m	rolls	35	35.00	1,225.00
139	Trash Bag (Garbage Bag)	pack	10	25.00	250.00
	■Small				
	■(11 x 11 x 24")				
	■10pcs/pack				
	■Color: Black				
140	Hand Sprayer, plastic, 300 ml cap.	pcs	6	150.00	900.00
141	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	6	75.00	450.00
142	Plastic Twine, 1kl/roll	rolls	10	85.00	850.00
143	Ruler, Plastic, 24"	pcs	6	35.00	210.00
144	Disinfectant Spray, 340g	can	19	465.00	8,835.00
145	Envelope, Document, Brown, 150 lbs, Short	pcs	20	5.00	100.00
146	Folder, Pressboard, US, Green, Short	pcs	70	29.00	2,030.00
147	Pen, Whiteboard Marker, red	pcs	5	50.00	250.00
148	Pen, Whiteboard Marker, blue,	pcs	5	50.00	250.00
149	Envelope, Expanding, with garter tie, blue, short	pcs	15	11.00	165.00
150	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10	120.00	1,200.00
151	Sticky Note, 3 x 3, Yellow	pads	26	84.00	2,184.00
152	Pin, Push, hammerhead type, asstd colors 50s/pack	bxs	3	35.00	105.00
153	Tape, Packaging, 2" x 100 yards, Clear	rolls	15	55.00	825.00
154	Tape, Transparent, 12mm x 50m	rolls	6	68.00	408.00
155	Cable Tie, 8", 100 pcs/pack	packs	3	70.00	210.00
	■2.5 x 200mm (Width x length);				
156	Battery	pack	2	785.00	1,570.00
	■Rechargeable				
	■Nickel-Metal Hydride				
	■Size:				
	◀AA, 2pcs/pack				
157	Paper, Bond, Short, S-20, 70 gsm	reams	36	245.00	8,820.00
158	Pen, Ball, black	pcs	50	10.00	500.00
159	Lever Arch File Folder	pcs	79	140.00	11,060.00

	☐Vertical				
	☐with ring binder				
	☐& with Metal finger pull				
	☐Size :3"				
	☐A4 black				
160	Magazine Box / Data File Box / Datafiler	pcs	50	195.00	9,750.00
	☐horizontal				
	☐made of chipboards				
	☐closed ends				
	☐legal (double)				
161	Paper Cutter HD, size 15x12", brown	pcs	1	900.00	900.00
162	Broom	pcs	2	348.00	696.00
	☐Plastic				
	☐with loong steel handle				
	☐approx. 140cm				
	☐for ceiling				
163	Foil, Aluminum, 7m x 30cm (approx. 130g)	bxs	13	150.00	1,950.00
164	Hand Sprayer, plastic, 200 ml cap.	pcs	5	130.00	650.00
165	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	50	125.00	6,250.00
166	Mop Handle	pcs	2	500.00	1,000.00
	☐Aluminum				
	☐Screw type				
	☐heavy duty				
	☐at least 4ft long				
167	Wet and dry vacuum cleaner	pcs	2	5,000.00	10,000.00
168	Trash Bag (Garbage Bag)	pack	10	85.00	850.00
	☐X-large				
	☐(18.5 x 18.5 x 40")				
	☐10 pcs/pack				
	☐Color: Black				
169	Pen, Sign, .5mm, Gel-type, Black	pcs	16	35.00	560.00
170	Hand Towel, cloth, cotton	pcs	24	15.00	360.00
171	Specialty Paper	pack	5	65.00	325.00
	☐long				
	☐8-1/2 x 13				
	☐220gsm				
	☐Color: Light green				
	☐10pcs/pack				
172	Disinfectant Cleaner, multi-surface, scented	gal	2	300.00	600.00
173	Puncher, Heavy Duty	pcs	2	450.00	900.00
174	Clip Board	pcs	2	222.00	444.00
	☐plastic				
	☐w/ PVC cover				
	☐long				
	☐any color				
175	Scissors, 6" heavy duty, good quality	pcs	4	68.00	272.00
176	Dust Bin (Trash Bin)	pcs	1	300.00	300.00
	☐durable plastic				
	☐w/ swing type cover				
	☐approx. 25L capacity				
177	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	15	9.00	135.00
178	Ring Binder, plastic, 84 10mm, 3/8" black	pcs	2	10.00	20.00

179	Ring Binder, plastic, 8 1/2" x 11" black	pcs	2	12.00	24.00
180	Multi-Purpose Glue, 130 g	btls	6	60.00	360.00
181	Pen, Permanent Marker, red, fine tip	pcs	1	60.00	60.00
182	Pen, Permanent Marker, blue, fine tip	pcs	7	60.00	420.00
183	Paper, Manila	pcs	3	6.00	18.00
184	Cartolina, US, Neon Green, at least 160gsm	pcs	1	14.00	14.00
185	Cartolina, US, Neon Pink, at least 160gsm	pcs	1	14.00	14.00
186	Cartolina, US, Neon Red, at least 160gsm	pcs	1	14.00	14.00
187	Cartolina, US, Neon Yellow Green, at least 160gsm	pcs	1	14.00	14.00
188	Cartolina, US, Neon Yellow, at least 160gsm	pcs	1	14.00	14.00
189	Cartolina, US, Violet, at least 160gsm	pcs	1	14.00	14.00
190	Envelope, Expanding	pcs	12	11.00	132.00
	with garter tie				
	golden yellow				
	short				
191	Air Freshener	pcs	2	192.00	384.00
	Scented Gel				
	at least 180g				
	Lemon/Orange Scent				
192	Paper, Felt, 27" x 21", Red	pcs	5	15.00	75.00
193	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	6	115.00	690.00
194	Ink, Refill, for Permanent Marker, Red, 30mL	btls	5	115.00	575.00
195	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	6	165.00	990.00
196	Mop rug, heavy duty 100% cotton	pcs	15	50.00	750.00
197	Memo Notebooks, 80 leaves	pcs	5	29.00	145.00
198	Sharpener, Pencil Heavy Duty good qnty	pcs	1	350.00	350.00
	Table Type				
199	Pen, Permanent Marker, JUMBO blue	pcs	5	120.00	600.00
200	Staple wire remover	pcs	7	34.00	238.00
201	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10	125.00	1,250.00
202	Calculator	unit	4	530.00	2,120.00
	Desktop Type				
	12 digits				
	2 way power				
	plastic keys				
203	Cartolina, Vellum, White, at least 180gsm	pcs	350	35.00	12,250.00
204	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	52	495.00	25,740.00
205	Special Haspi - Green -	mtrs	50	120.00	6,000.00
206	Stamping foil, Gold	roll	10	900.00	9,000.00
207	Tape, Magic, 24mm x 50m	rolls	11	357.00	3,927.00
208	Cutter	pcs	2	520.00	1,040.00
	Big				
	durable & light aluminum die-cast grip				
	auto-lock slider				
	built-in blade snapper				
	approx 3 x 8 x 22cm (Heavy Duty)				
209	Ruler, Plastic, 12"	pcs	3	15.00	45.00
210	Paper, Bond, A3, S-24, 80 gsm	reams	5	580.00	2,900.00
211	Paper	rolls	2	550.00	1,100.00
	Tracing Gateway				
	(Imaging Series)				
	8 sheets pre cut				

	20 x 30 inches				
	70/75 gsm				
212	Whiteboard	pcs	1	880.00	880.00
	Wall mount				
	2' x 3'				
	with aluminum frame				
213	Tape, Double Sided, 3/4" x 10m	rolls	2	26.00	52.00
214	Paper, Bond, Short, S-24, 80 gsm	reams	17	277.00	4,709.00
215	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3	115.00	345.00
216	Tape, Transparent, 24mm x 50m	rolls	2	120.00	240.00
217	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	1,440.00	1,440.00
218	Cartolina, US, Neon Blue, at least 160gsm	pcs	10	14.00	140.00
219	Cartolina, US, Green, at least 160gsm	pcs	10	14.00	140.00
220	Cartolina, US, Blue, at least 160gsm	pcs	10	14.00	140.00
221	Cover for Keyboard	pcs	14	50.00	700.00
222	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	pack	11	500.00	5,500.00
223	CD Label/Sticker, plain white (40pcs/pack)	pack	1	50.00	50.00
224	Binder Clips, Black, 1", 12pcs/ box	bxs	12	40.00	480.00
225	Binder Clips, Black, 1 5/8", 12pcs/ box	bxs	12	50.00	600.00
226	Binder Clips, Black, 2", 12pcs/ box	bxs	12	70.00	840.00
227	Bond Paper , A4, 80gsm, ultra white	rms	65	300.00	19,500.00
228	Bond Paper , Long, 80gsm, ultra white	rms	40	325.00	13,000.00
229	Bond Paper , Short, 80gsm, ultra white	rms	25	290.00	7,250.00
230	Correction tape, roller type, film based, 6m min length	bxs	18	40.00	720.00
231	Data Filler Box, Single, Legal (Blue)	bxs	110	250.00	27,500.00
232	Envelope, expanding, legal, with garterized tie, Orange	pcs	70	20.00	1,400.00
233	Envelope brown, long ordinary	pcs	250	15.00	3,750.00
234	Envelope brown, Short ordinary	pcs	100	10.00	1,000.00
235	Envelope, brown, 6" x 9" for report card	pcs	50	5.00	250.00
236	Envelop (White long)	pcs	50	3.00	150.00
237	Folder, Ordinary White (Long)	pcs	500	15.00	7,500.00
238	Folder, Ordinary White (Short)	pcs	100	10.00	1,000.00
239	Folder, Ordinary White (A4)	pcs	100	12.00	1,200.00
240	Folder, Expanded Green (Long)	pcs	120	20.00	2,400.00
241	Paper Clip, 50mm, 100pcs/box	bxs	21	40.00	840.00
242	Paper Fastener (Plastic, 7cm 50sets)	bxs	30	75.00	2,250.00
243	Paper Board Plain White 185gsm A4 (20 Sheets)	packs	10	150.00	1,500.00
244	Photo Paper Glossy 210gsm A4 (20 Sheets)	packs	10	150.00	1,500.00
245	Pen, Liquid Gel Ink 0.5 mm (Red)	Box	1	270.00	270.00
246	Pen, Liquid Gel Ink 0.5 mm (Violet)	Box	1	300.00	300.00
247	Pen, Liquid Gel Ink 0.5 mm (Blue)	bxs	8	300.00	2,400.00
248	Pen, Ballpen 0.5 mm (Black 50 pcs)	Box	1	700.00	700.00
249	Pen, Ballpen 0.5 mm (Blue 50pcs)	bxs	4	700.00	2,800.00
250	Pencil #2 with eraser, yellow, 12pcs/box	bxs	3	100.00	300.00
251	Pen, Whiteboard Marker, Fine Point (Black)	bxs	4	800.00	3,200.00
252	Pen, Whiteboard Marker, Fine Point (Blue)	bxs	3	800.00	2,400.00
253	Pen, Whiteboard Marker, Fine Point (Green)	bxs	3	800.00	2,400.00
254	Pen, Whiteboard Marker, Fine Point (Red)	bxs	3	800.00	2,400.00
255	Pen, Permanent Marker, Fine Point (Black)	bxs	3	800.00	2,400.00
256	Pen, Permanent Marker, Fine Point (Blue)	bxs	3	800.00	2,400.00
257	Push Pin (50pcs/Box)	bxs	3	100.00	300.00
258	Record book, 200 pages	pcs	30	90.00	2,700.00

