



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-22-19)

Government of the Republic of the Philippines

**March 21, 2022; 2:00 PM
PPO Conference Room, VSU, Visca, Baybay City, Leyte
and via Zoom**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



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

1. The *Visayas State University* through the *GF, STF, TF* intends to apply the sum of *Eight Hundred Sixty-Seven Thousand Nine Hundred Eight Pesos (PhP 867,908.00)* being the ABC to payments under the contract for *Supply and Delivery of Office and Janitorial Supplies and Other General Merchandise Products (GOODS-22-19)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

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

Item No.	Description	Unit	Qty	ABC/Unit	Total ABC
1	155L, PLASTIC STORAGE BOX	pieces	2	1,700.00	3,400.00
	☐Storage: 155L				
	☐Material: Plastic				
2	4 Layer File Tray (Office Organizer)	unit	1	300.00	300.00
	☐Folder Storage Box				
	☐Date Document Storage Shelf				
	☐Product Color: Black				
	☐Product Description:				
	◀All Metal material				
	◀Firm				
	◀Durable				
	☐Easy to assemble				
	☐Not easy to shake				
	☐Hollow out design				
	☐Ventilated and Dry				
	☐Not easy to accumulate dust				
3	7 in 1 set Office Supplies Organizer	unit	1	300.00	300.00
	☐Packing: 1 X 1pc storage rack				
	☐Color: black				
	☐Size: 22cm x 14cm x 12.7cm				
	☐Material: stainless steel + metal mesh				
	☐Design: 7in1 metal grid with drawer				
	☐Suitable for: pens, school supplies, cosmetics, remote control, etc.				
	☐Features:				
	1. With classification, finishing functions				
	2. Simple and Beautiful				
	3. Suitable for Offices, Schools, Factories, etc.				
	4. Large Capacity				
	5. Multi-functional				

	6. Can Put Pens, Cards, etc.				
4	AAA battery charger Compact Charger	pc	1	200.00	200.00
	■Pre-Charged Batteries ready to use				
	■Charges AA or AAA batteries				
	■Alkaline battery detection and auto shut off safety controls				
	■Compact design				
	■Fold away outlet plugs				
5	Acetate, transparent, guage #3, approx. 50m/roll	rolls	1	880.00	880.00
6	Acetate, transparent, guage #6, approx. 50m/roll	rolls	1	1,525.00	1,525.00
7	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	12	192.00	2,304.00
8	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	12	600.00	7,200.00
9	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	40	60.00	2,400.00
10	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	60	115.00	6,900.00
11	Battery, Rechargeable, 9 volts	pcs	3	600.00	1,800.00
12	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	10	785.00	7,850.00
13	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	15	785.00	11,775.00
14	Binder Clip, 2", black	pcs	124	8.50	1,054.00
15	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	gallon	7	450.00	3,150.00
16	Book Cloth, Green, approx. 50m/roll	rolls	1	20,000.00	20,000.00
17	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00	840.00
18	Broom, Soft (Tambo), Large, Heavy Duty	pcs	12	250.00	3,000.00
19	Broom, Stick Broom, Tukog	pc	10	35.00	350.00
	■Good Quality Broom Stick				
	■Approx. 370pcs per stick bundle				
20	Cable Tie, 8", 100 pcs/pack	packs	10	110.00	1,100.00
	2.5 x 200mm (Width x length)				
21	Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	unit	2	700.00	1,400.00
22	Cartolina, US, Gold, at least 160gsm	pcs	120	14.00	1,680.00
23	Cartolina, US, Green, at least 160gsm	pcs	20	14.00	280.00
24	Cartolina, US, Light Blue, at least 160gsm	pcs	10	14.00	140.00
25	Cartolina, US, Neon Green, at least 160gsm	pcs	20	14.00	280.00
26	Cartolina, US, Red, at least 160gsm	pcs	15	14.00	210.00
27	Cartolina, US, White, at least 160gsm	pcs	200	14.00	2,800.00
28	Cartolina, Vellum, White, at least 180gsm	pcs	1010	35.00	35,350.00
29	Chlorine Granules, 1kg/pack	packs	15	85.00	1,275.00
30	Class Record, (for College use)	pcs	20	40.00	800.00
31	Cleaner, Glass, 500mL, spray type, any scent	btls	16	198.00	3,168.00
32	Cleanser, Powder, 500g, any scent	btls	15	76.00	1,140.00
33	Clip Board, Plastic, with PVC Cover, A4, any color	pcs	3	198.00	594.00

34	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	3	222.00	666.00
35	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	5	28.00	140.00
36	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	boxes	9	46.00	414.00
37	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	boxes	18	70.00	1,260.00
38	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	boxes	8	55.00	440.00
39	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	boxes	5	76.00	380.00
40	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	boxes	7	143.00	1,001.00
41	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box	40	30.00	1,200.00
42	Cork Board, Wall Mount, w/ aluminum frame, 3' x 5'	pcs	1	1,950.00	1,950.00
43	Cotton, 400g	packs	17	165.00	2,805.00
44	Datafiler	pc	5	250.00	1,250.00
	23cm H x 14cm W x 44cm D				
45	Disinfectant Spray, 170g	can	15	280.00	4,200.00
46	Disinfectant Spray, 340g	can	12	465.00	5,580.00
47	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	pcs	3	520.00	1,560.00
48	Dust pan, plastic, stand-up handle, large	pc	10	140.00	1,400.00
49	Duster, Feather	pcs	13	56.00	728.00
50	Envelope, Brown, long, good quality	pcs	50	5.00	250.00
51	Envelope, Document, Brown, 150 lbs, Long	pc	133	7.00	931.00
52	Envelope, Document, Brown, 150 lbs, Short	pc	1300	5.00	6,500.00
53	Envelope, Expanding, Plastic, Long, with Handle	pcs	6	100.00	600.00
54	Envelope, Expanding, with garter tie, blue, long	pc	50	15.00	750.00
55	Envelope, Expanding, with garter tie, blue, short	pc	13	11.00	143.00
56	Envelope, Expanding, with garter tie, brown, long	pc	10	15.00	150.00
57	Envelope, Expanding, with garter tie, green, long	pc	55	15.00	825.00
58	Envelope, Mailing, white, long, 500pcs/box	box	3	395.00	1,185.00
59	EPSON INK btl 664 black	btl	10	500.00	5,000.00
60	Epson ink btl magenta	btl	5	400.00	2,000.00
61	Fabric Conditioner, 1L, any scent	btl	8	415.00	3,320.00
62	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent	pack	5	330.00	1,650.00
63	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	15	300.00	4,500.00
64	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	boxes	2	150.00	300.00
65	Fastener, Paper, non-rust metal, 50 sets/box	boxes	12	50.00	600.00
66	Fastener, Paper, plastic, 50 sets/box	boxes	30	38.00	1,140.00

67	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	12	368.00	4,416.00
68	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type	pcs	1	2,625.00	2,625.00
69	Floor Mop	pieces	11	250.00	2,750.00
	<i>plastic, with handle, heavy duty</i>				
70	Floor mop with bucket, microfiber spin rotating 360	pc	1	1,500.00	1,500.00
71	Floor Mop with wooden handle, heavy duty	pcs	3	240.00	720.00
72	Florist Wire / Floral Wires, plastic coated, guage 20, 40cm length, 50 pcs/set	sets	11	68.00	748.00
73	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	4	290.00	1,160.00
74	Folder, Expanded, Long (Light Blue)	pcs	660	20.00	13,200.00
75	Folder, Expanded, Long (Red)	piece	77	30.00	2,310.00
76	Folder, File, Long, 14pts, White	piece	705	10.00	7,050.00
77	Folder, File, Short, 14pts, White	piece	12	8.00	96.00
78	Folder, Ordinary, A4	pcs	50	7.00	350.00
79	Folder, Pressboard, US, Blue, Long	pieces	10	30.00	300.00
80	Folder, Pressboard, US, Blue, Short	piece	25	29.00	725.00
81	Folder, Pressboard, US, Green, Long	pcs	210	30.00	6,300.00
82	Folder, Pressboard, US, Green, Short	pcs	50	29.00	1,450.00
83	Folder, Sliding, Plastic, w/ binder, Long, transparent	pcs	125	10.00	1,250.00
84	Folder, Sliding, Plastic, w/ binder, Short, transparent	pcs	12	9.00	108.00
85	Gel Ink Sign Pen 0.5, blue	pcs	27	25.00	675.00
86	Glue, Multi-Purpose, White, at least 130g (118mL)	btls	29	78.00	2,262.00
87	Hand Sprayer, plastic, 150 ml cap.	pieces	2	100.00	200.00
88	Hand Towel, cloth, cotton	piece	10	35.00	350.00
89	Hand Towel, cloth, cotton, 12 pcs/pack	piece	1	258.00	258.00
90	ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)	box	1	1,250.00	1,250.00
91	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	20	78.00	1,560.00
92	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear	box	3	850.00	2,550.00
	■Transparent Extension: 1/2"				
	■Color: Clear (no color)				
	■1 box contains 25 packs.				
	■1 pack contains 2 pcs.				
93	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	10	65.00	650.00
94	Ink, for stamp pad, violet, 30mL, w/ applicator	btls	2	35.00	70.00
95	Ink, Refill, for Permanent Marker, Black, 30mL	btls	4	115.00	460.00
96	Ink, Refill, for Permanent Marker, Blue, 30mL	btls	1	115.00	115.00
97	Laminating Film, A4, 100 shts/box, 250 microns	box	2	1,430.00	2,860.00
98	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)	piece	65	140.00	9,100.00
99	Liquid Hand Soap	gallon	5	350.00	1,750.00

