

Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR  
Office of the Governor

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE



Maanyag  
nga  
Paraiso

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)  
Telefax: (082) 553-9579

Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)

Email Add.: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)/[sbacdavaodelsur@gmail.com](mailto:sbacdavaodelsur@gmail.com)

*I Love Davao del Sur*

# BIDDING DOCUMENTS

## *Supply/Delivery of Office Supplies*

**PUBLIC BIDDING IB NO. G-025-23  
(2<sup>nd</sup> opening)**

**February 22, 2023**

***Section I.***  
***Invitation to Bid***





## INVITATION TO BID FOR G-025-23 (2<sup>nd</sup> opening)

### Supply/Delivery of Office Supplies

1. The **Provincial Government of Davao del Sur**, through the **General Fund** intends to apply the sum of **₱ 1,437,190.00** being the ABC to payments under the contract for **IB No. G-025-23 2<sup>nd</sup> opening (PHO-DSPH)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Provincial Government of Davao del Sur** now invites bids for the above Procurement Project. Delivery of the Goods is required by **10 calendar days**. Bidders should have completed, **for the last 3 years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Provincial Government of Davao del Sur** and inspect the Bidding Documents at the address given below during **8:00 A.M. – 4:00 P.M., Monday to Friday**:

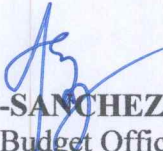
**MS. NORJANNA M. CAMAGUIN, MPA**  
**Chief Administrative Officer**  
**Procurement Management Office**  
**Room 4, Executive Building, Barangay Matti, Digos City**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 23, 2023 – March 02, 2023** at the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City **upon accomplishing a bidder's assessment slip** pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 5,000.00**. The Provincial Government of Davao del Sur shall allow the bidder to present its proof of payment for the fees **upon payment of a non-refundable fee for the Bidding Documents in the amount stated above to the Provincial Treasurer's Office. An authorization from the proprietor of the company shall be presented in case the latter opted to send representative/s in his/her behalf. Only bidders who purchased the Bidding Documents with corresponding official receipt of the bidding documents will be allowed to submit bids. Eligibility/Technical and Financial documents must be book bound and properly tab at right side. The bidder will prepare (3) sets of book bound bidding documents with corresponding proper markings (Original Copy, Copy 1 and Copy 2), respectively. Any document submitted, not book bound shall be rejected outright. For the Financial Proposals not exceeding ten (10) pages may be book bound or securely stapled.**

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6. Bids must be duly received at the following through manual submission. Late bids shall not be accepted:
- Advance dropping (before **March 02, 2023**) - Room 4, Procurement Management Office (Goods), Capitol Building, Matti, Digos City.
  - Date of Opening (**March 02, 2023**) - Ralota Hall Davao del Sur Coliseum, Province of Davao del Sur.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be on **March 02, 2023 at 9:00 A.M. Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Provincial Government of Davao del Sur** 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.
10. For further information, please refer to:  
**The BAC Chairperson**  
**Provincial Government of Davao del Sur**  
**Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**
- MS. NORJANNA M. CAMAGUIN, MPA**  
**Chief Administrative Officer**  
**Head, BAC Secretariat**  
**Procurement Management Office**  
**Rm. 4 Executive Building, Barangay Matti, Digos City**  
**Email Address: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**  
**Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)**  
**Telefax: (082) 553-9579**
11. You may visit the following website:  
**For downloading of Bidding Documents : [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)**

**February 22, 2023**

  
**DESSAMIE BUAT-SANCHEZ, CPA, J.D.**  
Provincial Budget Officer  
BAC Chairperson

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



## 1. Scope of Bid

The **Provincial Government of Davao del Sur** wishes to receive Bids for the **Supply/Delivery of Office Supplies** with identification number **G-025-23 (2<sup>nd</sup> opening)**.

The Procurement Project (referred to herein as "**Supply/Delivery of Office Supplies**") is composed of **By Item**, 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 **2023** in the amount of **P 1,437,190.00**.

2.2. The source of funding is **General 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 "T" 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. *[Select one, delete other/s]*

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

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;



- iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

*[Select one, delete the other/s]*

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
  - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies]* of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

**7.1. 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 *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

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

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

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

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

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## **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)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### **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<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **June 30, 2023**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## 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. Bids must be delivered to the Procurement Management Office Room 4, Executive Building, Capitol Matti, Digos City on or before **March 02, 2023 at 9:00 A.M.** Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

## 17. Opening and Preliminary Examination of Bids

- 17.1. Bid Opening shall be on **March 02, 2023 at 9:00 A.M., Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur**. Bids will be opened in the presence of bidders' representatives who choose to attend the activity.
- 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.