259	Record book, 500 pages	pcs	33	150.00	4,950.00
260	Tape, Masking, 1" x 25m	rolls	6	35.00	210.00
261	Tape, Masking 2" x 50m	rolls	7	50.00	350.00
262	Tape, Packing Brown, 2" x 50m	rolls	14	50.00	700.00
263	Tape, Transparent 1"	rolls	10	30.00	300.00
264	Tape, Transparent 2"	rolls	10	55.00	550.00
265	Tape, Ductile Adhesive Heavy duty Water Proof 2"	rolls	10	200.00	2,000.00
266	Bath Soap Pure White (60 grams)	Packs	15	25.00	375.00
267	Bleach, Liquid All Purpose, Any Scent	Gallons	5	1,000.00	5,000.00
268	Broom (Soft) Good Quality	Pieces	2	150.00	300.00
269	Chlorine Powder	Drum	1	4,500.00	4,500.00
270	Deodorizer (Paradichlorobenzene)	Pieces	10	35.00	350.00
271	Detergent Soap Bar (40g)	Packs	5	30.00	150.00
272	Detergent Soap w/ Fabcon, Powder (500g)	Packs	30	68.00	2,040.00
273	Dishwashing Soap Liquid, Antibacterial, 375ml Refill	Packs	56	100.00	5,600.00
274	Ethyl Alcohol 70% solution	Gallons	12	1,000.00	12,000.00
275	Sponge Foam w/ Scrub, Good Quality	Packs	10	70.00	700.00
276	Toilet Bowl Cleaner, 1000 ml	Bottles	5	150.00	750.00
277	Toilet Bowl Brush, Round w/ Container	Sets	3	170.00	510.00
278	Gloves (Industrial Cotton Knitted Gloves), 12 pairs	Pack	1	1,000.00	1,000.00
279	Magic Spin Mop	Unit	1	1,200.00	1,200.00
	■Stainless steel wringer bucket				
	■w/ mop pole				
	■360 degree				
	■2 in 1 wash and wring				
	■adjustable height 85-128cm				
	■w/ free one mop head				
280	Nylon String Cord Clear #300	Kilos	3	600.00	1,800.00
281	Nylon Rope, 3-Stranded Twisted #22	Rolls	2	3,500.00	7,000.00
282	Rubber Boots Male Size Heavy Duty (Black) # 10	Pair	1	700.00	700.00
283	Rubber Boots Male Size Heavy Duty (Black) # 9	Pairs	2	700.00	1,400.00
284	Rubber Boots Male Size Heavy Duty (Black) # 8	Pairs	4	700.00	2,800.00
285	Rubber Boots Male Size Heavy Duty (Black) # 7	Pairs	4	700.00	2,800.00
286	Rubber Boots Male Size Heavy Duty (Black) # 6	Pairs	4	700.00	2,800.00
287	Rubber Boots Female Size Heavy Duty (Black) # 6	Pair	1	700.00	700.00
288	Rubber Boots Male Size Heavy Duty (White) # 7	Pair	1	700.00	700.00
289	Rubber Boots Male Size Heavy Duty (White) # 6	Pair	1	700.00	700.00
290	Rubberized Garden Hose, 1/2" 50m	Roll	1	3,000.00	3,000.00
291	Ready-Made Curtain (RMC), Cream color	pcs	9	450.00	4,050.00
	■Dimension: 60"x84"				
	■Color: Cream/Beige				
	■Fabric Material:				
	◀Synthetic Fabric				
	◀or any light material				
	◀which allows air and light to pass through				
	■Design:				
	◀Plain				
	◀most importantly -- NO Flowers and Lace				
292	Ready-Made Curtain (RMC), Maroon Color	pcs	15	450.00	6,750.00
	■Dimension: 60"x84"				
	■Color: Maroon (NOT Red)				
	■Fabric Material:				

	◀Synthetic Fabric				
	◀or any light material				
	◀which allows air and light to pass through				
	☐Design:				
	◀Plain				
	◀most importantly -- NO Flowers and Lace				
293	Ready-Made Curtain (RMC), White Color	pcs	8	450.00	3,600.00
	☐Dimension: 60"x84"				
	☐Color: White				
	☐Fabric Material:				
	◀Synthetic Fabric				
	◀or any light material				
	◀which allows air and light to pass through				
	☐Design:				
	◀Plain				
	◀most importantly -- NO Flowers and Lace				
294	Paper Cutter, Wooden, 18" x 15" (A3)	pc	1	2,500.00	2,500.00
	☐guillotine paper cutter 18" (wooden cutter)				
295	Duster, Microfiber (Cotton)	pcs	2	102.00	204.00
296	Fabric Conditioner, 1L, any scent				-
297	Hand Sprayer, plastic, 150ml cap	pcs	3	100.00	300.00
298	Rubber Sponge, round	pc	1	13.00	13.00
299	Clip, Double Binder	boxes	7	28.00	196.00
	☐1-1/4" (approx. 32mm)				-
	☐Black, 12 pcs/box				-
300	Pen, Permanent Marker, black, fine tip	pcs	3	60.00	180.00
301	Pen, Permanent Marker, blue, fine tip	pcs	3	60.00	180.00
302	Paper, Haspi, black, 20" x 26"	pcs	20	50.00	1,000.00
303	Folder, Pressboard, US, Blue, short	pcs	5	29.00	145.00
304	Binder Clip, 1.5", black	pcs	20	7.50	150.00
305	Binder Clip, 2", black	pcs	20	8.50	170.00
306	Correction Pen, rolling ball-metal tip	pc	1	220.00	220.00
307	Correction Tape, 10 meters	pcs	4	32.00	128.00
308	Envelope, Brown, long, good quality	pcs	50	5.00	250.00
309	Floor Mop with wooden handle, heavy duty	pcs	5	240.00	1,200.00
310	Gel Ink Sign Pen 0.5, black	pcs	6	25.00	150.00
311	Gel Ink Sign Pen 0.5, blue	pcs	6	25.00	150.00
312	Gel Ink Sign Pen 0.5, red	pcs	6	25.00	150.00
313	Magfile, double, black, legal	pcs	20	260.00	5,200.00
314	Note pad, 3" x 3", post-it, assorted colors	pads	3	35.00	105.00
315	Note pad, 4" x 5", post-it, assorted colors	pads	3	40.00	120.00
316	Pen, Permanent Marker, Blue, broad tip	pcs	2	60.00	120.00
317	Pen, Permanent Marker, Red, broad tip	pcs	2	60.00	120.00
318	PVC Binding Cover, short, 100pcs/pack	pack	1	550.00	550.00
319	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10	125.00	1,250.00
320	Stamp Pad, 4 x 2.75" (Purple)	pcs	6	60.00	360.00
321	Transparent Tape (1")	rolls	3	25.00	75.00
322	Transparent Tape (2")	rolls	6	40.00	240.00
323	White Folders, 0.14mm long 100pcs/pack	packs	2	430.00	860.00
324	Plastic bag (sando bag) 100pcs/pack large	pack	1	95.00	95.00
325	Plastic bag (sando bag) 100pcs/pack medium	pack	1	65.00	65.00
326	Ring Binder, plastic, 84 38mm, 1 1/2" black	pcs	10	46.00	460.00

327	Meter Stick, wood	pcs	4	18.00	72.00
328	Muriatic Acid concentrated scented	gal	1	350.00	350.00
329	Trash Bag (Garbage Bag)	pack	5	40.00	200.00
	■Medium				
	■13 x 13 x 32"				
	■10pcs/pack				
	■black				
	Rebidding (from GOODS-21-10)				
330	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	5	960.00	4,800.00
331	Battery, Rechargeable, AA (4pcs) w/ Charger, Input: AC100-240V 50-60Hz; Output: DC1.5 V AA 550mA x4 / AAA 275mA x4; Charging Control: checks voltage and temperature of battery automatically; Indicator: LED x 4; Charging: ON, Fully charged: OFF; Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells;	set	12	3,550.00	42,600.00
332	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	pair	3	100.00	300.00
333	Book Ends, Metal, Small (approx. 13x15x15cm), at least 300g	pair	6	100.00	600.00
334	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	29	399.00	11,571.00
335	Cable Tie, 8", 100 pcs/pack, 2.5 x 200mm (Width x length);	packs	21	105.00	2,205.00
336	Class Record, (for College use)	pcs	40	38.00	1,520.00
337	Date stamp, 10 years advance or more, Date stamp, 10 years advance or more;	pcs	2	184.00	368.00
338	Disinfectant Cleaner, multi-surface, scented	gal	61	400.00	24,400.00
339	Duster, Feather	pcs	28	53.00	1,484.00
340	Empty Water Bottle (5 gallon), round, blue	pc	4	180.00	720.00
341	Envelope, Expanding, plastic, A4	pc	22	56.00	1,232.00
342	Envelope, Expanding, Plastic, Long	pc	125	51.00	6,375.00
343	Extra strength label tape cartridge compatible for Epson Label Works LW-K400, black print on White	pcs	20	500.00	10,000.00
344	Fabric Conditioner, 1L, any scent	btls	13	294.00	3,822.00
345	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	pcs	1	1,500.00	1,500.00
346	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	pcs	2	2,500.00	5,000.00
347	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	4	850.00	3,400.00
348	Florist Wire / Floral Wires, plastic coated, guage 18, 40cm length, 50 pcs/set	sets	2	150.00	300.00
349	Hand Towel, cloth, cotton	piece	39	25.00	975.00
350	Hand Towel, cloth, cotton, 12 pcs/pack	piece	22	245.00	5,390.00
351	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box	set	30	75.00	2,250.00
352	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs/pack, waterproof	packs	20	472.00	9,440.00
353	Mop Handle, plastic	pieces	22	142.00	3,124.00
354	Mop rug, heavy duty 100% cotton	pieces	72	90.00	6,480.00
355	Net bags, fish net, 13" x 13"	pc	524	25.00	13,100.00
356	Numbering machine, 12 digits w/ letter	piece	3	998.00	2,994.00
357	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm	pieces	4	290.00	1,160.00

358	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	4	2,550.00	10,200.00
359	Paper Cutter, Wood, A4 size	piece	1	595.00	595.00
360	Paper, Haspi, blue, 20" x 26"	pieces	35	79.00	2,765.00
361	Paper, Haspi, green, 20" x 26"	pieces	29	79.00	2,291.00
362	Paper, Haspi, maroon, 20" x 26"	pieces	25	79.00	1,975.00
363	PET Bottle, 330ml, transparent, with cap, 284 btls/bag	bags	3	1,350.00	4,050.00
364	Pie Box, Pre-Formed Pie Box; Packing: 20 pcs/pack; Size: 10" x 10" x 1½"; Color: White	pack	10	320.00	3,200.00
365	Plastic Twine, 1kl/roll	rolls	148	85.00	12,580.00
366	Polyethylene Bag, autoclavable, 10" x 16" x .002	kgs	5	200.00	1,000.00
367	Polyethylene Bag, autoclavable, 3" x 10" x .002	kgs	5	200.00	1,000.00
368	Polyethylene Bag, autoclavable, 8" x 12" x .002	kgs	5	200.00	1,000.00
369	Soap, hand, liquid, 250 ml	btls	57	135.00	7,695.00
370	Toilet Bowl Cleaner, at least 1 gallon	gal	19	380.00	7,220.00
371	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5	60.00	300.00
372	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	20	30.00	600.00
373	Wax Paper, at least 23m x 30cm	rolls	2	240.00	480.00
Total ABC (this project):				1,112,183.00	

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

2. The *Visayas State University – Main Campus* now invites bids for the above Procurement Project. Delivery of the Goods is required by *thirty (30) calendar days upon receipt of Notice to Proceed (NTP)*. Bidders should have completed, within *two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *Visayas State University* and inspect the Bidding Documents at the address given below during *Mondays - Fridays (8:00 AM-5:00 PM)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *17 May – 07 June 2021 until 8:30 AM* from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP

5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

6. The *Visayas State University – Main Campus* will hold a Pre-Bid Conference on *May 24, 2021; 2:00PM* at the *Cooperative Building, VSU Market, Visca, Baybay City, Leyte* and/or through video conferencing or webcasting via *Google Meet*, which shall be open to prospective bidders.

Bidders are advised to contact the BAC Secretariat before the scheduled Pre-Bid Conference for the Google Meet link.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before *07 June 2021 until 8:30 AM*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *07 June 2021; 9:00 AM* at the *Cooperative Building, VSU Market, Visca, Baybay City, Leyte* and/or via *Google Meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Bidders are advised to contact the BAC Secretariat before the scheduled Bid Opening for the Google Meet link.

10. For bidders who opt to submit their bids electronically, a hardcopy (original) of the bid must be sent to the BAC through couriers. A proof (e.g. courier receipt, etc.) that a hardcopy of the bid is on transit must be presented upon submission of the electronic bid.
11. The *Visayas State University* 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:

Ms. Jessamine C. Eccleo (BAC Secretariat)

Office of the Head for Procurement,

VSU-Main, Visca, Baybay City, Leyte

Mobile: 0998 555 0106 / 0917 6341 474

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or

Mr. Toni Marc L. Dargantes (BAC Secretariat)

Office of the VP for Planning, Resource Generation & Auxiliary Services

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13. You may visit the following websites:

For downloading of Bidding Documents: <https://www.vsu.edu.ph/transparency-seal-documents/philgeps-opportunities>

May 17, 2021

DILBERTO O. FERRAREN

Chairperson, VSU BAC

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Visayas State University*, wishes to receive Bids for the *Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products*, with identification number *GOODS-21-24*.

The Procurement Project (referred to herein as “Project”) is composed of *373 items*, 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 *2021* in the amount of *One Million One Hundred Twelve Thousand One Hundred Eighty-Three Pesos (PhP 1,112,183.00)*.