100	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	215	195.00	41,925.00
101	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	42	100.00	4,200.00
102	Masking Tape, 1"	rolls	12	60.00	720.00
103	Mop Handle, Plastic	pieces	7	145.00	1,015.00
104	Mop Rug, Heavy Duty, 100% cotton	pieces	5	90.00	450.00
105	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, green	ream	1	450.00	450.00
106	Mouse Pad, Rubber	pad	1	250.00	250.00
	■Size: Small (200x250mm)				
	■Color: Black/ Dark Blue				
107	Multi-Insect Killer Spray, 250mL	tubes	5	200.00	1,000.00
108	Multi-Purpose Glue, 1000g	btl	4	450.00	1,800.00
109	Multi-Purpose Glue, 130 g	btl	5	60.00	300.00
110	Muriatic Acid concentrated scented	gal	3	350.00	1,050.00
111	My-Gel Gel Ink Pen refill 0.5mm, Blue	piece	8	25.00	200.00
112	Net bags, fish net, 13" x 13"	pc	500	19.00	9,500.00
113	Note Pad, 3" x 3", post-it, assorted colors	pads	15	35.00	525.00
114	Notebook, Spiral 60 leaves	pcs	300	23.00	6,900.00
115	Notebook, spiral, 80 leaves	pieces	200	26.00	5,200.00
116	Nylon, #300, for grass cutter	kl	9	450.00	4,050.00
117	Oil, for typewriter, all purpose, 130 ml	btls	2	180.00	360.00
118	Pail, Plastic, 10 li cap.	pieces	5	200.00	1,000.00
119	Pail, Utility, Plastic, at least 16L capacity	pcs	3	250.00	750.00
120	Paper Bag, Plain Brown, Large #10, at least 50 pcs. per pack	pack	5	150.00	750.00
121	Paper, Bond, A3, S-24, 80 gsm	reams	10	580.00	5,800.00
	<i>bright white, high premium quality;</i>				
122	Paper, Bond, Long, S-20, 70 gsm	reams	50	286.00	14,300.00
	<i>bright white, high premium quality;</i>				
123	Paper, Bond, Long, S-24, 80 gsm	reams	73	328.00	23,944.00
	<i>bright white, high premium quality;</i>				
124	Paper, Bond, Short, S-20, 70 gsm	reams	10	245.00	2,450.00
	<i>bright white, high premium quality;</i>				
125	Paper, Felt, 27" x 21", Red	pieces	10	15.00	150.00
126	Paper, Manila	pcs	50	6.00	300.00
127	Paper, Mimeo, GW, Long, S-18	reams	5	190.00	950.00
128	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00	1,250.00
129	Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack	pack	32	60.00	1,920.00
	■No Backprint				
	■Size: A4 230GSM (210x297mm)				
	■Paper Texture: Waterproof Glossy				
	■For all type of inkjets printer				
	■For printing all kinds of colorful documents				
	■Support 720 / 1440 / 2880 and 5760 dpi printing mode				
	■20 sheets per pack				
130	Paper, Specialty 200gsm 8-1/2x11, 10s,	packs	155	38.00	5,890.00

	Cream				
131	Paste, solid, w/ water well & applicator, 200gms	btls	5	50.00	250.00
132	Pasteboard, #40, 26" x 38" (standard size)	sheets	128	70.00	8,960.00
133	Pen, Permanent Marker, black, broad tip	pieces	2	60.00	120.00
134	Pen, Permanent Marker, black, fine tip	pieces	24	60.00	1,440.00
135	Pen, Permanent Marker, blue, broad tip	pieces	2	60.00	120.00
136	Pen, Permanent Marker, blue, fine tip	pieces	22	60.00	1,320.00
137	Pen, Permanent Marker, red, fine tip	pieces	12	60.00	720.00
138	Pen, Ball, black	pieces	93	10.00	930.00
139	Pen, Ball, blue	pieces	903	10.00	9,030.00
140	Pen, Ball, red	pieces	120	10.00	1,200.00
141	Pen, Sign, .5mm, Gel-type, Blue	piece	81	35.00	2,835.00
142	Pen, Whiteboard Marker, red	pieces	29	50.00	1,450.00
143	Pen, Whiteboard Marker, black	pieces	55	50.00	2,750.00
144	Pen, Whiteboard Marker, blue,	pieces	15	50.00	750.00
145	PENCIL #2 MEDIUM YELLOW 12/BOX	Box of 12's	5	120.00	600.00
	■Attr: Pencil Medium #2 with black lead				
	■Color: Yellow				
	■Packaging Size: 12 pencils per box				
146	Pencil, Lead, #2, w/ eraser	pieces	661	10.00	6,610.00
147	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	15	35.00	525.00
148	Plastic bag (sando bag) 100pcs/pack large	pack	1	95.00	95.00
149	Plastic Twine, 1kl/roll	rolls	1	110.00	110.00
150	Polyethylene Bag, autoclavable, 10" x 16" x .002	kgs	10	200.00	2,000.00
151	Polyethylene Bag, autoclavable, 3" x 10" x .002	kgs	10	200.00	2,000.00
152	Polyethylene Bag, autoclavable, 8" x 12" x .002	kgs	10	200.00	2,000.00
153	Puncher, Heavy Duty	pieces	3	450.00	1,350.00
154	PVC Binding Cover, short, 100pcs/pack	pack	1	550.00	550.00
155	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	4	750.00	3,000.00
156	PVC Plastic Cover, A4, 300micron	pack	1	850.00	850.00
157	Rags, large, good quality, size 24"x15", water absorbent	pcs	6	40.00	240.00
158	Ready-Made Curtain (RMC), Cream color	pc	15	450.00	6,750.00
	■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				
159	Record Book, Big, 300 pages	pcs	28	80.00	2,240.00
160	Record Book, Big, 500 pages	pcs	37	115.00	4,255.00
161	Ring Binder, plastic, 10mm, 3/8" black	pieces	19	10.00	190.00
162	Ring Binder, plastic, 14mm, 9/16" black	pieces	7	15.00	105.00
163	Ring Binder, plastic, 20mm, 3/4" black	pieces	13	22.00	286.00
164	Ring Binder, plastic, 22mm, 7/8" black	pieces	15	27.00	405.00
165	Ring Binder, plastic, 25mm, 1" black	pieces	40	30.00	1,200.00

166	Ring Binder, plastic, 8mm, 5/16" black	pieces	12	8.00	96.00
167	Ring Binder, plastic, 12mm, 1/2" black	pieces	40	12.00	480.00
168	Ring Binder, plastic, 14mm, 5/8" black	pieces	5	18.00	90.00
169	Rubber Mat	meter	3	175.00	525.00
	Material: PVC				
	Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches				
	One (1) roll non-slip mat				
170	Rubberband, #18, 350 gms/box	boxes	12	270.00	3,240.00
171	Ruler, Plastic, 24"	pieces	10	35.00	350.00
172	Safety Deposit Box	unit	1	10,000.00	10,000.00
	Digital safe				
	Stainless steel				
	Size: 35 x 25 x 25 cm				
	Mountable to wall or floor				
	Best for home, office and hotel use				
	Override keys available				
173	Scissors, 6" heavy duty, good quality	piece	3	68.00	204.00
174	Scissors, 8" heavy duty, good quality	pieces	10	75.00	750.00
175	Scrub Sponge, Heavy Duty	pcs	10	60.00	600.00
	Size: at least 100mm x 75mm x 30mm				
176	Sharpener, Pencil Heavy Duty good qlty	pieces	7	350.00	2,450.00
	Table Type				
177	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	86	90.00	7,740.00
178	Sign pen, Fine Tech, 0.3mm. blue	pieces	17	30.00	510.00
179	Slide Box (50 divisions)	box	4	300.00	1,200.00
180	Soap, Detergent, Liquid, 1 gal, any scent	gal	4	350.00	1,400.00
181	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	20	105.00	2,100.00
182	Soap, Dishwashing, Liquid, 250mL	btls	32	150.00	4,800.00
183	Soap, hand, liquid, 250 ml	btls	17	135.00	2,295.00
	pump type				
184	Soap, Toilet, regular size	pieces	6	35.00	210.00
	at least 60 grams				
	eliminates at least 99% of bacteria				
185	Soft Broom (Tambo) 200g minimum, heavy duty	pcs	11	125.00	1,375.00
186	Special Haspi - Green -	meters	300	120.00	36,000.00
187	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00	1,500.00
188	Staple wire remover	pieces	3	40.00	120.00
189	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	10	80.00	800.00
190	Staple Wire, #35	boxes	49	30.00	1,470.00
191	Stapler, HD No.35	pc	4	350.00	1,400.00
192	Stapler, HD-# 10	pieces	11	100.00	1,100.00
193	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	18	40.00	720.00
194	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	14	40.00	560.00

	☐Sticky Flags Suitable For/As:				
	☐Indexing Tab				
	☐Highlighting				
	☐Marking				
	☐Repositionable				
	☐One end straight-cut, One end arrow-shaped				
	☐Can be used to show/indicate where to attach signature				
195	Sticky Note, 2 x 3, Yellow	pads	13	79.00	1,027.00
196	Sticky Note, 3 x 3, Yellow	pads	8	84.00	672.00
197	Sticky Note, 3 x 4, Yellow	pads	3	140.00	420.00
198	Tape Dispenser, 1" tape, big core, any color	pcs	3	115.00	345.00
199	Tape, Double Sided, 1" x 10m	rolls	36	35.00	1,260.00
200	Tape, Double Sided, 2" x 10m	rolls	5	70.00	350.00
201	Tape, Masking, 1" x 25 yards	rolls	41	48.00	1,968.00
202	Tape, Masking, 1/2" x 25 yards	rolls	5	25.00	125.00
203	Tape, Masking, 2" x 25 yards	rolls	15	95.00	1,425.00
204	Tape, Packaging, 2" x 100 yards, Clear	rolls	24	55.00	1,320.00
205	Tape, Packaging, 2" x 100 yards, Tan	rolls	10	55.00	550.00
206	Thumb Tacks, Small Box	boxes	13	12.00	156.00
207	Tape, Transparent, 12mm x 50m	rolls	5	68.00	340.00
208	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	65	204.00	13,260.00
209	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	2	125.00	250.00
210	Toilet Bowl Cleaner, at least 1 gallon	gal	6	395.00	2,370.00
211	Toilet Bowl Cleaner, at least 500ml	btl	5	180.00	900.00
212	Toilet Brush with Holder	set	5	180.00	900.00
213	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black	pack	2	85.00	170.00
214	USB 3.0 Hub 7 port	pc	1	500.00	500.00
	Seven downstream USB 3.0 ports accessible from one side of the hub, with support for up to 5Gbps				
	Universal, multi-platform compatibility, with no additional drivers required				
	Plug-and-Play and Hot-Swap compatible				
215	Wall Clock	pc	2	800.00	1,600.00
	☐Diameter: 215 mm				
	☐Weight: 250 g				
	☐Depth: 40 mm				
	☐Display: Analog				
	☐Battery Type: AA				
	☐Case Material: Plastic				
	☐Shatterproof				
216	Water Color, at least 16 colors , AP certified non-toxic, w/ mixing tray and brush	sets	5	712.00	3,560.00
217	Wax Paper, at least 23m x 30cm	rolls	5	240.00	1,200.00
218	Wax, Floor, paste type, red, at least 450g/can	cans	10	175.00	1,750.00
219	Wet and dry vacuum cleaner	pc	1	5,000.00	5,000.00
220	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	10	880.00	8,800.00
221	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	2	1,680.00	3,360.00