2.2. The source of funding is: NGA, the General Appropriations Act, Special Trust Fund (STF), Trust Fund (TF).

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

Bidders 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 *twenty-five percent (25%)* 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: **Subcontracting is not allowed.**

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **two (2 years)** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

- iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing 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 *October 7, 2021*. 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 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 may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: 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

Bid Data Sheet

ITB Clause																																																													
5.3	For this purpose, contracts similar to the Project shall be: a. <i>Office Supplies, Janitorial Supplies, General Merchandise Products or a combination of the foregoing</i> b. completed within two (2) years prior to the deadline for the submission and receipt of bids.																																																												
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14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than <i>Twenty-Two Thousand Two Hundred Forty-Three and 66/100 Pesos (PhP 22,243.66)</i> or two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Fifty-Five Thousand Six Hundred Nine and 19/100 Pesos (PhP 55,609.19)</i> or five percent (5%) of ABC if bid security is in Surety Bond.																																																												
19.3	<table><tr><th>Item No.</th><th>Item Description & Specifications</th><th>Total ABC</th></tr><tr><td>1</td><td>Spin Mop</td><td>6,000.00</td></tr><tr><td>2</td><td>Battery, Rechargeable, AA (4pcs) w/ Charger</td><td>3,550.00</td></tr><tr><td>3</td><td>Alcohol, Ethyl, 70% solution, 500mL</td><td>14,875.00</td></tr><tr><td>4</td><td>Floor Mop, plastic, with handle, heavy duty;</td><td>750.00</td></tr><tr><td>5</td><td>Bleach, Liquid, 99.9% Antibac, 3785 mL</td><td>4,000.00</td></tr><tr><td>6</td><td>Soap, Detergent, Powder, 1 kilo/pack, any scent</td><td>3,990.00</td></tr><tr><td>7</td><td>Face Towel, Cotton, 12 pcs/pack</td><td>350.00</td></tr><tr><td>8</td><td>Soap, Dishwashing, Liquid, 250mL</td><td>8,400.00</td></tr><tr><td>9</td><td>Meat Crates, plastic, 52 x 37 x 32 cms.</td><td>750.00</td></tr><tr><td>10</td><td>Meat Box, Plastic 27 cm x 20 cm x 5.5 cm or 10.63" x 7.87" x 2.17"</td><td>800.00</td></tr><tr><td>11</td><td>Rubber Mat</td><td>175.00</td></tr><tr><td>12</td><td>Spatula</td><td>1,200.00</td></tr><tr><td>13</td><td>Trays</td><td>180.00</td></tr><tr><td>14</td><td>PET Bottle</td><td>40,500.00</td></tr><tr><td>15</td><td>Alcohol, Isopropyl, 70% solution, 500mL</td><td>8,120.00</td></tr><tr><td>16</td><td>Soap, Detergent, Liquid, 1 gal, any scent</td><td>7,000.00</td></tr><tr><td>17</td><td>Soap, Detergent, Bar, at least 350g, any scent</td><td>114.00</td></tr><tr><td>18</td><td>Soap, hand, liquid, 250 ml</td><td>1,350.00</td></tr><tr><td>19</td><td>Paper, Bond, A4, S-20, 70 gsm</td><td>26,565.00</td></tr></table>	Item No.	Item Description & Specifications	Total ABC	1	Spin Mop	6,000.00	2	Battery, Rechargeable, AA (4pcs) w/ Charger	3,550.00	3	Alcohol, Ethyl, 70% solution, 500mL	14,875.00	4	Floor Mop, plastic, with handle, heavy duty;	750.00	5	Bleach, Liquid, 99.9% Antibac, 3785 mL	4,000.00	6	Soap, Detergent, Powder, 1 kilo/pack, any scent	3,990.00	7	Face Towel, Cotton, 12 pcs/pack	350.00	8	Soap, Dishwashing, Liquid, 250mL	8,400.00	9	Meat Crates, plastic, 52 x 37 x 32 cms.	750.00	10	Meat Box, Plastic 27 cm x 20 cm x 5.5 cm or 10.63" x 7.87" x 2.17"	800.00	11	Rubber Mat	175.00	12	Spatula	1,200.00	13	Trays	180.00	14	PET Bottle	40,500.00	15	Alcohol, Isopropyl, 70% solution, 500mL	8,120.00	16	Soap, Detergent, Liquid, 1 gal, any scent	7,000.00	17	Soap, Detergent, Bar, at least 350g, any scent	114.00	18	Soap, hand, liquid, 250 ml	1,350.00	19	Paper, Bond, A4, S-20, 70 gsm	26,565.00
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	20	Broom, Soft (Tambo), Large, Heavy Duty	4,250.00
	21	Stick Broom (tingting)	160.00
	22	Net bags, fish net, 13" x 13"	1,425.00
	23	Pen, Ball, blue	4,080.00
	24	Bathroom Deodorizer	1,500.00
	25	Battery	5,405.00
	26	Battery	4,125.00
	27	Car Freshener	540.00
	28	Chlorine Granules, 1kg/pack	85.00
	29	Correction Tape, 8m x 5mm wide	960.00
	30	Date stamp	900.00
	31	Dust Bin (Trash Bin)	720.00
	32	Dust pan, plastic, stand-up handle, small	375.00
	33	Envelope, Expanding, Plastic, Long	750.00
	34	Envelope, Expanding, with garter tie, brown, short	275.00
	35	Envelope, Expanding, with garter tie, green, long	1,455.00
	36	Eraser, whiteboard, magnetic flannel	480.00
	37	Eraser, Blackboard, wood design, Big (3x13x5cm)	280.00
	38	Fastener, Paper, plastic, 50 sets/box	684.00
	39	Flashlight	320.00
	40	Foil, Aluminum, 16m x 30cm (approx. 260g)	870.00
	41	Folder, File, Long, 14pts, White	3,340.00
	42	Folder, File, Short, 14pts, White	480.00
	43	Folder, Pressboard, US, Blue, Long	1,050.00
	44	Folder, Pressboard, US, Yellow, Long	1,050.00
	45	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box	70.00
	46	Ink, for stamp pad, violet, 30mL, w/ applicator	245.00
	47	Morocco Board	1,350.00
	48	Multi-Insect Killer Spray, 250mL	600.00
	49	Numbering machine, 12 digits w/ letter	1,996.00
	50	Paper Cutter	7,650.00
	51	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	1,500.00
	52	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	205.00
	53	Laminating Film, A4, 100 shts/box, 250 microns	2,860.00
	54	Paper, Specialty, 200gsm 8-1/2x11, 10s, White	1,406.00
	55	Pen, Permanent Marker, black, fine tip	1,800.00
	56	Pen, Permanent Marker, black, broad tip	300.00
	57	Pen, Highlighter, yellow	450.00
	58	Pen, Whiteboard Marker, black	1,000.00
	59	Pencil, Lead, #2, w/ eraser	690.00
	60	PVC Plastic Cover	11,250.00
	61	Record Book, Big, 300 pages	1,440.00
	62	Soap, Toilet, regular size	280.00
	63	Staple Wire, #35	2,400.00
	64	Tape, Double Sided, 2" x 10m	140.00
	65	Tape, Duct, 2" x 25m, Black/Grey	1,080.00
	66	Tape, Magic, 12mm x 50m	196.00
	67	Tape, Masking, 1" x 25 yards	2,832.00
	68	Tape, Masking, 2" x 25 yards	1,900.00
	69	Tape, Packaging, 2" x 100 yards, Tan	165.00
	70	Tissue, Bathroom, 2 Ply, 12rolls/pack	4,896.00
	71	Toilet Bowl Cleaner, at least 1 gallon	370.00

72	Toilet Brush with Holder	360.00
73	Magazine Box / Data File Box / Datafiler	9,600.00
74	Specialty Paper Dynamics	1,275.00
75	Folder, Pressboard, US, Green, Long	6,000.00
76	Sign pen, Fine Tech, 0.3mm. blue	1,320.00
77	Sign pen	5,580.00
78	Index Tab	390.00
79	Clip, Paper	532.00
80	Clip, Paper	1,050.00
81	Duster, Feather	405.00
82	Envelope, Document, Brown, 150 lbs, Long	665.00
83	Envelope, Expanding, with garter tie, blue, long	1,725.00
84	Folder, Sliding, Plastic, w/ binder, Long, transparent	1,700.00
85	Glue, Multi-Purpose, White, at least 130g (118mL)	858.00
86	Sticky Note, 3 x 4, Yellow	1,120.00
87	Sticky Note, 2 x 3, Yellow	948.00
88	Notebook, ordinary 60 leaves, 60 gsm	78.00
89	Notebook, Spiral 60 leaves	138.00
90	Pen, Sign, .5mm, Gel-type, Blue	2,800.00
91	Pen, Highlighting, asstd color	500.00
92	Record Book, Big, 500 pages	3,105.00
93	Folder, Ordinary, A4	3,955.00
94	Paper, Bond, A4, S-24, 80 gsm	135,830.00
95	Paper, Specialty 200gsm 8-1/2x11, 10s, Light Green	76.00
96	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	1,406.00
97	Envelope, Expanding, Plastic, Long, with Handle	3,000.00
98	Calculator	1,400.00
99	Correction Fluid, waterbase, 15 mL	280.00
100	Envelope, Expanding, with garter tie, brown, long	2,400.00
101	Glue, White, All-purpose, 1 gallon	510.00
102	Rubberband, #18, 350 gms/box	6,750.00
103	Scissors, 8" heavy duty, good quality	225.00
104	Folder, Pressboard, A4, US Green, Double Fold	1,200.00
105	Air Freshener	3,740.00
106	Envelope, brown, ordinary, A4 size	450.00
107	Alcohol, Isopropyl, 70% solution, 500mL, pump type	8,000.00
108	Cleanser, Powder, 500g, any scent	4,104.00
109	Dust pan, plastic, stand-up handle, large	840.00
110	Envelope, Expanding, Kraft board, w/ garter tie, Legal	140.00
111	Envelope, Mailing, white, long, 500pcs/box	1,975.00
112	Soap, Toilet , guest size	150.00
113	Envelope	396.00
114	Clip, Double Binder	340.00
115	Clip, Double Binder	1,120.00
116	Battery, Alkaline, Size: C, 2pcs/pack	95.00
117	Stamping Pad size 2	155.00
118	Ink, Epson Premium Dye Ink, 1 liter, black	1,700.00
119	Acetate, transparent, gauge #4, approx. 50m/roll	650.00
120	Paper, Bond, Colored, Short, S-16, 56gsm, Blue	264.00
121	Paper, Bond, Colored, Short, S-16, 56gsm, Green	264.00
122	Paper, Bond, Colored, Short, S-16, 56gsm, Pink	792.00
123	Paper, Bond, Colored, Short, S-16, 56gsm, Yellow	264.00

	124	Nylon, #300, for grass cutter	2,700.00	
	125	Sealing film, 4" x 125 "	6,000.00	
	126	Paper, Bond, Long, S-20, 70 gsm	20,306.00	
	127	Disinfectant Spray, 170g	3,920.00	
	128	Pen, Ball, red	260.00	
	129	Stamping Pad size 4	268.00	
	130	Stapler, HD No.35	2,800.00	
	131	Paper, Bond, Long, S-24, 80 gsm	23,616.00	
	132	Cleaner, Glass, 500mL, any scent	6,534.00	
	133	Clip Board, Plastic, with PVC Cover, A4, any color	1,188.00	
	134	Envelope, Expanding, with garter tie, red, short	110.00	
	135	Fastener, Paper, non-rust metal, 50 sets/box	100.00	
	136	Ring Binder, plastic, 84 6mm 1/4" black	96.00	
	137	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	880.00	
	138	Tape, Double Sided, 1" x 10m	1,225.00	
	139	Trash Bag (Garbage Bag)	250.00	
	140	Hand Sprayer, plastic, 300 ml cap.	900.00	
	141	Paper, Towel, Interfolded , 1 ply, 175 pulls	450.00	
	142	Plastic Twine, 1kl/roll	850.00	
	143	Ruler, Plastic, 24"	210.00	
	144	Disinfectant Spray, 340g	8,835.00	
	145	Envelope, Document, Brown, 150 lbs, Short	100.00	
	146	Folder, Pressboard, US, Green, Short	2,030.00	
	147	Pen, Whiteboard Marker, red	250.00	
	148	Pen, Whiteboard Marker, blue,	250.00	
	149	Envelope, Expanding, with garter tie, blue, short	165.00	
	150	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	1,200.00	
	151	Sticky Note, 3 x 3, Yellow	2,184.00	
	152	Pin, Push, hammerhead type, asstd colors 50s/pack	105.00	
	153	Tape, Packaging, 2" x 100 yards, Clear	825.00	
	154	Tape, Transparent, 12mm x 50m	408.00	
	155	Cable Tie, 8", 100 pcs/pack	210.00	
	156	Battery	1,570.00	
	157	Paper, Bond, Short, S-20, 70 gsm	8,820.00	
	158	Pen, Ball, black	500.00	
	159	Lever Arch File Folder	11,060.00	
	160	Magazine Box / Data File Box / Datafiler	9,750.00	
	161	Paper Cutter HD, size 15x12", brown	900.00	
	162	Broom	696.00	
	163	Foil, Aluminum, 7m x 30cm (approx. 130g)	1,950.00	
	164	Hand Sprayer, plastic, 200 ml cap.	650.00	
	165	Hand Towel, Interfolded, 2 ply, 150 pulls	6,250.00	
	166	Mop Handle	1,000.00	
	167	Wet and dry vacuum cleaner	10,000.00	
	168	Trash Bag (Garbage Bag)	850.00	
	169	Pen, Sign, .5mm, Gel-type, Black	560.00	
	170	Hand Towel, cloth, cotton	360.00	
	171	Specialty Paper	325.00	
	172	Disinfectant Cleaner, multi-surface, scented	600.00	
	173	Puncher, Heavy Duty	900.00	
	174	Clip Board	444.00	
	175	Scissors, 6" heavy duty, good quality	272.00	

176	Dust Bin (Trash Bin)	300.00
177	Folder, Sliding, Plastic, w/ binder, Short, transparent	135.00
178	Ring Binder, plastic, 84 10mm, 3/8" black	20.00
179	Ring Binder, plastic, 84 12mm, 1/2" black	24.00
180	Multi-Purpose Glue, 130 g	360.00
181	Pen, Permanent Marker, red, fine tip	60.00
182	Pen, Permanent Marker, blue, fine tip	420.00
183	Paper, Manila	18.00
184	Cartolina, US, Neon Green, at least 160gsm	14.00
185	Cartolina, US, Neon Pink, at least 160gsm	14.00
186	Cartolina, US, Neon Red, at least 160gsm	14.00
187	Cartolina, US, Neon Yellow Green, at least 160gsm	14.00
188	Cartolina, US, Neon Yellow, at least 160gsm	14.00
189	Cartolina, US, Violet, at least 160gsm	14.00
190	Envelope, Expanding	132.00
191	Air Freshener	384.00
192	Paper, Felt, 27" x 21", Red	75.00
193	Ink, Refill, for Permanent Marker, Blue, 30mL	690.00
194	Ink, Refill, for Permanent Marker, Red, 30mL	575.00
195	Ink, Refill, for Whiteboard Marker, Black, 30mL	990.00
196	Mop rug, heavy duty 100% cotton	750.00
197	Memo Notebooks, 80 leaves	145.00
198	Sharpener, Pencil Heavy Duty good qlty	350.00
199	Pen, Permanent Marker, JUMBO blue	600.00
200	Staple wire remover	238.00
201	Toilet Bowl and Urinal Cleaner, at least 500mL	1,250.00
202	Calculator	2,120.00
203	Cartolina, Vellum, White, at least 180gsm	12,250.00
204	Glue, Multi-Purpose, White, at least 454g (473mL)	25,740.00
205	Special Haspi - Green -	6,000.00
206	Stamping foil, Gold	9,000.00
207	Tape, Magic, 24mm x 50m	3,927.00
208	Cutter	1,040.00
209	Ruler, Plastic, 12"	45.00
210	Paper, Bond, A3, S-24, 80 gsm	2,900.00
211	Paper	1,100.00
212	Whiteboard	880.00
213	Tape, Double Sided, 3/4" x 10m	52.00
214	Paper, Bond, Short, S-24, 80 gsm	4,709.00
215	Ink, Refill, for Permanent Marker, Black, 30mL	345.00
216	Tape, Transparent, 24mm x 50m	240.00
217	Acetate, transparent, guage #3, approx. 50m/roll	1,440.00
218	Cartolina, US, Neon Blue, at least 160gsm	140.00
219	Cartolina, US, Green, at least 160gsm	140.00
220	Cartolina, US, Blue, at least 160gsm	140.00
221	Cover for Keyboard	700.00
222	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	5,500.00
223	CD Label/Sticker, plain white (40pcs/pack)	50.00
224	Binder Clips, Black, 1", 12pcs/ box	480.00
225	Binder Clips, Black, 1 5/8", 12pcs/ box	600.00
226	Binder Clips, Black, 2", 12pcs/ box	840.00
227	Bond Paper, A4, 80gsm, ultra white	19,500.00

	228	Bond Paper , Long, 80gsm, ultra white	13,000.00
	229	Bond Paper , Short, 80gsm, ultra white	7,250.00
	230	Correction tape, roller type, film based, 6m min length	720.00
	231	Data Filler Box, Single, Legal (Blue)	27,500.00
	232	Envelope, expanding, legal, with garterized tie, Orange	1,400.00
	233	Envelope brown, long ordinary	3,750.00
	234	Envelope brown, Short ordinary	1,000.00
	235	Envelope, brown, 6" x 9" for report card	250.00
	236	Envelop (White long)	150.00
	237	Folder, Ordinary White (Long)	7,500.00
	238	Folder, Ordinary White (Short)	1,000.00
	239	Folder, Ordinary White (A4)	1,200.00
	240	Folder, Expanded Green (Long)	2,400.00
	241	Paper Clip, 50mm, 100pcs/box	840.00
	242	Paper Fastener (Plastic, 7cm 50sets)	2,250.00
	243	Paper Board Plain White 185gsm A4 (20 Sheets)	1,500.00
	244	Photo Paper Glossy 210gsm A4 (20 Sheets)	1,500.00
	245	Pen, Liquid Gel Ink 0.5 mm (Red)	270.00
	246	Pen, Liquid Gel Ink 0.5 mm (Violet)	300.00
	247	Pen, Liquid Gel Ink 0.5 mm (Blue)	2,400.00
	248	Pen, Ballpen 0.5 mm (Black 50 pcs)	700.00
	249	Pen, Ballpen 0.5 mm (Blue 50pcs)	2,800.00
	250	Pencil #2 with eraser, yellow, 12pcs/box	300.00
	251	Pen, Whiteboard Marker, Fine Point (Black)	3,200.00
	252	Pen, Whiteboard Marker, Fine Point (Blue)	2,400.00
	253	Pen, Whiteboard Marker, Fine Point (Green)	2,400.00
	254	Pen, Whiteboard Marker, Fine Point (Red)	2,400.00
	255	Pen, Permanent Marker, Fine Point (Black)	2,400.00
	256	Pen, Permanent Marker, Fine Point (Blue)	2,400.00
	257	Push Pin (50pcs/Box)	300.00
	258	Record book, 200 pages	2,700.00
	259	Record book, 500 pages	4,950.00
	260	Tape, Masking, 1" x 25m	210.00
	261	Tape, Masking 2" x 50m	350.00
	262	Tape, Packing Brown, 2" x 50m	700.00
	263	Tape, Transparent 1"	300.00
	264	Tape, Transparent 2"	550.00
	265	Tape, Ductile Adhesive Heavy duty Water Proof 2"	2,000.00
	266	Bath Soap Pure White (60 grams)	375.00
	267	Bleach, Liquid All Purpose, Any Scent	5,000.00
	268	Broom (Soft) Good Quality	300.00
	269	Chlorine Powder	4,500.00
	270	Deodorizer (Paradichlorobenzene)	350.00
	271	Detergent Soap Bar (40g)	150.00
	272	Detergent Soap w/ Fabcon, Powder (500g)	2,040.00
	273	Dishwashing Soap Liquid, Antibacterial, 375ml Refill	5,600.00
	274	Ethyl Alcohol 70% solution	12,000.00
	275	Sponge Foam w/ Scrub, Good Quality	700.00
	276	Toilet Bowl Cleaner, 1000 ml	750.00
	277	Toilet Bowl Brush, Round w/ Container	510.00
	278	Gloves (Industrial Cotton Knitted Gloves), 12 pairs	1,000.00
	279	Magic Spin Mop	1,200.00

280	Nylon String Cord Clear #300	1,800.00
281	Nylon Rope, 3-Stranded Twisted #22	7,000.00
282	Rubber Boots Male Size Heavy Duty (Black) # 10	700.00
283	Rubber Boots Male Size Heavy Duty (Black) # 9	1,400.00
284	Rubber Boots Male Size Heavy Duty (Black) # 8	2,800.00
285	Rubber Boots Male Size Heavy Duty (Black) # 7	2,800.00
286	Rubber Boots Male Size Heavy Duty (Black) # 6	2,800.00
287	Rubber Boots Female Size Heavy Duty (Black) # 6	700.00
288	Rubber Boots Male Size Heavy Duty (White) # 7	700.00
289	Rubber Boots Male Size Heavy Duty (White) # 6	700.00
290	Rubberized Garden Hose, 1/2" 50m	3,000.00
291	Ready-Made Curtain (RMC), Cream color	4,050.00
292	Ready-Made Curtain (RMC), Maroon Color	6,750.00
293	Ready-Made Curtain (RMC), White Color	3,600.00
294	Paper Cutter, Wooden, 18" x 15" (A3)	2,500.00
295	Duster, Microfiber (Cotton)	204.00
296	Fabric Conditioner, 1L, any scent	-
297	Hand Sprayer, plastic, 150ml cap	300.00
298	Rubber Sponge, round	13.00
299	Clip, Double Binder	196.00
300	Pen, Permanent Marker, black, fine tip	180.00
301	Pen, Permanent Marker, blue, fine tip	180.00
302	Paper, Haspi, black, 20" x 26"	1,000.00
303	Folder, Pressboard, US, Blue, short	145.00
304	Binder Clip, 1.5", black	150.00
305	Binder Clip, 2", black	170.00
306	Correction Pen, rolling ball-metal tip	220.00
307	Correction Tape, 10 meters	128.00
308	Envelope, Brown, long, good quality	250.00
309	Floor Mop with wooden handle, heavy duty	1,200.00
310	Gel Ink Sign Pen 0.5, black	150.00
311	Gel Ink Sign Pen 0.5, blue	150.00
312	Gel Ink Sign Pen 0.5, red	150.00
313	Magfile, double, black, legal	5,200.00
314	Note pad, 3" x 3", post-it, assorted colors	105.00
315	Note pad, 4" x 5", post-it, assorted colors	120.00
316	Pen, Permanent Marker, Blue, broad tip	120.00
317	Pen, Permanent Marker, Red, broad tip	120.00
318	PVC Binding Cover, short, 100pcs/pack	550.00
319	Soft Broom (Tambo) 200g minimum, heavy duty	1,250.00
320	Stamp Pad, 4 x 2.75" (Purple)	360.00
321	Transparent Tape (1")	75.00
322	Transparent Tape (2")	240.00
323	White Folders, 0.14mm long 100pcs/pack	860.00
324	Plastic bag (sando bag) 100pcs/pack large	95.00
325	Plastic bag (sando bag) 100pcs/pack medium	65.00
326	Ring Binder, plastic, 84 38mm, 1 1/2" black	460.00
327	Meter Stick, wood	72.00
328	Muriatic Acid concentrated scented	350.00
329	Trash Bag (Garbage Bag)	200.00
	Rebidding (from GOODS-21-10)	
330	Acetate, transparent, gauge #4, approx. 50m/roll	4,800.00

331	Battery, Rechargeable, AA (4pcs) w/ Charger, Input: AC100-240V 50-60Hz; Output: DC1.5 V AA 550mA x4 / AAA 275mA x4; Charging Control: checks voltage and temperature of battery automatically; Indicator: LED x 4; Charging: ON, Fully charged: OFF; Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells;	42,600.00
332	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	300.00
333	Book Ends, Metal, Small (approx. 13x15x15cm), at least 300g	600.00
334	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	11,571.00
335	Cable Tie, 8", 100 pcs/pack, 2.5 x 200mm (Width x length);	2,205.00
336	Class Record, (for College use)	1,520.00
337	Date stamp, 10 years advance or more, Date stamp, 10 years advance or more;	368.00
338	Disinfectant Cleaner, multi-surface, scented	24,400.00
339	Duster, Feather	1,484.00
340	Empty Water Bottle (5 gallon), round, blue	720.00
341	Envelope, Expanding, plastic, A4	1,232.00
342	Envelope, Expanding, Plastic, Long	6,375.00
343	Extra strength label tape cartridge compatible for Epson Label Works LW-K400, black print on White	10,000.00
344	Fabric Conditioner, 1L, any scent	3,822.00
345	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	1,500.00
346	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	5,000.00
347	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	3,400.00
348	Florist Wire / Floral Wires, plastic coated, guage 18, 40cm length, 50 pcs/set	300.00
349	Hand Towel, cloth, cotton	975.00
350	Hand Towel, cloth, cotton, 12 pcs/pack	5,390.00
351	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box	2,250.00
352	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs/pack, waterproof	9,440.00
353	Mop Handle, plastic	3,124.00
354	Mop rug, heavy duty 100% cotton	6,480.00
355	Net bags, fish net, 13" x 13"	13,100.00
356	Numbering machine, 12 digits w/ letter	2,994.00
357	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm	1,160.00
358	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	10,200.00
359	Paper Cutter, Wood, A4 size	595.00
360	Paper, Haspi, blue, 20" x 26"	2,765.00
361	Paper, Haspi, green, 20" x 26"	2,291.00
362	Paper, Haspi, maroon, 20" x 26"	1,975.00
363	PET Bottle, 330ml, transparent, with cap, 284 btls/bag	4,050.00
364	Pie Box, Pre-Formed Pie Box; Packing: 20 pcs/pack; Size: 10" x 10" x 1½"; Color: White	3,200.00

		365	Plastic Twine, 1kl/roll	12,580.00	
		366	Polyethylene Bag, autoclavable, 10" x 16" x .002	1,000.00	
		367	Polyethylene Bag, autoclavable, 3" x 10" x .002	1,000.00	
		368	Polyethylene Bag, autoclavable, 8" x 12" x .002	1,000.00	
		369	Soap, hand, liquid, 250 ml	7,695.00	
		370	Toilet Bowl Cleaner, at least 1 gallon	7,220.00	
		371	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	300.00	
		372	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	600.00	
		373	Wax Paper, at least 23m x 30cm	480.00	
20.2	In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184.				
21.2	<i>Not Applicable.</i>				

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>VSU Main Campus, Visca, Baybay City, Leyte</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="padding-left: 40px;"><i>Mr. Leopoldo S. Escala</i> <i>Procurement Office, VSU-Main,</i> <i>Visca, Baybay City, Leyte</i> <i>Contact #: 053 565 0600 local 1093 or 0963 9629709</i> <i>Email: leopoldo.escala@vsu.edu.ph</i></p> <p>Incidental Services –</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> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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.
	<p>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.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> 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. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 3 years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p>

	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
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</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>

	Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	Payment shall be done in staggered basis. Items that were already delivered can be paid subject to inspection and acceptance.
4	The inspections and tests that will be conducted will be specified by the appropriate technical team of VSU to confirm conformity to the contract specifications at no extra cost to VSU.