222	Wood Blocks, small (1.25") size	pc	70	25.00	1,750.00
	Rebidding (from GOODS-22-03)				
223	3D Embossing Label Maker Tape	rolls	25	40.00	1,000.00
	■9 mm x 3 m				
224	Absorbent Cotton	packs	8	165.00	1,320.00
	■Absorbent Cotton, 400 g;				
225	Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li	pcs	1	10,000.00	10,000.00
	■color: White				
	■item dimension: 14x7x18 inches				
	■Power source: AC				
	■Control method: remote				
	■About the item:				
	◀High-Efficiency Air Purifier: air purifier covers an area of up to 1420 ft ² / 132 m ² in 1 hour, CADR 330m ³ /h. 600 ft ² fast purification in 25 minutes. Perfect for large / medium rooms and offices.				
	◀Allergies Eliminator & Ideal for Babies: Pre-filter, True HEPA filter, activated carbon filter trap 99.97% airborne pollutants such as allergens, dust, pet hair, dander, pollens, smoke, odors, fumes, VOCs, ozone, formaldehyde. Protect your family, children from air pollution, create a healthy workplace environment.				
	◀UV & Ionizer: UV light removes the hidden germs and viruses in the air such as influenza, staph. Ionic generator emits negative ions, providing you with clean and healthy air.				
	◀Versatile Air Freshener for Home: This air purifier has a built-in air sensor, which monitors air quality detecting contaminants in the air, and changes the indicator light. 1/2/4/8h timer, filter lifetime counter, sleep mode, 4 fan speed levels.				
	◀Ultra-Quiet & Energy-Saving: Thanks to the sleep mode, 28 dB low noise level voiceless air cleaning won't disturb you while reading, working, or sleeping. Running in sleep mode (19W) and low fan speed (36W) makes energy-saving and affordable for all-day use.				
226	Alcohol, Isoprophyl, 90% solution	gallon	15	600.00	9,000.00
	■Alcohol 90% solution				
227	Bathroom Deodorizer, with holder, at least 100g, any scent	pcs	176	60.00	10,560.00
228	Cartolina, Vellum, Gold, at least 180gsm	pcs	5	35.00	175.00
229	Cartolina, Vellum, Green, at least 180gsm	pcs	5	35.00	175.00
230	Cartolina, Vellum, White, at least 180gsm	pcs	525	35.00	18,375.00
231	Chlorine Granules, 1kg/pack	packs	38	85.00	3,230.00
232	Class Record, (for College use)	pcs	50	40.00	2,000.00
233	Coffee Maker	pc	1	1,200.00	1,200.00
	■8-10 Cups Black				

	☐Auto-drip Coffee Maker				
	☐8-10 Cups Capacity				
	☐Thermo-glass Carafe				
	☐Reusable/Washable Filter				
	☐Water Level Indicator				
	☐Keepwarm Heating Plate				
	☐Pilot Light Indicator				
	☐680 Watts				
234	Columnar Pad, 8 columns (11 x 14)	pcs	24	56.00	1,344.00
235	Cork Board, Wall Mount, w/ aluminum frame, 4' x 6'	pcs	1	2,860.00	2,860.00
236	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'	pcs	1	3,670.00	3,670.00
237	Correction Pen, rolling ball-metal tip	pc	9	220.00	1,980.00
238	Cutting Mat, self-healing rubber, green, A3	pc	2	700.00	1,400.00
239	Date stamp, 10 years advance or more	pcs	2	195.00	390.00
240	Dishwashing Liquid Soap, Refill 350ml	pack	47	120.00	5,640.00
	☐Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml				
241	Disinfectant Spray, 170g	can	86	280.00	24,080.00
242	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity	pcs	8	960.00	7,680.00
243	Exhaust Fan (Industrial wall exhaust fan, 12")	unit	2	1,600.00	3,200.00
244	Floor Mop	pieces	7	250.00	1,750.00
	☐plastic, with handle, heavy duty				
245	Foil, Aluminum, 16m x 30cm (approx. 260g)	boxes	7	290.00	2,030.00
246	Glue, White, All-purpose, 1 gallon	gallons	3	510.00	1,530.00
247	Hand Towel, Interfolded, 2 ply, 150 pulls	packs	12	125.00	1,500.00
248	High Quality Electric Stainless Steel Grinding Coffee Bean Milling Machine Electric Grinder	pc	1	298.00	298.00
249	HP, Laserjet Toner Cartridge, CF401A, Cyan	pc	1	5,000.00	5,000.00
250	Index Tab, PVC self adhesive 6" x 1", 25pcs/box	set	24	78.00	1,872.00
251	Index Tab, transparent, self-adhesive, transparent, 5sets/box	boxes	50	65.00	3,250.00
252	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	146	195.00	28,470.00
253	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	pcs	144	100.00	14,400.00
254	Mop Handle, Plastic	pieces	3	145.00	435.00
255	Net bags, fish net, 13" x 13"	pc	100	19.00	1,900.00
256	Note Pad, 4" x 5", post-it, assorted colors	pads	5	40.00	200.00
257	Notebook (Dot, lines, Blank, Grid) 4 design	pcs	10	110.00	1,100.00
	☐size:133*194mm				
	☐80 sheets				
258	Nylon, #300, for grass cutter	kl	23	450.00	10,350.00
259	Paper Cutter, Sliding, for A3, with metal base, replaceable blades	unit	1	2,550.00	2,550.00
260	Paper Cutter, wood, A4 size	piece	2	625.00	1,250.00

261	Paper, Haspi, maroon, 20" x 26"	pieces	5	80.00	400.00
262	Paper, Mimeo, GW, A4, S-18	reams	50	150.00	7,500.00
263	Pen, Sign, .5mm, Gel-type, Black	piece	94	35.00	3,290.00
264	Pen, Sign, .5mm, Gel-type, Blue	piece	610	35.00	21,350.00
265	Pen, Sign, .5mm, Gel-type, Red	piece	155	35.00	5,425.00
266	Pin, Map, round head, asstd. Color	boxes	13	35.00	455.00
267	Plastic bag (sando bag), jumbo size, 100 pcs/pack	pack	15	135.00	2,025.00
268	Plastic Pail, 10L capacity	pc	2	35.00	70.00
269	Ring Binder, plastic, 14mm, 9/16" black	pieces	31	15.00	465.00
270	Rubber Mat	meter	17	175.00	2,975.00
	Material: PVC				
	Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches				
	One (1) roll non-slip mat				
271	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink	pieces	49	90.00	4,410.00
272	Soap, Dishwashing Liquid Refill, 375ml	packs	16	150.00	2,400.00
	Antibacterial Concentrate Dishwashing Liquid				
273	Specialty paper Dynamics 8-1/2x13 220gsm Pearl	packs	5	85.00	425.00
274	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone	packs	3	85.00	255.00
275	Stamping foil, Gold	roll	12	900.00	10,800.00
276	Stapler Flat clinch Standard Half strip	piece	4	700.00	2,800.00
	SPECIFICATIONS				
	- Product name: HD-50F				
	- Staples:24/6(No.3), 26/6(No.35)				
	- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)				
	- Loading capacity:50 staples(24/6), 100 staples(26/6)				
	- Dimensions: W40 x D135 x H60(mm)				
	- Weight(Net): 270g				
	- Insertion depth: 47mm				
	- Carton Quantity:1/5/50				
	- Product Color: Black or Dark Blue				
	- Built-in staple remover.				
	FEATURES				
	Flat Clinch				
	Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.				
	Ergonomic design				
	Comfortable rubber surface is a perfect fit for any gripping style.				
277	Steno Pads (Various colors)	pcs	13	170.00	2,210.00
	*80 GSM * 8" X 6"				
	*200 PAGES- FRONT & BACK (100 SHEETS)				
	*Ideal for jotting down quick notes and stenography on the spot.				

	☐*Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings.				
	☐*The size is optimal for writing either handheld or on a desk with maximized space efficiency				
278	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	53	40.00	2,120.00
	☐Sticky Flags Suitable For/As:				
	☐Indexing Tab				
	☐Highlighting				
	☐Marking				
	☐Repositionable				
	☐One end straight-cut, One end arrow-shaped				
	☐Can be used to show/indicate where to attach signature				
279	Tape, Magic, 12mm x 50m	rolls	8	196.00	1,568.00
280	Transparency Film, A4, 100pcs/pack	pack	11	372.00	4,092.00
281	Trash bins (with color coded cover) 55L (blue)	piece	1	1,400.00	1,400.00
282	Trash bins (with color coded cover) 55L (green)	piece	1	1,400.00	1,400.00
283	Trash bins (with color coded cover) 55L (yellow)	piece	1	1,400.00	1,400.00
284	Wall Clock	pc	1	800.00	800.00
	☐Diameter: 215 mm				
	☐Weight: 250 g				
	☐Depth: 40 mm				
	☐Display: Analog				
	☐Battery Type: AA				
	☐Case Material: Plastic				
	☐Shatterproof				
285	Pie Box	packs	10	250.00	2,500.00
	☐Pre-Formed Pie Box				
	☐Packing: 20 pcs/pack				
	☐Size: 10" x 10" x 1½"				
	☐Color: White				
	Rebidding (from GOODS-22-08)				
286	Absorbent Cotton Roll 400g				
	Quality cotton products that guarantee superior absorbency and made from 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers				
287	Alcohol, Ethyl (70%), 1liter	btls	6	130.00	780.00
				TOTAL:	867,908.00

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

- The *Visayas State University* now invites bids for the above Procurement Project. Delivery of the Goods is required by *forty-five (45) 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 *28 February – 21 March 2022 until 1:30 PM* 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 One Thousand Pesos (PhP 1,000.00). 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* will hold a Pre-Bid Conference on *March 7, 2022; 2:00 PM* at the *PPO Conference Room, Lower Campus, VSU, Visca, Baybay City, Leyte* and/or through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.

Bidders are advised to contact the BAC Secretariat before the scheduled Pre-Bid Conference for the Zoom Meeting ID and Passcode.

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 *21 March 2022 until 1:30 PM*. Late bids shall not be accepted.
8. For bidders who opt to submit their bids electronically, a hardcopy (original, copy 1, and copy 2) of the bid must be sent to the BAC through preferred couriers. A proof (e.g. courier receipt/waybill, etc.) that a hardcopy of the bid is on transit must be presented upon submission of the electronic bid.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on *21 March 2022; 2:00 PM* at the *PPO Conference Room, Lower Campus, VSU, Visca, Baybay City, Leyte* and/or *via Zoom*. 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 Zoom Meeting ID and Passcode.