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.	Item Description & Specifications	Unit	Qty	Delivered, Weeks/Months
1	Spin Mop	pcs	4	All Items Should Be Delivered Within 30 Calendar Days From Receipt of Notice To Proceed
2	Battery, Rechargeable, AA (4pcs) w/ Charger	set	1	
3	Alcohol, Ethyl, 70% solution, 500mL	btls	119	
4	Floor Mop, plastic, with handle, heavy duty;	pcs	3	
5	Bleach, Liquid, 99.9% Antibac, 3785 mL	gal	16	
6	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	38	
7	Face Towel, Cotton, 12 pcs/pack	pack	1	
8	Soap, Dishwashing, Liquid, 250mL	btls	56	
9	Meat Crates, plastic, 52 x 37 x 32 cms.	pcs	3	
10	Meat Box, Plastic 27 cm x 20 cm x 5.5 cm or 10.63" x 7.87" x 2.17"	pcs	4	
11	Rubber Mat	mtr	1	
12	Spatula	pcs	2	
13	Trays	pcs	4	
14	PET Bottle	bags	30	
15	Alcohol, Isopropyl, 70% solution, 500mL	btls	58	
16	Soap, Detergent, Liquid, 1 gal, any scent	gal	20	
17	Soap, Detergent, Bar, at least 350g, any scent	bar	3	
18	Soap, hand, liquid, 250 ml	btls	15	
19	Paper, Bond, A4, S-20, 70 gsm	reams	105	
20	Broom, Soft (Tambo), Large, Heavy Duty	pcs	17	
21	Stick Broom (tingting)	pcs	4	
22	Net bags, fish net, 13" x 13"	pcs	75	
23	Pen, Ball, blue	pcs	408	
24	Bathroom Deodorizer	pcs	25	
25	Battery	pack	47	
26	Battery	pack	33	
27	Car Freshener	cans	3	
28	Chlorine Granules, 1kg/pack	packs	1	
29	Correction Tape, 8m x 5mm wide	pcs	24	
30	Date stamp	pc	1	
31	Dust Bin (Trash Bin)	pcs	3	
32	Dust pan, plastic, stand-up handle, small	pcs	5	
33	Envelope, Expanding, Plastic, Long	pcs	25	
34	Envelope, Expanding, with garter tie, brown, short	pcs	25	
35	Envelope, Expanding, with garter tie, green, long	pcs	97	
36	Eraser, whiteboard, magnetic flannel	pcs	8	
37	Eraser, Blackboard, wood design, Big (3x13x5cm)	pcs	5	
38	Fastener, Paper, plastic, 50 sets/box	bxs	18	
39	Flashlight	pcs	2	
40	Foil, Aluminum, 16m x 30cm (approx. 260g)	bxs	3	
41	Folder, File, Long, 14pts, White	pcs	334	
42	Folder, File, Short, 14pts, White	pcs	60	
43	Folder, Pressboard, US, Blue, Long	pcs	35	

44	Folder, Pressboard, US, Yellow, Long	pcs	35
45	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box	set	1
46	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	7
47	Morocco Board	ream	3
48	Multi-Insect Killer Spray, 250mL	tubes	3
49	Numbering machine, 12 digits w/ letter	pcs	2
50	Paper Cutter	unit	3
51	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	6
52	Multi-Purpose Cleaner, Liquid, 1000mL, any scent	btls	1
53	Laminating Film, A4, 100 shts/box, 250 microns	box	2
54	Paper, Specialty, 200gsm 8-1/2x11, 10s, White	packs	37
55	Pen, Permanent Marker, black, fine tip	pcs	30
56	Pen, Permanent Marker, black, broad tip	pcs	5
57	Pen, Highlighter, yellow	pcs	10
58	Pen, Whiteboard Marker, black	pcs	20
59	Pencil, Lead, #2, w/ eraser	pcs	69
60	PVC Plastic Cover	packs	15
61	Record Book, Big, 300 pages	pcs	18
62	Soap, Toilet, regular size	pcs	8
63	Staple Wire, #35	bxs	80
64	Tape, Double Sided, 2" x 10m	rolls	2
65	Tape, Duct, 2" x 25m, Black/Grey	rolls	6
66	Tape, Magic, 12mm x 50m	rolls	1
67	Tape, Masking, 1" x 25 yards	rolls	59
68	Tape, Masking, 2" x 25 yards	rolls	20
69	Tape, Packaging, 2" x 100 yards, Tan	rolls	3
70	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	24
71	Toilet Bowl Cleaner, at least 1 gallon	gal	1
72	Toilet Brush with Holder	set	2
73	Magazine Box / Data File Box / Datafiler	pcs	96
74	Specialty Paper Dynamics	packs	15
75	Folder, Pressboard, US, Green, Long	pcs	200
76	Sign pen, Fine Tech, 0.3mm. blue	pcs	44
77	Sign pen	pcs	62
78	Index Tab	bxs	6
79	Clip, Paper	bxs	38
80	Clip, Paper	box	35
81	Duster, Feather	pcs	9
82	Envelope, Document, Brown, 150 lbs, Long	pcs	95
83	Envelope, Expanding, with garter tie, blue, long	pcs	115
84	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	170
85	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	11
86	Sticky Note, 3 x 4, Yellow	pads	8
87	Sticky Note, 2 x 3, Yellow	pads	12
88	Notebook, ordinary 60 leaves, 60 gsm	pcs	6
89	Notebook, Spiral 60 leaves	pcs	6
90	Pen, Sign, .5mm, Gel-type, Blue	pcs	80
91	Pen, Highlighting, asstd color	pcs	20
92	Record Book, Big, 500 pages	pcs	27
93	Folder, Ordinary, A4	pcs	565
94	Paper, Bond, A4, S-24, 80 gsm	reams	470
95	Paper, Specialty 200gsm 8-1/2x11,10s, Light Green	packs	2

96	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream	packs	37
97	Envelope, Expanding, Plastic, Long, with Handle	pcs	30
98	Calculator	unit	2
99	Correction Fluid, waterbase, 15 mL	btl	7
100	Envelope, Expanding, with garter tie, brown, long	pcs	160
101	Glue, White, All-purpose, 1 gallon	gals	1
102	Rubberband, #18, 350 gms/box	bxs	25
103	Scissors, 8" heavy duty, good quality	pcs	3
104	Folder, Pressboard, A4, US Green, Double Fold	pcs	30
105	Air Freshener	tubes	17
106	Envelope, brown, ordinary, A4 size	pcs	45
107	Alcohol, Isopropyl, 70% solution, 500mL, pump type	btls	32
108	Cleanser, Powder, 500g, any scent	btls	54
109	Dust pan, plastic, stand-up handle, large	pcs	6
110	Envelope, Expanding, Kraft board, w/ garter tie, Legal	pcs	10
111	Envelope, Mailing, white, long, 500pcs/box	box	5
112	Soap, Toilet , guest size	pcs	10
113	Envelope	pcs	1
114	Clip, Double Binder	bxs	17
115	Clip, Double Binder	bxs	16
116	Battery, Alkaline, Size: C, 2pcs/pack	pack	1
117	Stamping Pad size 2	pcs	1
118	Ink, Epson Premium Dye Ink, 1 liter, black	btls	1
119	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	1
120	Paper, Bond, Colored, Short, S-16, 56gsm, Blue	reams	1
121	Paper, Bond, Colored, Short, S-16, 56gsm, Green	reams	1
122	Paper, Bond, Colored, Short, S-16, 56gsm, Pink	reams	3
123	Paper, Bond, Colored, Short, S-16, 56gsm, Yellow	reams	1
124	Nylon, #300, for grass cutter	kl	6
125	Sealing film, 4" x 125 "	rolls	3
126	Paper, Bond, Long, S-20, 70 gsm	reams	71
127	Disinfectant Spray, 170g	can	14
128	Pen, Ball, red	pcs	26
129	Stamping Pad size 4	pcs	2
130	Stapler, HD No.35	pcs	8
131	Paper, Bond, Long, S-24, 80 gsm	reams	72
132	Cleaner, Glass, 500mL, any scent	btls	33
133	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	6
134	Envelope, Expanding, with garter tie, red, short	pcs	10
135	Fastener, Paper, non-rust metal, 50 sets/box	bxs	2
136	Ring Binder, plastic, 84 6mm 1/4" black	pcs	12
137	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)	rolls	10
138	Tape, Double Sided, 1" x 10m	rolls	35
139	Trash Bag (Garbage Bag)	pack	10
140	Hand Sprayer, plastic, 300 ml cap.	pcs	6
141	Paper, Towel, Interfolded , 1 ply, 175 pulls	pack	6
142	Plastic Twine, 1kl/roll	rolls	10
143	Ruler, Plastic, 24"	pcs	6
144	Disinfectant Spray, 340g	can	19
145	Envelope, Document, Brown, 150 lbs, Short	pcs	20
146	Folder, Pressboard, US, Green, Short	pcs	70
147	Pen, Whiteboard Marker, red	pcs	5

148	Pen, Whiteboard Marker, blue,	pcs	5
149	Envelope, Expanding, with garter tie, blue, short	pcs	15
150	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	10
151	Sticky Note, 3 x 3, Yellow	pads	26
152	Pin, Push, hammerhead type, asstd colors 50s/pack	bxs	3
153	Tape, Packaging, 2" x 100 yards, Clear	rolls	15
154	Tape, Transparent, 12mm x 50m	rolls	6
155	Cable Tie, 8", 100 pcs/pack	packs	3
156	Battery	pack	2
157	Paper, Bond, Short, S-20, 70 gsm	reams	36
158	Pen, Ball, black	pcs	50
159	Lever Arch File Folder	pcs	79
160	Magazine Box / Data File Box / Datafiler	pcs	50
161	Paper Cutter HD, size 15x12", brown	pcs	1
162	Broom	pcs	2
163	Foil, Aluminum, 7m x 30cm (approx. 130g)	bxs	13
164	Hand Sprayer, plastic, 200 ml cap.	pcs	5
165	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	50
166	Mop Handle	pcs	2
167	Wet and dry vacuum cleaner	pcs	2
168	Trash Bag (Garbage Bag)	pack	10
169	Pen, Sign, .5mm, Gel-type, Black	pcs	16
170	Hand Towel, cloth, cotton	pcs	24
171	Specialty Paper	pack	5
172	Disinfectant Cleaner, multi-surface, scented	gal	2
173	Puncher, Heavy Duty	pcs	2
174	Clip Board	pcs	2
175	Scissors, 6" heavy duty, good quality	pcs	4
176	Dust Bin (Trash Bin)	pcs	1
177	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	15
178	Ring Binder, plastic, 84 10mm, 3/8" black	pcs	2
179	Ring Binder, plastic, 84 12mm, 1/2" black	pcs	2
180	Multi-Purpose Glue, 130 g	btl	6
181	Pen, Permanent Marker, red, fine tip	pcs	1
182	Pen, Permanent Marker, blue, fine tip	pcs	7
183	Paper, Manila	pcs	3
184	Cartolina, US, Neon Green, at least 160gsm	pcs	1
185	Cartolina, US, Neon Pink, at least 160gsm	pcs	1
186	Cartolina, US, Neon Red, at least 160gsm	pcs	1
187	Cartolina, US, Neon Yellow Green, at least 160gsm	pcs	1
188	Cartolina, US, Neon Yellow, at least 160gsm	pcs	1
189	Cartolina, US, Violet, at least 160gsm	pcs	1
190	Envelope, Expanding	pcs	12
191	Air Freshener	pcs	2
192	Paper, Felt, 27" x 21", Red	pcs	5
193	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	6
194	Ink, Refill, for Permanent Marker, Red, 30mL	btls	5
195	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	6
196	Mop rug, heavy duty 100% cotton	pcs	15
197	Memo Notebooks, 80 leaves	pcs	5
198	Sharpener, Pencil Heavy Duty good qlty	pcs	1
199	Pen, Permanent Marker, JUMBO blue	pcs	5

200	Staple wire remover	pcs	7
201	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	10
202	Calculator	unit	4
203	Cartolina, Vellum, White, at least 180gsm	pcs	350
204	Glue, Multi-Purpose, White, at least 454g (473mL)	btls	52
205	Special Haspi - Green -	mtrs	50
206	Stamping foil, Gold	roll	10
207	Tape, Magic, 24mm x 50m	rolls	11
208	Cutter	pcs	2
209	Ruler, Plastic, 12"	pcs	3
210	Paper, Bond, A3, S-24, 80 gsm	reams	5
211	Paper	rolls	2
212	Whiteboard	pcs	1
213	Tape, Double Sided, 3/4" x 10m	rolls	2
214	Paper, Bond, Short, S-24, 80 gsm	reams	17
215	Ink, Refill, for Permanent Marker, Black, 30mL	btls	3
216	Tape, Transparent, 24mm x 50m	rolls	2
217	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1
218	Cartolina, US, Neon Blue, at least 160gsm	pcs	10
219	Cartolina, US, Green, at least 160gsm	pcs	10
220	Cartolina, US, Blue, at least 160gsm	pcs	10
221	Cover for Keyboard	pcs	14
222	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	pack	11
223	CD Label/Sticker, plain white (40pcs/pack)	pack	1
224	Binder Clips, Black, 1", 12pcs/ box	bxes	12
225	Binder Clips, Black, 1 5/8", 12pcs/ box	bxes	12
226	Binder Clips, Black, 2", 12pcs/ box	bxes	12
227	Bond Paper , A4, 80gsm, ultra white	rms	65
228	Bond Paper , Long, 80gsm, ultra white	rms	40
229	Bond Paper , Short, 80gsm, ultra white	rms	25
230	Correction tape, roller type, film based, 6m min length	bxes	18
231	Data Filler Box, Single, Legal (Blue)	bxes	110
232	Envelope, expanding, legal, with garterized tie, Orange	pcs	70
233	Envelope brown, long ordinary	pcs	250
234	Envelope brown, Short ordinary	pcs	100
235	Envelope, brown, 6" x 9" for report card	pcs	50
236	Envelop (White long)	pcs	50
237	Folder, Ordinary White (Long)	pcs	500
238	Folder, Ordinary White (Short)	pcs	100
239	Folder, Ordinary White (A4)	pcs	100
240	Folder, Expanded Green (Long)	pcs	120
241	Paper Clip, 50mm, 100pcs/box	bxes	21
242	Paper Fastener (Plastic, 7cm 50sets)	bxes	30
243	Paper Board Plain White 185gsm A4 (20 Sheets)	packs	10
244	Photo Paper Glossy 210gsm A4 (20 Sheets)	packs	10
245	Pen, Liquid Gel Ink 0.5 mm (Red)	Box	1
246	Pen, Liquid Gel Ink 0.5 mm (Violet)	Box	1
247	Pen, Liquid Gel Ink 0.5 mm (Blue)	bxes	8
248	Pen, Ballpen 0.5 mm (Black 50 pcs)	Box	1
249	Pen, Ballpen 0.5 mm (Blue 50pcs)	bxes	4
250	Pencil #2 with eraser, yellow, 12pcs/box	bxes	3
251	Pen, Whiteboard Marker, Fine Point (Black)	bxes	4

252	Pen, Whiteboard Marker, Fine Point (Blue)	bx	3
253	Pen, Whiteboard Marker, Fine Point (Green)	bx	3
254	Pen, Whiteboard Marker, Fine Point (Red)	bx	3
255	Pen, Permanent Marker, Fine Point (Black)	bx	3
256	Pen, Permanent Marker, Fine Point (Blue)	bx	3
257	Push Pin (50pcs/Box)	bx	3
258	Record book, 200 pages	pcs	30
259	Record book, 500 pages	pcs	33
260	Tape, Masking, 1" x 25m	rolls	6
261	Tape, Masking 2" x 50m	rolls	7
262	Tape, Packing Brown, 2" x 50m	rolls	14
263	Tape, Transparent 1"	rolls	10
264	Tape, Transparent 2"	rolls	10
265	Tape, Ductile Adhesive Heavy duty Water Proof 2"	rolls	10
266	Bath Soap Pure White (60 grams)	Packs	15
267	Bleach, Liquid All Purpose, Any Scent	Gallons	5
268	Broom (Soft) Good Quality	Pieces	2
269	Chlorine Powder	Drum	1
270	Deodorizer (Paradichlorobenzene)	Pieces	10
271	Detergent Soap Bar (40g)	Packs	5
272	Detergent Soap w/ Fabcon, Powder (500g)	Packs	30
273	Dishwashing Soap Liquid, Antibacterial, 375ml Refill	Packs	56
274	Ethyl Alcohol 70% solution	Gallons	12
275	Sponge Foam w/ Scrub, Good Quality	Packs	10
276	Toilet Bowl Cleaner, 1000 ml	Bottles	5
277	Toilet Bowl Brush, Round w/ Container	Sets	3
278	Gloves (Industrial Cotton Knitted Gloves), 12 pairs	Pack	1
279	Magic Spin Mop	Unit	1
280	Nylon String Cord Clear #300	Kilos	3
281	Nylon Rope, 3-Stranded Twisted #22	Rolls	2
282	Rubber Boots Male Size Heavy Duty (Black) # 10	Pair	1
283	Rubber Boots Male Size Heavy Duty (Black) # 9	Pairs	2
284	Rubber Boots Male Size Heavy Duty (Black) # 8	Pairs	4
285	Rubber Boots Male Size Heavy Duty (Black) # 7	Pairs	4
286	Rubber Boots Male Size Heavy Duty (Black) # 6	Pairs	4
287	Rubber Boots Female Size Heavy Duty (Black) # 6	Pair	1
288	Rubber Boots Male Size Heavy Duty (White) # 7	Pair	1
289	Rubber Boots Male Size Heavy Duty (White) # 6	Pair	1
290	Rubberized Garden Hose, 1/2" 50m	Roll	1
291	Ready-Made Curtain (RMC), Cream color	pcs	9
292	Ready-Made Curtain (RMC), Maroon Color	pcs	15
293	Ready-Made Curtain (RMC), White Color	pcs	8
294	Paper Cutter, Wooden, 18" x 15" (A3)	pc	1
295	Duster, Microfiber (Cotton)	pcs	2
296	Fabric Conditioner, 1L, any scent		
297	Hand Sprayer, plastic, 150ml cap	pcs	3
298	Rubber Sponge, round	pc	1
299	Clip, Double Binder	boxes	7
300	Pen, Permanent Marker, black, fine tip	pcs	3
301	Pen, Permanent Marker, blue, fine tip	pcs	3
302	Paper, Haspi, black, 20" x 26"	pcs	20
303	Folder, Pressboard, US, Blue, short	pcs	5

304	Binder Clip, 1.5", black	pcs	20
305	Binder Clip, 2", black	pcs	20
306	Correction Pen, rolling ball-metal tip	pc	1
307	Correction Tape, 10 meters	pcs	4
308	Envelope, Brown, long, good quality	pcs	50
309	Floor Mop with wooden handle, heavy duty	pcs	5
310	Gel Ink Sign Pen 0.5, black	pcs	6
311	Gel Ink Sign Pen 0.5, blue	pcs	6
312	Gel Ink Sign Pen 0.5, red	pcs	6
313	Magfile, double, black, legal	pcs	20
314	Note pad, 3" x 3", post-it, assorted colors	pads	3
315	Note pad, 4" x 5", post-it, assorted colors	pads	3
316	Pen, Permanent Marker, Blue, broad tip	pcs	2
317	Pen, Permanent Marker, Red, broad tip	pcs	2
318	PVC Binding Cover, short, 100pcs/pack	pack	1
319	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	10
320	Stamp Pad, 4 x 2.75" (Purple)	pcs	6
321	Transparent Tape (1")	rolls	3
322	Transparent Tape (2")	rolls	6
323	White Folders, 0.14mm long 100pcs/pack	packs	2
324	Plastic bag (sando bag) 100pcs/pack large	pack	1
325	Plastic bag (sando bag) 100pcs/pack medium	pack	1
326	Ring Binder, plastic, 84 38mm, 1 1/2" black	pcs	10
327	Meter Stick, wood	pcs	4
328	Muriatic Acid concentrated scented	gal	1
329	Trash Bag (Garbage Bag)	pack	5
	Rebidding (from GOODS-21-10)		
330	Acetate, transparent, gauge #4, approx. 50m/roll	rolls	5
331	Battery, Rechargeable, AA (4pcs) w/ Charger, Input: AC100-240V 50-60Hz; Output: DC1.5 V AA 550mA x4 / AAA 275mA x4; Charging Control: checks voltage and temperature of battery automatically; Indicator: LED x 4; Charging: ON, Fully charged: OFF; Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells;	set	12
332	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	pair	3
333	Book Ends, Metal, Small (approx. 13x15x15cm), at least 300g	pair	6
334	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	29
335	Cable Tie, 8", 100 pcs/pack, 2.5 x 200mm (Width x length);	packs	21
336	Class Record, (for College use)	pcs	40
337	Date stamp, 10 years advance or more, Date stamp, 10 years advance or more;	pcs	2
338	Disinfectant Cleaner, multi-surface, scented	gal	61
339	Duster, Feather	pcs	28
340	Empty Water Bottle (5 gallon), round, blue	pc	4
341	Envelope, Expanding, plastic, A4	pc	22
342	Envelope, Expanding, Plastic, Long	pc	125
343	Extra strength label tape cartridge compatible for Epson Label Works LW-K400, black print on White	pcs	20
344	Fabric Conditioner, 1L, any scent	btls	13

345	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type	pcs	1
346	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	pcs	2
347	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	4
348	Florist Wire / Floral Wires, plastic coated, guage 18, 40cm length, 50 pcs/set	sets	2
349	Hand Towel, cloth, cotton	piece	39
350	Hand Towel, cloth, cotton, 12 pcs/pack	piece	22
351	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box	set	30
352	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs/pack, waterproof	packs	20
353	Mop Handle, plastic	pieces	22
354	Mop rug, heavy duty 100% cotton	pieces	72
355	Net bags, fish net, 13" x 13"	pc	524
356	Numbering machine, 12 digits w/ letter	piece	3
357	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm	pieces	4
358	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	4
359	Paper Cutter, Wood, A4 size	piece	1
360	Paper, Haspi, blue, 20" x 26"	pieces	35
361	Paper, Haspi, green, 20" x 26"	pieces	29
362	Paper, Haspi, maroon, 20" x 26"	pieces	25
363	PET Bottle, 330ml, transparent, with cap, 284 btls/bag	bags	3
364	Pie Box, Pre-Formed Pie Box; Packing: 20 pcs/pack; Size: 10" x 10" x 1½"; Color: White	pack	10
365	Plastic Twine, 1kl/roll	rolls	148
366	Polyethylene Bag, autoclavable, 10" x 16" x .002	kgs	5
367	Polyethylene Bag, autoclavable, 3" x 10" x .002	kgs	5
368	Polyethylene Bag, autoclavable, 8" x 12" x .002	kgs	5
369	Soap, hand, liquid, 250 ml	btls	57
370	Toilet Bowl Cleaner, at least 1 gallon	gal	19
371	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black	pack	5
372	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	pack	20
373	Wax Paper, at least 23m x 30cm	rolls	2

Section VII. Technical Specifications

Technical Specifications

Item No.	Item Description & Specifications	STATEMENT OF COMPLIANCE
1	Spin Mop	<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. 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>
	☐w/ stainless wringer bucket	
	☐w/ durable	
	☐& ergonomical PP Plastic mop handle	
	☐360 degree sping mircofiber mop head	
	☐180 degree flexible mop pole	
2	Battery, Rechargeable, AA (4pcs) w/ Charger	
	☐Input: AC100-240V 50-60Hz	
	☐Output: DC1.5 V AA 550mA x4 / AAA 275mA x4	
	☐Charging Control:	
	◀ checks voltage	
	◀ & temperature of battery automatically	
	☐Indicator: LED x 4	
	☐Charging: ON	
	☐Fully Charged: OFF	
	☐Charger battery:	
	◀AA x 1, 2, 3, 4	
	◀AAA x 1, 2, 3, 4 cells	
3	Alcohol, Ethyl, 70% solution, 500mL	
4	Floor Mop, plastic, with handle, heavy duty;	
5	Bleach, Liquid, 99.9% Antibac, 3785 mL	
6	Soap, Detergent, Powder, 1 kilo/pack, any scent	
7	Face Towel, Cotton, 12 pcs/pack	
8	Soap, Dishwashing, Liquid, 250mL	
9	Meat Crates, plastic, 52 x 37 x 32 cms.	
10	Meat Box, Plastic 27 cm x 20 cm x 5.5 cm or 10.63" x 7.87" x 2.17"	
11	Rubber Mat	
	☐Material: PVC	
	☐Size (W x L): 30 x 150 cm	
	☐or 11.81 x 59.05"	
	☐One (1) roll non-slip mat	
12	Spatula	
	☐Stainless Steel Lab. Micro Spatula	
	☐Flat Square/spoon ends	
	☐Flat End is 1-7/8" long	
	☐Spoon End is 1-1/8" long x 9/16" wide	
	☐Overall Lenght is 9"	
13	Trays	
	☐Plastic	
	☐Length - 26 cm. X Width - 20.3 cm.	
	☐Height - 5 cm.	
	☐Form - Square	
14	PET Bottle	
	☐330ml	
	☐transparent	
	☐w/ cap	