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. Ecleo (BAC Secretariat)

Office of the Head for Procurement,

VSU-Main, Visca, Baybay City, Leyte

Mobile: 053 565 0600 local 1093 or 0998 555 0106

Email: jessamine.ecleo@vsu.edu.ph

or

Mr. Toni Marc L. Dargantes (BAC Secretariat)

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

VSU-Main, Visca, Baybay City, Leyte

Mobile: 0977 7186594

Email: tmdargantes@vsu.edu.ph

13. You may visit the following websites:

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

February 27, 2022



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-22-19*.

The Procurement Project (referred to herein as “Project”) is composed of *287 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 2022 in the amount of *Eight Hundred Sixty-Seven Thousand Nine Hundred Eight Pesos (PhP 867,908.00)*.

2.2. The source of funding is: NGA, the General Appropriations Act, Special Trust Fund, and Trust Fund.

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:

Bidder should comply with the following requirements:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *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 *July 20, 2022*. 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	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> 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.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>VSU Main, Visca, Baybay City, Leyte</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <i>Seventeen Thousand Three Hundred Fifty-Eight and 16/100 Pesos (PhP 17,358.16) or two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Forty-Three Thousand Three Hundred Ninety-Five and 40/100 Pesos (PhP 43,395.40) or five percent (5%) of ABC</i> if bid security is in Surety Bond.
15	<p>Bidders are requested to submit three (3) copies of its bid – 1 Original, Copy 1, and Copy 2.</p> <p>For filing purposes, the bidders are urged to use Light Green envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.</p>
19.3	<i>See Section I. Invitation to Bid (Item 1) for the list of items and their corresponding total Approved Budget for the Contract (ABC).</i>
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 term applicable to this Contract is 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>Ms. Alicia M. Flores</i> <i>Head, Supply and Property Management Office,</i> <i>VSU-Main, Visca, Baybay City, Leyte</i> <i>Contact #: 053 565 0600 local 1082 / 0917 6341 430</i> <i>Email address: alicia.flores@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 of staggered deliveries shall be allowed. Payment shall be on “as per cost of the items delivered” 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.	Unit	Qty	Description	Delivered, Weeks/Months
1	pieces	2	155L, PLASTIC STORAGE BOX	All Items Should Be Delivered Within 45 Calendar Days From Receipt Of Notice To Proceed And Purchase Order
			☐Storage: 155L	
			☐Material: Plastic	
2	unit	1	4 Layer File Tray (Office Organizer)	
			☐Folder Storage Box	
			☐Date Document Storage Shelf	
			☐Product Color: Black	
			☐Product Description:	
			◀All Metal material	
			◀Firm	
			◀Durable	
			☐Easy to assemble	
			☐Not easy to shake	
			☐Hollow out design	
			☐Ventilated and Dry	
			☐Not easy to accumulate dust	
3	unit	1	7 in 1 set Office Supplies Organizer	
			☐Packing: 1 X 1pc storage rack	
			☐Color: black	
			☐Size: 22cm x 14cm x 12.7cm	
			☐Material: stainless steel + metal mesh	
			☐Design: 7in1 metal grid with drawer	
			☐Suitable for: pens, school supplies, cosmetics, remote control, etc.	
			☐Features:	
			1. With classification, finishing functions	
			2. Simple and Beautiful	
			3. Suitable for Offices, Schools, Factories, etc.	
			4. Large Capacity	
			5. Multi-functional	
			6. Can Put Pens, Cards, etc.	
4	pc	1	AAA battery charger Compact Charger	
			☐Pre-Charged Batteries ready to use	
			☐Charges AA or AAA batteries	
			☐Alkaline battery detection and auto shut off safety controls	
			☐Compact design	
			☐Fold away outlet plugs	
5	rolls	1	Acetate, transparent, guage #3, approx. 50m/roll	
6	rolls	1	Acetate, transparent, guage #6, approx. 50m/roll	
7	pcs	12	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	

8	gallons	12	Alcohol, Ethyl, 70% solution, 1 gallon
9	pcs	40	Bathroom Deodorizer, with holder, at least 100g, any scent
10	pack	60	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack
11	pcs	3	Battery, Rechargeable, 9 volts
12	pack	10	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack
13	pack	15	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack
14	pcs	124	Binder Clip, 2", black
15	gallon	7	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL
16	rolls	1	Book Cloth, Green, approx. 50m/roll
17	pcs	2	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling
18	pcs	12	Broom, Soft (Tambo), Large, Heavy Duty
19	pc	10	Broom, Stick Broom, Tukog
			■Good Quality Broom Stick
			■Approx. 370pcs per stick bundle
20	packs	10	Cable Tie, 8", 100 pcs/pack
			2.5 x 200mm (Width x length)
21	unit	2	Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions
22	pcs	120	Cartolina, US, Gold, at least 160gsm
23	pcs	20	Cartolina, US, Green, at least 160gsm
24	pcs	10	Cartolina, US, Light Blue, at least 160gsm
25	pcs	20	Cartolina, US, Neon Green, at least 160gsm
26	pcs	15	Cartolina, US, Red, at least 160gsm
27	pcs	200	Cartolina, US, White, at least 160gsm
28	pcs	1010	Cartolina, Vellum, White, at least 180gsm
29	packs	15	Chlorine Granules, 1kg/pack
30	pcs	20	Class Record, (for College use)
31	btls	16	Cleaner, Glass, 500mL, spray type, any scent
32	btls	15	Cleanser, Powder, 500g, any scent
33	pcs	3	Clip Board, Plastic, with PVC Cover, A4, any color
34	pcs	3	Clip Board, Plastic, with PVC Cover, Long, any color
35	boxes	5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box
36	boxes	9	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box
37	boxes	18	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box
38	boxes	8	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box
39	boxes	5	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box
40	boxes	7	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box

41	box	40	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms
42	pcs	1	Cork Board, Wall Mount, w/ aluminum frame, 3' x 5'
43	packs	17	Cotton, 400g
44	pc	5	Datafiler
			23cm H x 14cm W x 44cm D
45	can	15	Disinfectant Spray, 170g
46	can	12	Disinfectant Spray, 340g
47	pcs	3	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity
48	pc	10	Dust pan, plastic, stand-up handle, large
49	pcs	13	Duster, Feather
50	pcs	50	Envelope, Brown, long, good quality
51	pc	133	Envelope, Document, Brown, 150 lbs, Long
52	pc	1300	Envelope, Document, Brown, 150 lbs, Short
53	pcs	6	Envelope, Expanding, Plastic, Long, with Handle
54	pc	50	Envelope, Expanding, with garter tie, blue, long
55	pc	13	Envelope, Expanding, with garter tie, blue, short
56	pc	10	Envelope, Expanding, with garter tie, brown, long
57	pc	55	Envelope, Expanding, with garter tie, green, long
58	box	3	Envelope, Mailing, white, long, 500pcs/box
59	btl	10	EPSON INK btl 664 black
60	btl	5	Epson ink btl magenta
61	btls	8	Fabric Conditioner, 1L, any scent
62	pack	5	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent
63	boxes	15	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box
64	boxes	2	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box
65	boxes	12	Fastener, Paper, non-rust metal, 50 sets/box
66	boxes	30	Fastener, Paper, plastic, 50 sets/box
67	pieces	12	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal
68	pcs	1	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type
69	pieces	11	Floor Mop
			plastic, with handle, heavy duty
70	pc	1	Floor mop with bucket, microfiber spin rotating 360
71	pcs	3	Floor Mop with wooden handle, heavy duty
72	sets	11	Florist Wire / Floral Wires, plastic coated, gauge 20, 40cm length, 50 pcs/set
73	boxes	4	Foil, Aluminum, 16m x 30cm (approx. 260g)
74	pcs	660	Folder, Expanded, Long (Light Blue)
75	piece	77	Folder, Expanded, Long (Red)
76	piece	705	Folder, File, Long, 14pts, White

77	piece	12	Folder, File, Short, 14pts, White
78	pcs	50	Folder, Ordinary, A4
79	pieces	10	Folder, Pressboard, US, Blue, Long
80	piece	25	Folder, Pressboard, US, Blue, Short
81	pcs	210	Folder, Pressboard, US, Green, Long
82	pcs	50	Folder, Pressboard, US, Green, Short
83	pcs	125	Folder, Sliding, Plastic, w/ binder, Long, transparent
84	pcs	12	Folder, Sliding, Plastic, w/ binder, Short, transparent
85	pcs	27	Gel Ink Sign Pen 0.5, blue
86	btls	29	Glue, Multi-Purpose, White, at least 130g (118mL)
87	pieces	2	Hand Sprayer, plastic, 150 ml cap.
88	piece	10	Hand Towel, cloth, cotton
89	piece	1	Hand Towel, cloth, cotton, 12 pcs/pack
90	box	1	ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)
91	set	20	Index Tab, PVC self adhesive 6" x 1", 25pcs/box
92	box	3	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear
			■Transparent Extension: 1/2"
			■Color: Clear (no color)
			■1 box contains 25 packs.
			■1 pack contains 2 pcs.
93	boxes	10	Index Tab, transparent, self-adhesive, transparent, 5sets/box
94	btls	2	Ink, for stamp pad, violet, 30mL, w/ applicator
95	btls	4	Ink, Refill, for Permanent Marker, Black, 30mL
96	btls	1	Ink, Refill, for Permanent Marker, Blue, 30mL
97	box	2	Laminating Film, A4, 100 shts/box, 250 microns
98	piece	65	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)
99	gallon	5	Liquid Hand Soap
100	pcs	215	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
101	pcs	42	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
102	rolls	12	Masking Tape, 1"
103	pieces	7	Mop Handle, Plastic
104	pieces	5	Mop Rug, Heavy Duty, 100% cotton
105	ream	1	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, green
106	pad	1	Mouse Pad, Rubber
			■Size: Small (200x250mm)
			■Color: Black/ Dark Blue
107	tubes	5	Multi-Insect Killer Spray, 250mL