	☐284 btls/bag
15	Alcohol, Isopropyl, 70% solution, 500mL
16	Soap, Detergent, Liquid, 1 gal, any scent
17	Soap, Detergent, Bar, at least 350g, any scent
18	Soap, hand, liquid, 250 ml
19	Paper, Bond, A4, S-20, 70 gsm
20	Broom, Soft (Tambo), Large, Heavy Duty
21	Stick Broom (tingting)
	☐6" fr the top
	☐approx 370pcs
22	Net bags, fish net, 13" x 13"
23	Pen, Ball, blue
24	Bathroom Deodorizer
	☐with holder
	☐at least 100g
	☐any scent
25	Battery
	☐Alkaline
	☐Size: AA
	☐Nominal Voltage: 1.5 volts
	☐2pcs/pack
26	Battery
	☐Alkaline
	☐Size: AAA
	☐Nominal Voltage: 1.5 volts
	☐2pcs/pack
27	Car Freshener
	☐Gel
	☐at least 70g
	☐Lemon/Orange scent
28	Chlorine Granules, 1kg/pack
29	Correction Tape, 8m x 5mm wide
30	Date stamp
	☐rubber
	☐self-inking
	☐with dater
	☐& custom text
	☐1" x 1-5/8"
31	Dust Bin (Trash Bin)
	☐durable plastic
	☐w/ swing type cover
	☐approx. 15L capacity
32	Dust pan, plastic, stand-up handle, small
33	Envelope, Expanding, Plastic, Long
34	Envelope, Expanding, with garter tie, brown, short
35	Envelope, Expanding, with garter tie, green, long
36	Eraser, whiteboard, magnetic flannel
37	Eraser, Blackboard, wood design, Big (3x13x5cm)
38	Fastener, Paper, plastic, 50 sets/box
39	Flashlight
	☐Rechargeable
	☐LED

	☐220-240V
	☐50/60Hz
	☐Duration Time:
	◀10 hrs (low torch)
	◀2.5 hrs (high torch)
40	Foil, Aluminum, 16m x 30cm (approx. 260g)
41	Folder, File, Long, 14pts, White
42	Folder, File, Short, 14pts, White
43	Folder, Pressboard, US, Blue, Long
44	Folder, Pressboard, US, Yellow, Long
45	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box
46	Ink, for stamp pad, violet, 30mL, w/ applicator
47	Morocco Board
	☐A4
	☐100pcs/ream
	☐230gsm
	☐for cover
	☐white
48	Multi-Insect Killer Spray, 250mL
49	Numbering machine, 12 digits w/ letter
50	Paper Cutter
	☐Sliding
	☐for A3
	☐with metal base
	☐replaceable blades
51	Paper, Photo, high gloss, A4, 230G, 20 shts/pack
52	Multi-Purpose Cleaner, Liquid, 1000mL, any scent
53	Laminating Film, A4, 100 shts/box, 250 microns
54	Paper, Specialty, 200gsm 8-1/2x11, 10s, White
55	Pen, Permanent Marker, black, fine tip
56	Pen, Permanent Marker, black, broad tip
57	Pen, Highlighter, yellow
58	Pen, Whiteboard Marker, black
59	Pencil, Lead, #2, w/ eraser
60	PVC Plastic Cover
	☐100pcs/pack
	☐A4 size
	☐0.2mm
61	Record Book, Big, 300 pages
62	Soap, Toilet, regular size
63	Staple Wire, #35
64	Tape, Double Sided, 2" x 10m
65	Tape, Duct, 2" x 25m, Black/Grey
66	Tape, Magic, 12mm x 50m
67	Tape, Masking, 1" x 25 yards
68	Tape, Masking, 2" x 25 yards
69	Tape, Packaging, 2" x 100 yards, Tan
70	Tissue, Bathroom, 2 Ply, 12rolls/pack
71	Toilet Bowl Cleaner, at least 1 gallon
72	Toilet Brush with Holder
73	Magazine Box / Data File Box / Datafiler
	☐horizontal

	☐made of chipboards
	☐closed ends
	☐legal (single)
74	Specialty Paper Dynamics
	☐8-1/2 x 13
	☐220gsm Skytone
75	Folder, Pressboard, US, Green, Long
76	Sign pen, Fine Tech, 0.3mm. blue
77	Sign pen
	☐0.5mm ball needle point
	☐blue color
	☐liquid Gel Ink
78	Index Tab
	☐Transparent
	☐self-adhesive
	☐transparent
	☐5 sets/box
79	Clip, Paper
	☐Small
	☐Plastic Coated
	☐100pcs/box
	☐(33mm)
80	Clip, Paper
	☐Big
	☐Plastic Coated
	☐100pcs/box
	☐(55mm) 120grms
81	Duster, Feather
82	Envelope, Document, Brown, 150 lbs, Long
83	Envelope, Expanding, with garter tie, blue, long
84	Folder, Sliding, Plastic, w/ binder, Long, transparent
85	Glue, Multi-Purpose, White, at least 130g (118mL)
86	Sticky Note, 3 x 4, Yellow
87	Sticky Note, 2 x 3, Yellow
88	Notebook, ordinary 60 leaves, 60 gsm
89	Notebook, Spiral 60 leaves
90	Pen, Sign, .5mm, Gel-type, Blue
91	Pen, Highlighting, asstd color
	☐Highlighter, Stabilo boss asstd color;
92	Record Book, Big, 500 pages
93	Folder, Ordinary, A4
	☐Folder, Ordinary, A4;
94	Paper, Bond, A4, S-24, 80 gsm
95	Paper, Specialty 200gsm 8-1/2x11,10s, Light Green
96	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream
97	Envelope, Expanding, Plastic, Long, with Handle
98	Calculator
	☐Scientific
	☐10 + 2 digits
	☐2 line display
	☐at least 240 functions
99	Correction Fluid, waterbase, 15 mL

100	Envelope, Expanding, with garter tie, brown, long
101	Glue, White, All-purpose, 1 gallon
102	Rubberband, #18, 350 gms/box
103	Scissors, 8" heavy duty, good quality
104	Folder, Pressboard, A4, US Green, Double Fold
105	Air Freshener
	☐ Spray
	☐ at least 280ml
	☐ Lemon/Orange Scent
106	Envelope, brown, ordinary, A4 size
107	Alcohol, Isopropyl, 70% solution, 500mL, pump type
108	Cleanser, Powder, 500g, any scent
109	Dust pan, plastic, stand-up handle, large
110	Envelope, Expanding, Kraft board, w/ garter tie, Legal
111	Envelope, Mailing, white, long, 500pcs/box
112	Soap, Toilet , guest size
113	Envelope
	☐ expanding
	☐ plastic
	☐ accordion file
	☐ w/ 12 pockets
	☐ w/ handle (long)
114	Clip, Double Binder
	☐ 1" (approx. 25mm)
	☐ black
	☐ 12pcs/box
115	Clip, Double Binder
	☐ 2" (approx. 51mm)
	☐ black
	☐ 12pcs/box
116	Battery, Alkaline, Size: C, 2pcs/pack
117	Stamping Pad size 2
118	Ink, Epson Premium Dye Ink, 1 liter, black
	☐ can be used for Epson L series printers;
119	Acetate, transparent, gauge #4, approx. 50m/roll
120	Paper, Bond, Colored, Short, S-16, 56gsm, Blue
121	Paper, Bond, Colored, Short, S-16, 56gsm, Green
122	Paper, Bond, Colored, Short, S-16, 56gsm, Pink
123	Paper, Bond, Colored, Short, S-16, 56gsm, Yellow
124	Nylon, #300, for grass cutter
125	Sealing film, 4" x 125 "
126	Paper, Bond, Long, S-20, 70 gsm
127	Disinfectant Spray, 170g
128	Pen, Ball, red
129	Stamping Pad size 4
130	Stapler, HD No.35
131	Paper, Bond, Long, S-24, 80 gsm
132	Cleaner, Glass, 500mL, any scent
133	Clip Board, Plastic, with PVC Cover, A4, any color
134	Envelope, Expanding, with garter tie, red, short
135	Fastener, Paper, non-rust metal, 50 sets/box
136	Ring Binder, plastic, 84 6mm 1/4" black

137	Rolled Paper Towel, 2 plys good qlty (Jumbo Towel)
138	Tape, Double Sided, 1" x 10m
139	Trash Bag (Garbage Bag)
	■Small
	■(11 x 11 x 24")
	■10pcs/pack
	■Color: Black
140	Hand Sprayer, plastic, 300 ml cap.
141	Paper, Towel, Interfolded , 1 ply, 175 pulls
142	Plastic Twine, 1kl/roll
143	Ruler, Plastic, 24"
144	Disinfectant Spray, 340g
145	Envelope, Document, Brown, 150 lbs, Short
146	Folder, Pressboard, US, Green, Short
147	Pen, Whiteboard Marker, red
148	Pen, Whiteboard Marker, blue,
149	Envelope, Expanding, with garter tie, blue, short
150	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL
151	Sticky Note, 3 x 3, Yellow
152	Pin, Push, hammerhead type, asstd colors 50s/pack
153	Tape, Packaging, 2" x 100 yards, Clear
154	Tape, Transparent, 12mm x 50m
155	Cable Tie, 8", 100 pcs/pack
	■2.5 x 200mm (Width x length);
156	Battery
	■Rechargeable
	■Nickel-Metal Hydride
	■Size:
	◀AA, 2pcs/pack
157	Paper, Bond, Short, S-20, 70 gsm
158	Pen, Ball, black
159	Lever Arch File Folder
	■Vertical
	■with ring binder
	■& with Metal finger pull
	■Size :3"
	■A4 black
160	Magazine Box / Data File Box / Datafiler
	■horizontal
	■made of chipboards
	■closed ends
	■legal (double)
161	Paper Cutter HD, size 15x12", brown
162	Broom
	■Plastic
	■with loong steel handle
	■approx. 140cm
	■for ceiling
163	Foil, Aluminum, 7m x 30cm (approx. 130g)
164	Hand Sprayer, plastic, 200 ml cap.
165	Hand Towel, Interfolded, 2 ply, 150 pulls
166	Mop Handle

	☐Aluminum
	☐Screw type
	☐heavy duty
	☐at least 4ft long
167	Wet and dry vacuum cleaner
168	Trash Bag (Garbage Bag)
	☐X-large
	☐(18.5 x 18.5 x 40")
	☐10 pcs/pack
	☐Color: Black
169	Pen, Sign, .5mm, Gel-type, Black
170	Hand Towel, cloth, cotton
171	Specialty Paper
	☐long
	☐8-1/2 x 13
	☐220gsm
	☐Color: Light green
	☐10pcs/pack
172	Disinfectant Cleaner, multi-surface, scented
173	Puncher, Heavy Duty
174	Clip Board
	☐plastic
	☐w/ PVC cover
	☐long
	☐any color
175	Scissors, 6" heavy duty, good quality
176	Dust Bin (Trash Bin)
	☐durable plastic
	☐w/ swing type cover
	☐approx. 25L capacity
177	Folder, Sliding, Plastic, w/ binder, Short, transparent
178	Ring Binder, plastic, 84 10mm, 3/8" black
179	Ring Binder, plastic, 84 12mm, 1/2" black
180	Multi-Purpose Glue, 130 g
181	Pen, Permanent Marker, red, fine tip
182	Pen, Permanent Marker, blue, fine tip
183	Paper, Manila
184	Cartolina, US, Neon Green, at least 160gsm
185	Cartolina, US, Neon Pink, at least 160gsm
186	Cartolina, US, Neon Red, at least 160gsm
187	Cartolina, US, Neon Yellow Green, at least 160gsm
188	Cartolina, US, Neon Yellow, at least 160gsm
189	Cartolina, US, Violet, at least 160gsm
190	Envelope, Expanding
	☐with garter tie
	☐golden yellow
	☐short
191	Air Freshener
	☐Scented Gel
	☐at least 180g
	☐Lemon/Orange Scent
192	Paper, Felt, 27" x 21", Red

193	Ink, Refill, for Permanent Marker, Blue, 30mL
194	Ink, Refill, for Permanent Marker, Red, 30mL
195	Ink, Refill, for Whiteboard Marker, Black, 30mL
196	Mop rug, heavy duty 100% cotton
197	Memo Notebooks, 80 leaves
198	Sharpener, Pencil Heavy Duty good qlty
	■Table Type
199	Pen, Permanent Marker, JUMBO blue
200	Staple wire remover
201	Toilet Bowl and Urinal Cleaner, at least 500mL
202	Calculator
	■Desktop Type
	■12 digits
	■2 way power
	■plastic keys
203	Cartolina, Vellum, White, at least 180gsm
204	Glue, Multi-Purpose, White, at least 454g (473mL)
205	Special Haspi - Green -
206	Stamping foil, Gold
207	Tape, Magic, 24mm x 50m
208	Cutter
	■Big
	■durable & light aluminum die-cast grip
	■auto-lock slider
	■built-in blade snapper
	■approx 3 x 8 x 22cm (Heavy Duty)
209	Ruler, Plastic, 12"
210	Paper, Bond, A3, S-24, 80 gsm
211	Paper
	■Tracing Gateway
	■(Imaging Series)
	■8 sheets pre cut
	■20 x 30 inches
	■70/75 gsm
212	Whiteboard
	■Wall mount
	■2' x 3'
	■with aluminum frame
213	Tape, Double Sided, 3/4" x 10m
214	Paper, Bond, Short, S-24, 80 gsm
215	Ink, Refill, for Permanent Marker, Black, 30mL
216	Tape, Transparent, 24mm x 50m
217	Acetate, transparent, guage #3, approx. 50m/roll
218	Cartolina, US, Neon Blue, at least 160gsm
219	Cartolina, US, Green, at least 160gsm
220	Cartolina, US, Blue, at least 160gsm
221	Cover for Keyboard
222	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm
223	CD Label/Sticker, plain white (40pcs/pack)
224	Binder Clips, Black, 1", 12pcs/ box
225	Binder Clips, Black, 1 5/8", 12pcs/ box
226	Binder Clips, Black, 2", 12pcs/ box

227	Bond Paper , A4, 80gsm, ultra white
228	Bond Paper , Long, 80gsm, ultra white
229	Bond Paper , Short, 80gsm, ultra white
230	Correction tape, roller type, film based, 6m min length
231	Data Filler Box, Single, Legal (Blue)
232	Envelope, expanding, legal, with garterized tie, Orange
233	Envelope brown, long ordinary
234	Envelope brown, Short ordinary
235	Envelope, brown, 6" x 9" for report card
236	Envelop (White long)
237	Folder, Ordinary White (Long)
238	Folder, Ordinary White (Short)
239	Folder, Ordinary White (A4)
240	Folder, Expanded Green (Long)
241	Paper Clip, 50mm, 100pcs/box
242	Paper Fastener (Plastic, 7cm 50sets)
243	Paper Board Plain White 185gsm A4 (20 Sheets)
244	Photo Paper Glossy 210gsm A4 (20 Sheets)
245	Pen, Liquid Gel Ink 0.5 mm (Red)
246	Pen, Liquid Gel Ink 0.5 mm (Violet)
247	Pen, Liquid Gel Ink 0.5 mm (Blue)
248	Pen, Ballpen 0.5 mm (Black 50 pcs)
249	Pen, Ballpen 0.5 mm (Blue 50pcs)
250	Pencil #2 with eraser, yellow, 12pcs/box
251	Pen, Whiteboard Marker, Fine Point (Black)
252	Pen, Whiteboard Marker, Fine Point (Blue)
253	Pen, Whiteboard Marker, Fine Point (Green)
254	Pen, Whiteboard Marker, Fine Point (Red)
255	Pen, Permanent Marker, Fine Point (Black)
256	Pen, Permanent Marker, Fine Point (Blue)
257	Push Pin (50pcs/Box)
258	Record book, 200 pages
259	Record book, 500 pages
260	Tape, Masking, 1" x 25m
261	Tape, Masking 2" x 50m
262	Tape, Packing Brown, 2" x 50m
263	Tape, Transparent 1"
264	Tape, Transparent 2"
265	Tape, Ductile Adhesive Heavy duty Water Proof 2"
266	Bath Soap Pure White (60 grams)
267	Bleach, Liquid All Purpose, Any Scent
268	Broom (Soft) Good Quality
269	Chlorine Powder
270	Deodorizer (Paradichlorobenzene)
271	Detergent Soap Bar (40g)
272	Detergent Soap w/ Fabcon, Powder (500g)
273	Dishwashing Soap Liquid, Antibacterial, 375ml Refill
274	Ethyl Alcohol 70% solution
275	Sponge Foam w/ Scrub, Good Quality
276	Toilet Bowl Cleaner, 1000 ml
277	Toilet Bowl Brush, Round w/ Container
278	Gloves (Industrial Cotton Knitted Gloves), 12 pairs

279	Magic Spin Mop
	☑Stainless steel wringer bucket
	☑w/ mop pole
	☑360 degree
	☑2 in 1 wash and wring
	☑adjustable height 85-128cm
	☑w/ free one mop head
280	Nylon String Cord Clear #300
281	Nylon Rope, 3-Stranded Twisted #22
282	Rubber Boots Male Size Heavy Duty (Black) # 10
283	Rubber Boots Male Size Heavy Duty (Black) # 9
284	Rubber Boots Male Size Heavy Duty (Black) # 8
285	Rubber Boots Male Size Heavy Duty (Black) # 7
286	Rubber Boots Male Size Heavy Duty (Black) # 6
287	Rubber Boots Female Size Heavy Duty (Black) # 6
288	Rubber Boots Male Size Heavy Duty (White) # 7
289	Rubber Boots Male Size Heavy Duty (White) # 6
290	Rubberized Garden Hose, 1/2" 50m
291	Ready-Made Curtain (RMC), Cream color
	☑Dimension: 60"x84"
	☑Color: Cream/Beige
	☑Fabric Material:
	◀Synthetic Fabric
	◀or any light material
	◀which allows air and light to pass through
	☑Design:
	◀Plain
	◀most importantly -- NO Flowers and Lace
292	Ready-Made Curtain (RMC), Maroon Color
	☑Dimension: 60"x84"
	☑Color: Maroon (NOT Red)
	☑Fabric Material:
	◀Synthetic Fabric
	◀or any light material
	◀which allows air and light to pass through
	☑Design:
	◀Plain
	◀most importantly -- NO Flowers and Lace
293	Ready-Made Curtain (RMC), White Color
	☑Dimension: 60"x84"
	☑Color: White
	☑Fabric Material:
	◀Synthetic Fabric
	◀or any light material
	◀which allows air and light to pass through
	☑Design:
	◀Plain
	◀most importantly -- NO Flowers and Lace
294	Paper Cutter, Wooden, 18" x 15" (A3)
	☑guillotine paper cutter 18" (wooden cutter)
295	Duster, Microfiber (Cotton)
296	Fabric Conditioner, 1L, any scent

297	Hand Sprayer, plastic, 150ml cap	
298	Rubber Sponge, round	
299	Clip, Double Binder	
	■1-1/4" (approx. 32mm)	
	■Black, 12 pcs/box	
300	Pen, Permanent Marker, black, fine tip	
301	Pen, Permanent Marker, blue, fine tip	
302	Paper, Haspi, black, 20" x 26"	
303	Folder, Pressboard, US, Blue, short	
304	Binder Clip, 1.5", black	
305	Binder Clip, 2", black	
306	Correction Pen, rolling ball-metal tip	
307	Correction Tape, 10 meters	
308	Envelope, Brown, long, good quality	
309	Floor Mop with wooden handle, heavy duty	
310	Gel Ink Sign Pen 0.5, black	
311	Gel Ink Sign Pen 0.5, blue	
312	Gel Ink Sign Pen 0.5, red	
313	Magfile, double, black, legal	
314	Note pad, 3" x 3", post-it, assorted colors	
315	Note pad, 4" x 5", post-it, assorted colors	
316	Pen, Permanent Marker, Blue, broad tip	
317	Pen, Permanent Marker, Red, broad tip	
318	PVC Binding Cover, short, 100pcs/pack	
319	Soft Broom (Tambo) 200g minimum, heavy duty	
320	Stamp Pad, 4 x 2.75" (Purple)	
321	Transparent Tape (1")	
322	Transparent Tape (2")	
323	White Folders, 0.14mm long 100pcs/pack	
324	Plastic bag (sando bag) 100pcs/pack large	
325	Plastic bag (sando bag) 100pcs/pack medium	
326	Ring Binder, plastic, 84 38mm, 1 1/2" black	
327	Meter Stick, wood	
328	Muriatic Acid concentrated scented	
329	Trash Bag (Garbage Bag)	
	■Medium	
	■13 x 13 x 32"	
	■10pcs/pack	
	■black	
	Rebidding (from GOODS-21-10)	
330	Acetate, transparent, gauge #4, approx. 50m/roll	
331	Battery, Rechargeable, AA (4pcs) w/ Charger, Input: AC100-240V 50-60Hz; Output: DC1.5 V AA 550mA x4 / AAA 275mA x4; Charging Control: checks voltage and temperature of battery automatically; Indicator: LED x 4; Charging: ON, Fully charged: OFF; Charger battery: AA x 1, 2, 3, 4 / AAA x 1, 2, 3, 4 cells;	
332	Book Ends, Metal, Medium (approx. 13x15x20cm), at least 350g	
333	Book Ends, Metal, Small (approx. 13x15x15cm), at least 300g	

334	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling
335	Cable Tie, 8", 100 pcs/pack, 2.5 x 200mm (Width x length);
336	Class Record, (for College use)
337	Date stamp, 10 years advance or more, Date stamp, 10 years advance or more;
338	Disinfectant Cleaner, multi-surface, scented
339	Duster, Feather
340	Empty Water Bottle (5 gallon), round, blue
341	Envelope, Expanding, plastic, A4
342	Envelope, Expanding, Plastic, Long
343	Extra strength label tape cartridge compatible for Epson Label Works LW-K400, black print on White
344	Fabric Conditioner, 1L, any scent
345	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v C type
346	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type
347	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)
348	Florist Wire / Floral Wires, plastic coated, guage 18, 40cm length, 50 pcs/set
349	Hand Towel, cloth, cotton
350	Hand Towel, cloth, cotton, 12 pcs/pack
351	Index Tab, PVC self-adhesive 6" x 1", 25pcs/box
352	Inkjet Printable Vinyl Sticker, Glossy, A4 size, 20pcs/pack, waterproof
353	Mop Handle, plastic
354	Mop rug, heavy duty 100% cotton
355	Net bags, fish net, 13" x 13"
356	Numbering machine, 12 digits w/ letter
357	Pail, Plastic, 5 gallons cap. Measurement at least L35.3xW32.3xH33cm
358	Paper Cutter, Sliding, for A3, with metal base, replaceable blades
359	Paper Cutter, Wood, A4 size
360	Paper, Haspi, blue, 20" x 26"
361	Paper, Haspi, green, 20" x 26"
362	Paper, Haspi, maroon, 20" x 26"
363	PET Bottle, 330ml, transparent, with cap, 284 btls/bag
364	Pie Box, Pre-Formed Pie Box; Packing: 20 pcs/pack; Size: 10" x 10" x 1½"; Color: White
365	Plastic Twine, 1kl/roll
366	Polyethylene Bag, autoclavable, 10" x 16" x .002
367	Polyethylene Bag, autoclavable, 3" x 10" x .002
368	Polyethylene Bag, autoclavable, 8" x 12" x .002
369	Soap, hand, liquid, 250 ml
370	Toilet Bowl Cleaner, at least 1 gallon
371	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black

372	Trash Bag (Garbage Bag), Small (11x11x24 inches), 10pcs/pack, Black	
373	Wax Paper, at least 23m x 30cm	

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Note: If the bidder submits item (a), bidder may not submit requirements (b), (c) & (d).

Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid in the amount of *at least 25% of the ABC or Two Hundred Seventy-Eight Thousand Forty-Five and 75/100 Pesos (PhP 278,045.75)*;
or
Statement of at least two (2) similar completed contracts, the aggregate amount of which should be equivalent to *at least 25% of the ABC or Two Hundred Seventy-Eight Thousand Forty-Five and 75/100 Pesos (PhP 278,045.75)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *One Hundred Thirty-Nine Thousand Twenty-Two and 88/100 Pesos (PhP 139,022.88)*; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications; **and**
- ☐ (j) production/delivery schedule; **and**
- ☐ (k) manpower requirements; **and**
- ☐ (l) after-sales/parts; **and**
- ☐ (m) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a

corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (n) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (o) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) – at least equal to ABC (**PhP 1,112,183.00**);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation (at least 10% of ABC or **PhP 111,218.30**).

II. FINANCIAL COMPONENT ENVELOPE

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

Guideline on the Preparation of Electronic Bid (e-Bid)
(for bidders who prefer electronic bid submission)

1. Convert all documents into Portable Document Format (PDF) and should be printable.
2. Properly label all documents for prompt identification. Filename of documents, whichever are applicable to the bidder, should be as follows:

Document	Filename (in PDF form)
1. PhilGEPS Certificate of Registration (Platinum)	PhilGEPS
2. Registration Certificate (SEC/DTI)	Registration Certificate
3. Mayor's/Business Permit	Mayor's-Business Permit
4. Tax Clearance	Tax Clearance
5. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
6. Statement of Bidder's Single Largest Completed Contract	SLCC
7. Statement of at least two (2) similar completed contracts	Statement of Completed Contracts
8. Bid Security	Bid Security
9. Technical Specifications	Technical Specifications
10. SCHEDULE of Requirements/Production and delivery schedule	Schedule of Requirements
11. Manpower Requirements	Manpower Requirements
12. After Sales service/parts	After Sales
13. Omnibus Sworn Statement	Omnibus Sworn Statement
14. Audited Financial Statements	Audited Financial Statements
15. Net Financial Contracting Capacity	NFCC
16. Committed Line of Credit	CLC
17. Bid Form	Bid Form
18. Price Schedule	Price Schedule

3. Create two (2) folders that are password-protected. The first folder should contain all requirements under Technical Component checklist as presented under Section VIII. The second folder should contain all requirements under Financial Component checklist.
4. Compress the two (2) folders and name as follows: a) first folder: **Technical Documents**, b) second folder: **Financial Documents**.
5. Email the 2 compressed folders to Ms. Jessamine C. Ecleo at jessamine.ecleo@vsu.edu.ph before the deadline (June 7, 2021; 8:30AM)



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