108	btl	4	Multi-Purpose Glue, 1000g
109	btl	5	Multi-Purpose Glue, 130 g
110	gal	3	Muriatic Acid concentrated scented
111	piece	8	My-Gel Gel Ink Pen refill 0.5mm, Blue
112	pc	500	Net bags, fish net, 13" x 13"
113	pads	15	Note Pad, 3" x 3", post-it, assorted colors
114	pcs	300	Notebook, Spiral 60 leaves
115	pieces	200	Notebook, spiral, 80 leaves
116	kl	9	Nylon, #300, for grass cutter
117	btls	2	Oil, for typewriter, all purpose, 130 ml
118	pieces	5	Pail, Plastic, 10 li cap.
119	pcs	3	Pail, Utility, Plastic, at least 16L capacity
120	pack	5	Paper Bag, Plain Brown, Large #10, at least 50 pcs. per pack
121	reams	10	Paper, Bond, A3, S-24, 80 gsm
			<i>bright white, high premium quality;</i>
122	reams	50	Paper, Bond, Long, S-20, 70 gsm
			<i>bright white, high premium quality;</i>
123	reams	73	Paper, Bond, Long, S-24, 80 gsm
			<i>bright white, high premium quality;</i>
124	reams	10	Paper, Bond, Short, S-20, 70 gsm
			<i>bright white, high premium quality;</i>
125	pieces	10	Paper, Felt, 27" x 21", Red
126	pcs	50	Paper, Manila
127	reams	5	Paper, Mimeo, GW, Long, S-18
128	pack	5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack
129	pack	32	Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack
			☐No Backprint
			☐Size: A4 230GSM (210x297mm)
			☐Paper Texture: Waterproof Glossy
			☐For all type of inkjets printer
			☐For printing all kinds of colorful documents
			☐Support 720 / 1440 / 2880 and 5760 dpi printing mode
			☐20 sheets per pack
130	packs	155	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream
131	btls	5	Paste, solid, w/ water well & applicator, 200gms
132	sheets	128	Pasteboard, #40, 26" x 38" (standard size)
133	pieces	2	Pen, Permanent Marker, black, broad tip
134	pieces	24	Pen, Permanent Marker, black, fine tip
135	pieces	2	Pen, Permanent Marker, blue, broad tip
136	pieces	22	Pen, Permanent Marker, blue, fine tip
137	pieces	12	Pen, Permanent Marker, red, fine tip
138	pieces	93	Pen, Ball, black
139	pieces	903	Pen, Ball, blue
140	pieces	120	Pen, Ball, red
141	piece	81	Pen, Sign, .5mm, Gel-type, Blue
142	pieces	29	Pen, Whiteboard Marker, red
143	pieces	55	Pen, Whiteboard Marker, black

144	pieces	15	Pen, Whiteboard Marker, blue,
145	Box of 12's	5	PENCIL #2 MEDIUM YELLOW 12/BOX
			■Attr: Pencil Medium #2 with black lead
			■Color: Yellow
			■Packaging Size: 12 pencils per box
146	pieces	661	Pencil, Lead, #2, w/ eraser
147	boxes	15	Pin, Push, hammerhead type, asstd colors 50s/pack
148	pack	1	Plastic bag (sando bag) 100pcs/pack large
149	rolls	1	Plastic Twine, 1kl/roll
150	kgs	10	Polyethylene Bag, autoclavable, 10" x 16" x .002
151	kgs	10	Polyethylene Bag, autoclavable, 3" x 10" x .002
152	kgs	10	Polyethylene Bag, autoclavable, 8" x 12" x .002
153	pieces	3	Puncher, Heavy Duty
154	pack	1	PVC Binding Cover, short, 100pcs/pack
155	packs	4	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm
156	pack	1	PVC Plastic Cover, A4, 300micron
157	pcs	6	Rags, large, good quality, size 24"x15", water absorbent
158	pc	15	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
159	pcs	28	Record Book, Big, 300 pages
160	pcs	37	Record Book, Big, 500 pages
161	pieces	19	Ring Binder, plastic, 10mm, 3/8" black
162	pieces	7	Ring Binder, plastic, 14mm, 9/16" black
163	pieces	13	Ring Binder, plastic, 20mm, 3/4" black
164	pieces	15	Ring Binder, plastic, 22mm, 7/8" black
165	pieces	40	Ring Binder, plastic, 25mm, 1" black
166	pieces	12	Ring Binder, plastic, 8mm, 5/16" black
167	pieces	40	Ring Binder, plastic, 12mm, 1/2" black
168	pieces	5	Ring Binder, plastic, 14mm, 5/8" black
169	meter	3	Rubber Mat
			■Material: PVC
			■Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
			■One (1) roll non-slip mat
170	boxes	12	Rubberband, #18, 350 gms/box
171	pieces	10	Ruler, Plastic, 24"
172	unit	1	Safety Deposit Box
			■Digital safe
			■Stainless steel
			■Size: 35 x 25 x 25 cm
			■Mountable to wall or floor

			☐Best for home, office and hotel use
			☐Override keys available
173	piece	3	Scissors, 6" heavy duty, good quality
174	pieces	10	Scissors, 8" heavy duty, good quality
175	pcs	10	Scrub Sponge, Heavy Duty
			☐Size: at least 100mm x 75mm x 30mm
176	pieces	7	Sharpener, Pencil Heavy Duty good qlty
			Table Type
177	pieces	86	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink
178	pieces	17	Sign pen, Fine Tech, 0.3mm. blue
179	box	4	Slide Box (50 divisions)
180	gal	4	Soap, Detergent, Liquid, 1 gal, any scent
181	kl	20	Soap, Detergent, Powder, 1 kilo/pack, any scent
182	btls	32	Soap, Dishwashing, Liquid, 250mL
183	btls	17	Soap, hand, liquid, 250 ml
			pump type
184	pieces	6	Soap, Toilet, regular size
			at least 60 grams
			eliminates at least 99% of bacteria
185	pcs	11	Soft Broom (Tambo) 200g minimum, heavy duty
186	meters	300	Special Haspi - Green -
187	pcs	1	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole
188	pieces	3	Staple wire remover
189	boxes	10	Staple Wire No. 35-5M Leg Length 6mm (1/4")
190	boxes	49	Staple Wire, #35
191	pc	4	Stapler, HD No.35
192	pieces	11	Stapler, HD-# 10
193	piece	18	Stick Broom (tingting) 6" from the top, approx 370 pcs
194	pack	14	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack
			☐Sticky Flags Suitable For/As:
			☐Indexing Tab
			☐Highlighting
			☐Marking
			☐Repositionable
			☐One end straight-cut, One end arrow-shaped
			☐Can be used to show/indicate where to attach signature
195	pads	13	Sticky Note, 2 x 3, Yellow
196	pads	8	Sticky Note, 3 x 3, Yellow
197	pads	3	Sticky Note, 3 x 4, Yellow
198	pcs	3	Tape Dispenser, 1" tape, big core, any color
199	rolls	36	Tape, Double Sided, 1" x 10m
200	rolls	5	Tape, Double Sided, 2" x 10m
201	rolls	41	Tape, Masking, 1" x 25 yards

202	rolls	5	Tape, Masking, 1/2" x 25 yards
203	rolls	15	Tape, Masking, 2" x 25 yards
204	rolls	24	Tape, Packaging, 2" x 100 yards, Clear
205	rolls	10	Tape, Packaging, 2" x 100 yards, Tan
206	boxes	13	Thumb Tacks, Small Box
207	rolls	5	Tape, Transparent, 12mm x 50m
208	pack	65	Tissue, Bathroom, 2 Ply, 12rolls/pack
209	btls	2	Toilet Bowl and Urinal Cleaner, at least 500mL
210	gal	6	Toilet Bowl Cleaner, at least 1 gallon
211	btl	5	Toilet Bowl Cleaner, at least 500ml
212	set	5	Toilet Brush with Holder
213	pack	2	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black
214	pc	1	USB 3.0 Hub 7 port
			Seven downstream USB 3.0 ports accessible from one side of the hub, with support for up to 5Gbps
			Universal, multi-platform compatibility, with no additional drivers required
			Plug-and-Play and Hot-Swap compatible
215	pc	2	Wall Clock
			■Diameter: 215 mm
			■Weight: 250 g
			■Depth: 40 mm
			■Display: Analog
			■Battery Type: AA
			■Case Material: Plastic
			■Shatterproof
216	sets	5	Water Color, at least 16 colors , AP certified non-toxic, w/ mixing tray and brush
217	rolls	5	Wax Paper, at least 23m x 30cm
218	cans	10	Wax, Floor, paste type, red, at least 450g/can
219	pc	1	Wet and dry vacuum cleaner
220	pcs	10	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame
221	pcs	2	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame
222	pc	70	Wood Blocks, small (1.25") size
			Rebidding (from GOODS-22-03)
223	rolls	25	3D Embossing Label Maker Tape
			■9 mm x 3 m
224	packs	8	Absorbent Cotton
			■Absorbent Cotton, 400 g;
225	pcs	1	Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li
			■color: White
			■item dimension: 14x7x18 inches
			■Power source: AC
			■Control method: remote
			■About the item:

			<p>◀High-Efficiency Air Purifier: air purifier covers an area of up to 1420 ft²/ 132 m² in 1 hour, CADR 330m³/h. 600 ft² fast purification in 25 minutes. Perfect for large / medium rooms and offices.</p>
			<p>◀Allergies Eliminator & Ideal for Babies: Pre-filter, True HEPA filter, activated carbon filter trap 99.97% airborne pollutants such as allergens, dust, pet hair, dander, pollens, smoke, odors, fumes, VOCs, ozone, formaldehyde. Protect your family, children from air pollution, create a healthy workplace environment.</p>
			<p>◀UV & Ionizer: UV light removes the hidden germs and viruses in the air such as influenza, staph. Ionic generator emits negative ions, providing you with clean and healthy air.</p>
			<p>◀Versatile Air Freshener for Home: This air purifier has a built-in air sensor, which monitors air quality detecting contaminants in the air, and changes the indicator light. 1/2/4/8h timer, filter lifetime counter, sleep mode, 4 fan speed levels.</p>
			<p>◀Ultra-Quiet & Energy-Saving: Thanks to the sleep mode, 28 dB low noise level voiceless air cleaning won't disturb you while reading, working, or sleeping. Running in sleep mode (19W) and low fan speed (36W) makes energy-saving and affordable for all-day use.</p>
226	gallon	15	Alcohol, Isoprophyl, 90% solution
			☐Alcohol 90% solution
227	pcs	176	Bathroom Deodorizer, with holder, at least 100g, any scent
228	pcs	5	Cartolina, Vellum, Gold, at least 180gsm
229	pcs	5	Cartolina, Vellum, Green, at least 180gsm
230	pcs	525	Cartolina, Vellum, White, at least 180gsm
231	packs	38	Chlorine Granules, 1kg/pack
232	pcs	50	Class Record, (for College use)
233	pc	1	Coffee Maker
			☐8-10 Cups Black
			☐Auto-drip Coffee Maker
			☐8-10 Cups Capacity
			☐Thermo-glass Carafe
			☐Reusable/Washable Filter
			☐Water Level Indicator
			☐Keepwarm Heating Plate
			☐Pilot Light Indicator
			☐680 Watts
234	pcs	24	Columnar Pad, 8 columns (11 x 14)
235	pcs	1	Cork Board, Wall Mount, w/ aluminum frame, 4' x 6'
236	pcs	1	Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'
237	pc	9	Correction Pen, rolling ball-metal tip
238	pc	2	Cutting Mat, self-healing rubber, green, A3

239	pcs	2	Date stamp, 10 years advance or more
240	pack	47	Dishwashing Liquid Soap, Refill 350ml
			■Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml
241	can	86	Disinfectant Spray, 170g
242	pcs	8	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity
243	unit	2	Exhaust Fan (Industrial wall exhaust fan, 12")
244	pieces	7	Floor Mop
			■plastic, with handle, heavy duty
245	boxes	7	Foil, Aluminum, 16m x 30cm (approx. 260g)
246	gallons	3	Glue, White, All-purpose, 1 gallon
247	packs	12	Hand Towel, Interfolded, 2 ply, 150 pulls
248	pc	1	High Quality Electric Stainless Steel Grinding Coffee Bean Milling Machine Electric Grinder
249	pc	1	HP, Laserjet Toner Cartridge, CF401A, Cyan
250	set	24	Index Tab, PVC self adhesive 6" x 1", 25pcs/box
251	boxes	50	Index Tab, transparent, self-adhesive, transparent, 5sets/box
252	pcs	146	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
253	pcs	144	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
254	pieces	3	Mop Handle, Plastic
255	pc	100	Net bags, fish net, 13" x 13"
256	pads	5	Note Pad, 4" x 5", post-it, assorted colors
257	pcs	10	Notebook (Dot, lines, Blank, Grid) 4 design
			■size:133*194mm
			■80 sheets
258	kl	23	Nylon, #300, for grass cutter
259	unit	1	Paper Cutter, Sliding, for A3, with metal base, replaceable blades
260	piece	2	Paper Cutter, wood, A4 size
261	pieces	5	Paper, Haspi, maroon, 20" x 26"
262	reams	50	Paper, Mimeo, GW, A4, S-18
263	piece	94	Pen, Sign, .5mm, Gel-type, Black
264	piece	610	Pen, Sign, .5mm, Gel-type, Blue
265	piece	155	Pen, Sign, .5mm, Gel-type, Red
266	boxes	13	Pin, Map, round head, asstd. Color
267	pack	15	Plastic bag (sando bag), jumbo size, 100 pcs/pack
268	pc	2	Plastic Pail, 10L capacity
269	pieces	31	Ring Binder, plastic, 14mm, 9/16" black
270	meter	17	Rubber Mat
			■Material: PVC
			■Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
			■One (1) roll non-slip mat

271	pieces	49	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink
272	packs	16	Soap, Dishwashing Liquid Refill, 375ml
			■Antibacterial Concentrate Dishwashing Liquid
273	packs	5	Specialty paper Dynamics 8-1/2x13 220gsm Pearl
274	packs	3	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone
275	roll	12	Stamping foil, Gold
276	piece	4	Stapler Flat clinch Standard Half strip
			SPECIFICATIONS
			- Product name: HD-50F
			- Staples:24/6(No.3), 26/6(No.35)
			- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
			- Loading capacity:50 staples(24/6), 100 staples(26/6)
			- Dimensions: W40 x D135 x H60(mm)
			- Weight(Net): 270g
			- Insertion depth: 47mm
			- Carton Quantity:1/5/50
			- Product Color: Black or Dark Blue
			- Built-in staple remover.
			FEATURES
			<i>Flat Clinch</i>
			<i>Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.</i>
			<i>Ergonomic design</i>
			<i>Comfortable rubber surface is a perfect fit for any gripping style.</i>
277	pcs	13	Steno Pads (Various colors)
			■*80 GSM * 8" X 6"
			■*200 PAGES- FRONT & BACK (100 SHEETS)
			■*Ideal for jotting down quick notes and stenography on the spot.
			■*Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings.
			■*The size is optimal for writing either handheld or on a desk with maximized space efficiency
278	pack	53	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack
			■Sticky Flags Suitable For/As:
			■Indexing Tab
			■Highlighting
			■Marking
			■Repositionable
			■One end straight-cut, One end arrow-shaped
			■Can be used to show/indicate where to attach signature
279	rolls	8	Tape, Magic, 12mm x 50m
280	pack	11	Transparency Film, A4, 100pcs/pack

281	piece	1	Trash bins (with color coded cover) 55L (blue)
282	piece	1	Trash bins (with color coded cover) 55L (green)
283	piece	1	Trash bins (with color coded cover) 55L (yellow)
284	pc	1	Wall Clock
			☐Diameter: 215 mm
			☐Weight: 250 g
			☐Depth: 40 mm
			☐Display: Analog
			☐Battery Type: AA
			☐Case Material: Plastic
			☐Shatterproof
285	packs	10	Pie Box
			☐Pre-Formed Pie Box
			☐Packing: 20 pcs/pack
			☐Size: 10" x 10" x 1½"
			☐Color: White
			Rebidding (from GOODS-22-08)
286			Absorbent Cotton Roll 400g
			<i>Quality cotton products that guarantee superior absorbency and made from 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers</i>
287	btls	6	Alcohol, Ethyl (70%), 1liter

Section VII. Technical Specifications

Technical Specifications

Item No.	Unit	Qty	Description	Statement of Compliance
1	pieces	2	155L, PLASTIC STORAGE BOX	[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
			☐Storage: 155L	
			☐Material: Plastic	
2	unit	1	4 Layer File Tray (Office Organizer)	
			☐Folder Storage Box	
			☐Date Document Storage Shelf	
			☐Product Color: Black	
			☐Product Description:	
			◀All Metal material	
			◀Firm	
			◀Durable	
			☐Easy to assemble	
			☐Not easy to shake	
			☐Hollow out design	
			☐Ventilated and Dry	
			☐Not easy to accumulate dust	
3	unit	1	7 in 1 set Office Supplies Organizer	
			☐Packing: 1 X 1pc storage rack	
			☐Color: black	
			☐Size: 22cm x 14cm x 12.7cm	
			☐Material: stainless steel + metal mesh	
			☐Design: 7in1 metal grid with drawer	
			☐Suitable for: pens, school supplies, cosmetics, remote control, etc.	
			☐Features:	
			1. With classification, finishing functions	
			2. Simple and Beautiful	
			3. Suitable for Offices, Schools, Factories, etc.	
			4. Large Capacity	
			5. Multi-functional	
			6. Can Put Pens, Cards, etc.	
4	pc	1	AAA battery charger Compact Charger	
			☐Pre-Charged Batteries ready to use	
			☐Charges AA or AAA batteries	
			☐Alkaline battery detection and auto shut off safety controls	
			☐Compact design	
			☐Fold away outlet plugs	
5	rolls	1	Acetate, transparent, guage #3, approx. 50m/roll	
6	rolls	1	Acetate, transparent, guage #6, approx. 50m/roll	
7	pcs	12	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	
8	gallons	12	Alcohol, Ethyl, 70% solution, 1 gallon	
9	pcs	40	Bathroom Deodorizer, with holder, at least 100g, any scent	

10	pack	60	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	<i>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>
11	pcs	3	Battery, Rechargeable, 9 volts	
12	pack	10	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	
13	pack	15	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	
14	pcs	124	Binder Clip, 2", black	
15	gallon	7	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	
16	rolls	1	Book Cloth, Green, approx. 50m/roll	
17	pcs	2	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	
18	pcs	12	Broom, Soft (Tambo), Large, Heavy Duty	
19	pc	10	Broom, Stick Broom, Tukog	
			■ Good Quality Broom Stick	
			■ Approx. 370pcs per stick bundle	
20	packs	10	Cable Tie, 8", 100 pcs/pack	
			2.5 x 200mm (Width x length)	
21	unit	2	Calculator, scientific ,10+2 digits, 2 line display, at least 240 functions	
22	pcs	120	Cartolina, US, Gold, at least 160gsm	
23	pcs	20	Cartolina, US, Green, at least 160gsm	
24	pcs	10	Cartolina, US, Light Blue, at least 160gsm	
25	pcs	20	Cartolina, US, Neon Green, at least 160gsm	
26	pcs	15	Cartolina, US, Red, at least 160gsm	
27	pcs	200	Cartolina, US, White, at least 160gsm	
28	pcs	1010	Cartolina, Vellum, White, at least 180gsm	
29	packs	15	Chlorine Granules, 1kg/pack	
30	pcs	20	Class Record, (for College use)	
31	btls	16	Cleaner, Glass, 500mL, spray type, any scent	
32	btls	15	Cleanser, Powder, 500g, any scent	
33	pcs	3	Clip Board, Plastic, with PVC Cover, A4, any color	
34	pcs	3	Clip Board, Plastic, with PVC Cover, Long, any color	
35	boxes	5	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	
36	boxes	9	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	
37	boxes	18	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	
38	boxes	8	Clip, Metal Bulldog, 1-1/2" (approx. 38.1mm), 12 pcs/box	
39	boxes	5	Clip, Metal Bulldog, 2" (approx. 50.8mm), 12 pcs/box	
40	boxes	7	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box	
41	box	40	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	
42	pcs	1	Cork Board, Wall Mount, w/ aluminum frame, 3' x 5'	

43	packs	17	Cotton, 400g
44	pc	5	Datafiler
			23cm H x 14cm W x 44cm D
45	can	15	Disinfectant Spray, 170g
46	can	12	Disinfectant Spray, 340g
47	pcs	3	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity
48	pc	10	Dust pan, plastic, stand-up handle, large
49	pcs	13	Duster, Feather
50	pcs	50	Envelope, Brown, long, good quality
51	pc	133	Envelope, Document, Brown, 150 lbs, Long
52	pc	1300	Envelope, Document, Brown, 150 lbs, Short
53	pcs	6	Envelope, Expanding, Plastic, Long, with Handle
54	pc	50	Envelope, Expanding, with garter tie, blue, long
55	pc	13	Envelope, Expanding, with garter tie, blue, short
56	pc	10	Envelope, Expanding, with garter tie, brown, long
57	pc	55	Envelope, Expanding, with garter tie, green, long
58	box	3	Envelope, Mailing, white, long, 500pcs/box
59	btl	10	EPSON INK btl 664 black
60	btl	5	Epson ink btl magenta
61	btls	8	Fabric Conditioner, 1L, any scent
62	pack	5	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent
63	boxes	15	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box
64	boxes	2	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box
65	boxes	12	Fastener, Paper, non-rust metal, 50 sets/box
66	boxes	30	Fastener, Paper, plastic, 50 sets/box
67	pieces	12	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal
68	pcs	1	Flashlight, heavy duty, w/ chargeable battery, 3 battery capacity, 1.5 v D type
69	pieces	11	Floor Mop
			plastic, with handle, heavy duty
70	pc	1	Floor mop with bucket, microfiber spin rotating 360
71	pcs	3	Floor Mop with wooden handle, heavy duty
72	sets	11	Florist Wire / Floral Wires, plastic coated, guage 20, 40cm length, 50 pcs/set
73	boxes	4	Foil, Aluminum, 16m x 30cm (approx. 260g)
74	pcs	660	Folder, Expanded, Long (Light Blue)
75	piece	77	Folder, Expanded, Long (Red)
76	piece	705	Folder, File, Long, 14pts, White
77	piece	12	Folder, File, Short, 14pts, White
78	pcs	50	Folder, Ordinary, A4
79	pieces	10	Folder, Pressboard, US, Blue, Long
80	piece	25	Folder, Pressboard, US, Blue, Short

81	pcs	210	Folder, Pressboard, US, Green, Long
82	pcs	50	Folder, Pressboard, US, Green, Short
83	pcs	125	Folder, Sliding, Plastic, w/ binder, Long, transparent
84	pcs	12	Folder, Sliding, Plastic, w/ binder, Short, transparent
85	pcs	27	Gel Ink Sign Pen 0.5, blue
86	btls	29	Glue, Multi-Purpose, White, at least 130g (118mL)
87	pieces	2	Hand Sprayer, plastic, 150 ml cap.
88	piece	10	Hand Towel, cloth, cotton
89	piece	1	Hand Towel, cloth, cotton, 12 pcs/pack
90	box	1	ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)
91	set	20	Index Tab, PVC self adhesive 6" x 1", 25pcs/box
92	box	3	Index Tab, PVC self adhesive 6" x 1/2", 25packs/box, Clear
			☐Transparent Extension: 1/2"
			☐Color: Clear (no color)
			☐1 box contains 25 packs.
			☐1 pack contains 2 pcs.
93	boxes	10	Index Tab, transparent, self-adhesive, transparent, 5sets/box
94	btls	2	Ink, for stamp pad, violet, 30mL, w/ applicator
95	btls	4	Ink, Refill, for Permanent Marker, Black, 30mL
96	btls	1	Ink, Refill, for Permanent Marker, Blue, 30mL
97	box	2	Laminating Film, A4, 100 shts/box, 250 microns
98	piece	65	Lever Arch File Folder, Vertical, with Ring Binder & Side Metal Finger Pull, Size: 3", Long (Blue)
99	gallon	5	Liquid Hand Soap
100	pcs	215	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
101	pcs	42	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
102	rolls	12	Masking Tape, 1"
103	pieces	7	Mop Handle, Plastic
104	pieces	5	Mop Rug, Heavy Duty, 100% cotton
105	ream	1	Morocco board, A4, 100pcs/ream, 230 gsm, for cover, green
106	pad	1	Mouse Pad, Rubber
			☐Size: Small (200x250mm)
			☐Color: Black/ Dark Blue
107	tubes	5	Multi-Insect Killer Spray, 250mL
108	btl	4	Multi-Purpose Glue, 1000g
109	btl	5	Multi-Purpose Glue, 130 g
110	gal	3	Muriatic Acid concentrated scented
111	piece	8	My-Gel Gel Ink Pen refill 0.5mm, Blue

112	pc	500	Net bags, fish net, 13" x 13"
113	pads	15	Note Pad, 3" x 3", post-it, assorted colors
114	pcs	300	Notebook, Spiral 60 leaves
115	pieces	200	Notebook, spiral, 80 leaves
116	kl	9	Nylon, #300, for grass cutter
117	btls	2	Oil, for typewriter, all purpose, 130 ml
118	pieces	5	Pail, Plastic, 10 li cap.
119	pcs	3	Pail, Utility, Plastic, at least 16L capacity
120	pack	5	Paper Bag, Plain Brown, Large #10, at least 50 pcs. per pack
121	reams	10	Paper, Bond, A3, S-24, 80 gsm
			<i>bright white, high premium quality;</i>
122	reams	50	Paper, Bond, Long, S-20, 70 gsm
			<i>bright white, high premium quality;</i>
123	reams	73	Paper, Bond, Long, S-24, 80 gsm
			<i>bright white, high premium quality;</i>
124	reams	10	Paper, Bond, Short, S-20, 70 gsm
			<i>bright white, high premium quality;</i>
125	pieces	10	Paper, Felt, 27" x 21", Red
126	pcs	50	Paper, Manila
127	reams	5	Paper, Mimeo, GW, Long, S-18
128	pack	5	Paper, Photo, high gloss, A4, 230G, 20 shts/pack
129	pack	32	Paper, Photo, Waterproof Glossy Inkjet , A4, 230 GSM No Backprint, 20 shts/pack
			☐No Backprint
			☐Size: A4 230GSM (210x297mm)
			☐Paper Texture: Waterproof Glossy
			☐For all type of inkjets printer
			☐For printing all kinds of colorful documents
			☐Support 720 / 1440 / 2880 and 5760 dpi printing mode
			☐20 sheets per pack
130	packs	155	Paper, Specialty 200gsm 8-1/2x11, 10s, Cream
131	btls	5	Paste, solid, w/ water well & applicator, 200gms
132	sheets	128	Pasteboard, #40, 26" x 38" (standard size)
133	pieces	2	Pen, Permanent Marker, black, broad tip
134	pieces	24	Pen, Permanent Marker, black, fine tip
135	pieces	2	Pen, Permanent Marker, blue, broad tip
136	pieces	22	Pen, Permanent Marker, blue, fine tip
137	pieces	12	Pen, Permanent Marker, red, fine tip
138	pieces	93	Pen, Ball, black
139	pieces	903	Pen, Ball, blue
140	pieces	120	Pen, Ball, red
141	piece	81	Pen, Sign, .5mm, Gel-type, Blue
142	pieces	29	Pen, Whiteboard Marker, red
143	pieces	55	Pen, Whiteboard Marker, black
144	pieces	15	Pen, Whiteboard Marker, blue,
145	Box of 12's	5	PENCIL #2 MEDIUM YELLOW 12/BOX
			☐Attr: Pencil Medium #2 with black lead

			■Color: Yellow
			■Packaging Size: 12 pencils per box
146	pieces	661	Pencil, Lead, #2, w/ eraser
147	boxes	15	Pin, Push, hammerhead type, asstd colors 50s/pack
148	pack	1	Plastic bag (sando bag) 100pcs/pack large
149	rolls	1	Plastic Twine, 1kl/roll
150	kgs	10	Polyethylene Bag, autoclavable, 10" x 16" x .002
151	kgs	10	Polyethylene Bag, autoclavable, 3" x 10" x .002
152	kgs	10	Polyethylene Bag, autoclavable, 8" x 12" x .002
153	pieces	3	Puncher, Heavy Duty
154	pack	1	PVC Binding Cover, short, 100pcs/pack
155	packs	4	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm
156	pack	1	PVC Plastic Cover, A4, 300micron
157	pcs	6	Rags, large, good quality, size 24"x15", water absorbent
158	pc	15	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
159	pcs	28	Record Book, Big, 300 pages
160	pcs	37	Record Book, Big, 500 pages
161	pieces	19	Ring Binder, plastic, 10mm, 3/8" black
162	pieces	7	Ring Binder, plastic, 14mm, 9/16" black
163	pieces	13	Ring Binder, plastic, 20mm, 3/4" black
164	pieces	15	Ring Binder, plastic, 22mm, 7/8" black
165	pieces	40	Ring Binder, plastic, 25mm, 1" black
166	pieces	12	Ring Binder, plastic, 8mm, 5/16" black
167	pieces	40	Ring Binder, plastic, 12mm, 1/2" black
168	pieces	5	Ring Binder, plastic, 14mm, 5/8" black
169	meter	3	Rubber Mat
			■Material: PVC
			■Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
			■One (1) roll non-slip mat
170	boxes	12	Rubberband, #18, 350 gms/box
171	pieces	10	Ruler, Plastic, 24"
172	unit	1	Safety Deposit Box
			■Digital safe
			■Stainless steel
			■Size: 35 x 25 x 25 cm
			■Mountable to wall or floor
			■Best for home, office and hotel use
			■Override keys available
173	piece	3	Scissors, 6" heavy duty, good quality
174	pieces	10	Scissors, 8" heavy duty, good quality

175	pcs	10	Scrub Sponge, Heavy Duty
			■Size: at least 100mm x 75mm x 30mm
176	pieces	7	Sharpener, Pencil Heavy Duty good qlty
			<i>Table Type</i>
177	pieces	86	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink
178	pieces	17	Sign pen, Fine Tech, 0.3mm. blue
179	box	4	Slide Box (50 divisions)
180	gal	4	Soap, Detergent, Liquid, 1 gal, any scent
181	kl	20	Soap, Detergent, Powder, 1 kilo/pack, any scent
182	btls	32	Soap, Dishwashing, Liquid, 250mL
183	btls	17	Soap, hand, liquid, 250 ml
			<i>pump type</i>
184	pieces	6	Soap, Toilet, regular size
			<i>at least 60 grams</i>
			<i>eliminates at least 99% of bacteria</i>
185	pcs	11	Soft Broom (Tambo) 200g minimum, heavy duty
186	meters	300	Special Haspi - Green -
187	pcs	1	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole
188	pieces	3	Staple wire remover
189	boxes	10	Staple Wire No. 35-5M Leg Length 6mm (1/4")
190	boxes	49	Staple Wire, #35
191	pc	4	Stapler, HD No.35
192	pieces	11	Stapler, HD-# 10
193	piece	18	Stick Broom (tingting) 6" from the top, approx 370 pcs
194	pack	14	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack
			■Sticky Flags Suitable For/As:
			■Indexing Tab
			■Highlighting
			■Marking
			■Repositionable
			■One end straight-cut, One end arrow-shaped
			■Can be used to show/indicate where to attach signature
195	pads	13	Sticky Note, 2 x 3, Yellow
196	pads	8	Sticky Note, 3 x 3, Yellow
197	pads	3	Sticky Note, 3 x 4, Yellow
198	pcs	3	Tape Dispenser, 1" tape, big core, any color
199	rolls	36	Tape, Double Sided, 1" x 10m
200	rolls	5	Tape, Double Sided, 2" x 10m
201	rolls	41	Tape, Masking, 1" x 25 yards
202	rolls	5	Tape, Masking, 1/2" x 25 yards
203	rolls	15	Tape, Masking, 2" x 25 yards
204	rolls	24	Tape, Packaging, 2" x 100 yards, Clear
205	rolls	10	Tape, Packaging, 2" x 100 yards, Tan

206	boxes	13	Thumb Tacks, Small Box
207	rolls	5	Tape, Transparent, 12mm x 50m
208	pack	65	Tissue, Bathroom, 2 Ply, 12rolls/pack
209	btls	2	Toilet Bowl and Urinal Cleaner, at least 500mL
210	gal	6	Toilet Bowl Cleaner, at least 1 gallon
211	btl	5	Toilet Bowl Cleaner, at least 500ml
212	set	5	Toilet Brush with Holder
213	pack	2	Trash Bag (Garbage Bag), X-Large (18.5x18.5x40 inches), 10pcs/pack, Black
214	pc	1	USB 3.0 Hub 7 port
			Seven downstream USB 3.0 ports accessible from one side of the hub, with support for up to 5Gbps
			Universal, multi-platform compatibility, with no additional drivers required
			Plug-and-Play and Hot-Swap compatible
215	pc	2	Wall Clock
			☐Diameter: 215 mm
			☐Weight: 250 g
			☐Depth: 40 mm
			☐Display: Analog
			☐Battery Type: AA
			☐Case Material: Plastic
			☐Shatterproof
216	sets	5	Water Color, at least 16 colors , AP certified non-toxic, w/ mixing tray and brush
217	rolls	5	Wax Paper, at least 23m x 30cm
218	cans	10	Wax, Floor, paste type, red, at least 450g/can
219	pc	1	Wet and dry vacuum cleaner
220	pcs	10	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame
221	pcs	2	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame
222	pc	70	Wood Blocks, small (1.25") size
			Rebidding (from GOODS-22-03)
223	rolls	25	3D Embossing Label Maker Tape
			☐9 mm x 3 m
224	packs	8	Absorbent Cotton
			☐Absorbent Cotton, 400 g;
225	pcs	1	Air Purifier Large Room, 600 Sq Ft, 2021 Upgraded, True HEPA Filter, Active Charcoal, Ultraviolet Li
			☐color: White
			☐item dimension: 14x7x18 inches
			☐Power source: AC
			☐Control method: remote
			☐About the item:
			◀High-Efficiency Air Purifier: air purifier covers an area of up to 1420 ft ² / 132 m ² in 1 hour, CADR 330m ³ /h. 600 ft ² fast purification in 25 minutes. Perfect for large / medium rooms and offices.

			<p>◀Allergies Eliminator & Ideal for Babies: Pre-filter, True HEPA filter, activated carbon filter trap 99.97% airborne pollutants such as allergens, dust, pet hair, dander, pollens, smoke, odors, fumes, VOCs, ozone, formaldehyde. Protect your family, children from air pollution, create a healthy workplace environment.</p>
			<p>◀UV & Ionizer: UV light removes the hidden germs and viruses in the air such as influenza, staph. Ionic generator emits negative ions, providing you with clean and healthy air.</p>
			<p>◀Versatile Air Freshener for Home: This air purifier has a built-in air sensor, which monitors air quality detecting contaminants in the air, and changes the indicator light. 1/2/4/8h timer, filter lifetime counter, sleep mode, 4 fan speed levels.</p>
			<p>◀Ultra-Quiet & Energy-Saving: Thanks to the sleep mode, 28 dB low noise level voiceless air cleaning won't disturb you while reading, working, or sleeping. Running in sleep mode (19W) and low fan speed (36W) makes energy-saving and affordable for all-day use.</p>
226	gallon	15	<p>Alcohol, Isoprophyl, 90% solution</p>
			<p>☐Alcohol 90% solution</p>
227	pcs	176	<p>Bathroom Deodorizer, with holder, at least 100g, any scent</p>
228	pcs	5	<p>Cartolina, Vellum, Gold, at least 180gsm</p>
229	pcs	5	<p>Cartolina, Vellum, Green, at least 180gsm</p>
230	pcs	525	<p>Cartolina, Vellum, White, at least 180gsm</p>
231	packs	38	<p>Chlorine Granules, 1kg/pack</p>
232	pcs	50	<p>Class Record, (for College use)</p>
233	pc	1	<p>Coffee Maker</p>
			<p>☐8-10 Cups Black</p>
			<p>☐Auto-drip Coffee Maker</p>
			<p>☐8-10 Cups Capacity</p>
			<p>☐Thermo-glass Carafe</p>
			<p>☐Reusable/Washable Filter</p>
			<p>☐Water Level Indicator</p>
			<p>☐Keepwarm Heating Plate</p>
			<p>☐Pilot Light Indicator</p>
			<p>☐680 Watts</p>
234	pcs	24	<p>Columnar Pad, 8 columns (11 x 14)</p>
235	pcs	1	<p>Cork Board, Wall Mount, w/ aluminum frame, 4' x 6'</p>
236	pcs	1	<p>Cork Board, Wall Mount, w/ aluminum frame, 4' x 8'</p>
237	pc	9	<p>Correction Pen, rolling ball-metal tip</p>
238	pc	2	<p>Cutting Mat, self-healing rubber, green, A3</p>
239	pcs	2	<p>Date stamp, 10 years advance or more</p>
240	pack	47	<p>Dishwashing Liquid Soap, Refill 350ml</p>
			<p>☐Concentrated Dishwashing Liquid Antibac with Power of Safeguard, 350ml</p>

241	can	86	Disinfectant Spray, 170g
242	pcs	8	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity
243	unit	2	Exhaust Fan (Industrial wall exhaust fan, 12")
244	pieces	7	Floor Mop
			■plastic, with handle, heavy duty
245	boxes	7	Foil, Aluminum, 16m x 30cm (approx. 260g)
246	gallons	3	Glue, White, All-purpose, 1 gallon
247	packs	12	Hand Towel, Interfolded, 2 ply, 150 pulls
248	pc	1	High Quality Electric Stainless Steel Grinding Coffee Bean Milling Machine Electric Grinder
249	pc	1	HP, Laserjet Toner Cartridge, CF401A, Cyan
250	set	24	Index Tab, PVC self adhesive 6" x 1", 25pcs/box
251	boxes	50	Index Tab, transparent, self-adhesive, transparent, 5sets/box
252	pcs	146	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)
253	pcs	144	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)
254	pieces	3	Mop Handle, Plastic
255	pc	100	Net bags, fish net, 13" x 13"
256	pads	5	Note Pad, 4" x 5", post-it, assorted colors
257	pcs	10	Notebook (Dot, lines, Blank, Grid) 4 design
			■size:133*194mm
			■80 sheets
258	kl	23	Nylon, #300, for grass cutter
259	unit	1	Paper Cutter, Sliding, for A3, with metal base, replaceable blades
260	piece	2	Paper Cutter, wood, A4 size
261	pieces	5	Paper, Haspi, maroon, 20" x 26"
262	reams	50	Paper, Mimeo, GW, A4, S-18
263	piece	94	Pen, Sign, .5mm, Gel-type, Black
264	piece	610	Pen, Sign, .5mm, Gel-type, Blue
265	piece	155	Pen, Sign, .5mm, Gel-type, Red
266	boxes	13	Pin, Map, round head, asstd. Color
267	pack	15	Plastic bag (sando bag), jumbo size, 100 pcs/pack
268	pc	2	Plastic Pail, 10L capacity
269	pieces	31	Ring Binder, plastic, 14mm, 9/16" black
270	meter	17	Rubber Mat
			■Material: PVC
			■Size (W x L): 30 x 150 cm or 11.81 x 59.05 inches
			■One (1) roll non-slip mat
271	pieces	49	Sign pen, 0.5mm ball needle point, Blue color, Liquid Gel Ink
272	packs	16	Soap, Dishwashing Liquid Refill, 375ml
			■Antibacterial Concentrate Dishwashing Liquid

273	packs	5	Specialty paper Dynamics 8-1/2x13 220gsm Pearl
274	packs	3	Specialty Paper Dynamics 8-1/2x13 220gsm Skytone
275	roll	12	Stamping foil, Gold
276	piece	4	Stapler Flat clinch Standard Half strip
			SPECIFICATIONS
			- Product name: HD-50F
			- Staples:24/6(No.3), 26/6(No.35)
			- Stapling capacity:30 sheets(64gsm) / 24 sheets(80gsm)
			- Loading capacity:50 staples(24/6), 100 staples(26/6)
			- Dimensions: W40 x D135 x H60(mm)
			- Weight(Net): 270g
			- Insertion depth: 47mm
			- Carton Quantity:1/5/50
			- Product Color: Black or Dark Blue
			- Built-in staple remover.
			FEATURES
			Flat Clinch
			Enable to bend the staple ends flat without deforming the clinched staple. Papers stack neatly and evenly.
			Ergonomic design
			Comfortable rubber surface is a perfect fit for any gripping style.
277	pcs	13	Steno Pads (Various colors)
			■*80 GSM * 8" X 6"
			■*200 PAGES- FRONT & BACK (100 SHEETS)
			■*Ideal for jotting down quick notes and stenography on the spot.
			■*Provides quality material for collegiate, legal, journalistic, and business environments, when transcribing lectures and meetings.
			■*The size is optimal for writing either handheld or on a desk with maximized space efficiency
278	pack	53	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack
			■Sticky Flags Suitable For/As:
			■Indexing Tab
			■Highlighting
			■Marking
			■Repositionable
			■One end straight-cut, One end arrow-shaped
			■Can be used to show/indicate where to attach signature
279	rolls	8	Tape, Magic, 12mm x 50m
280	pack	11	Transparency Film, A4, 100pcs/pack
281	piece	1	Trash bins (with color coded cover) 55L (blue)
282	piece	1	Trash bins (with color coded cover) 55L (green)

283	piece	1	Trash bins (with color coded cover) 55L (yellow)
284	pc	1	Wall Clock
			▣Diameter: 215 mm
			▣Weight: 250 g
			▣Depth: 40 mm
			▣Display: Analog
			▣Battery Type: AA
			▣Case Material: Plastic
			▣Shatterproof
285	packs	10	Pie Box
			▣Pre-Formed Pie Box
			▣Packing: 20 pcs/pack
			▣Size: 10" x 10" x 1½"
			▣Color: White
			Rebidding (from GOODS-22-08)
286			Absorbent Cotton Roll 400g
			<i>Quality cotton products that guarantee superior absorbency and made from 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers</i>
287	btls	6	Alcohol, Ethyl (70%), 1liter

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 at least Two Hundred Sixteen Thousand Nine Hundred Seventy-Seven Pesos (PhP 216,977.00)*;
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 at least Two Hundred Sixteen Thousand Nine Hundred Seventy-Seven Pesos (PhP 216,977.00)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *at least One Hundred Eight Thousand Four Hundred Eighty-Eight and 50/100 Pesos (PhP 108,488.50)*; **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) Schedule of Requirements/production and delivery schedule; **and**
- ☐ (k) Manpower requirements; **and**
- ☐ (l) After-sales service/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 867,908.00**);
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 86,790.80**).

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).

Guidelines 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 (March 21, 2022; 1:30 PM).



VISAYAS
STATE UNIVERSITY