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



- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as:  
  
One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HOPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. 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, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* 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**. *{[Include if Framework Agreement will be used:]}* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*



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



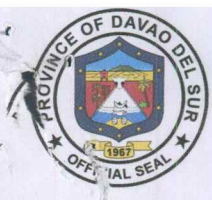
## *Bid Data Sheet*

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid for the <b>last 3 years</b>, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said SLCC must be at least twenty five percent (25%) of the ABC. Other conditions set forth under Section 23.4.1.3 of the 2016 Revised IRR of R.A. 9184 shall also be observed.</p>
7.1	<b><i>Subcontracting is not allowed.</i></b>
12	The price of the Goods shall be quoted DDP [ <i>state place of destination</i> ] or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>P 28,743.80</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>P 71,859.50</b> if bid security is in Surety Bond.</p>
19.3	<i>Please see Purchase Request No.:</i> <b>0161-CB-23 dated January 27, 2023</b>
20.2	<i>Post-Qualification Requirements:</i> <b>Latest Income Tax Returns, Business Tax Returns for the last 6 months</b>
21.2	<p><b>1. Envelope 1 (Eligibility/Technical Documents)</b></p> <p>One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b>.</p> <p><b>2. Envelope 2 (Financial Proposal)</b></p> <p>One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b></p> <p>Such documents shall be duly signed by the bidders or its duly authorized representative/s.</p> <p>Eligibility/Technical and Financial Proposal <b>must be book bound</b> and properly tab at the right side. <b>Any documents submitted not book bound shall be rejected outright.</b> For the Financial Proposal not exceeding ten (10) pages maybe book bound or securely stapled.</p> <p>All copies must be <b>properly marked (ORIGINAL COPY, COPY 1 AND COPY 2)</b></p> <p><b>Envelope 1 and Envelope 2 must be properly sealed. Envelope 1 and Envelope 2 will be placed in one sealed mother envelope.</b></p>

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A-86



# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

PR Id.: GM-2023-101

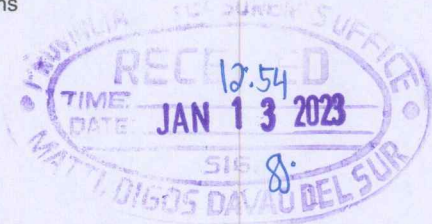
Date Submitted/Published: 01/09/2023

Department: PHO  
Section: DSPH

P.R No.: 0161-Cb-M

Date: JAN 27 2023

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1.	bot	All Purpose White Glue 125gms	100	38.00	3,800.00
2.	roll	Adding Machine Tape 60mm	150	16.00	2,400.00
3.	piece	Ballpen Black	1500	8.00	12,000.00
4.	piece	Ballpen Blue	1000	8.00	8,000.00
5.	piece	Ballpen Red	1000	8.00	8,000.00
6.	pack	Battery AAA 4pcs/pack	300	88.00	26,400.00
7.	pack	Battery AA 4pcs/pack	300	70.00	21,000.00
8.	box	Backfold Clip JUMBO 12's	100	35.00	3,500.00
9.	piece	Brown Envelope (Long)	500	7.00	3,500.00
10.	piece	Brown Envelope (Short)	500	6.00	3,000.00
11.	piece	Calculator 12 digits, heavy duty, good quality	50	325.00	16,250.00
12.	box	Carbon Film, (Long)	50	115.00	5,750.00
13.	box	Carbon Film, (Short)	50	98.00	4,900.00
14.	piece	Cartolina Light Pink	150	7.00	1,050.00
15.	piece	Cartolina White	150	7.00	1,050.00
16.	piece	Cartolina Yellow	100	7.00	700.00
17.	piece	Cartolina Yellow Green	100	7.00	700.00
18.	ream	Colored Bond Paper Long (Blue)	50	210.00	10,500.00
19.	ream	Colored Bond Paper Long (Green)	50	210.00	10,500.00
20.	ream	Colored Bond Paper Long (Yellow)	50	210.00	10,500.00
21.	ream	Colored Bond Paper Long (Pink)	50	210.00	10,500.00
22.	piece	Columnar 24 column 50 pages	100	48.00	4,800.00
23.	piece	Correction Tape 5mm x 8m	250	30.00	7,500.00
24.	piece	Magazine File Folder	50	125.00	6,250.00
25.	piece	Expanding Envelope Long with Garter (Blue)	50	16.00	800.00
26.	piece	Expanding Envelope Long with Garter (Red)	50	16.00	800.00
27.	piece	Dust-Free Eraser 1871	50	12.00	600.00
28.	piece	Fingertip Moistener 10g	50	26.00	1,300.00
29.	piece	Flash Drive 32GB	50	310.00	15,500.00
30.	pack	Folder Tagboard A4 x 100s/packs	150	375.00	56,250.00
31.	pack	Folder Tagboard Legal x 100s/packs	150	380.00	57,000.00
32.	pack	Fluorescent Marker 3pcs/pack	60	50.00	3,000.00
33.	ream	PAPER MULTICOPY, A4, 70gsm, size; 210mmx297mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable	2000	170.00	340,000.00
34.	ream	PAPER MULTICOPY, Legal, 70gsm, size; 216mmx330mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable	2000	195.00	390,000.00
35.	box	Paper Clip Jumbo	100	20.00	2,000.00
36.	box	Paper Fastener Plastic (50pcs/box)	100	38.00	3,800.00
37.	box	Paper Fastener Steel, Long (50pcs/box)	100	55.00	5,500.00
38.	box	Pencil w/Eraser 12's	60	50.00	3,000.00
39.	piece	Permanent Marker- Refillable Black	100	43.00	4,300.00
<b>Total :</b>					<b>P 1,437,190.00</b>



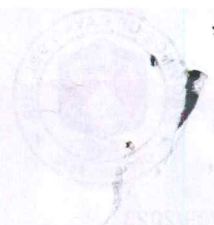
G-025-23  
prebid: 2-7-23 (SBRB 004-2023)  
1st: 2-21-23  
2nd: 3-2-23

0161

Purpose: FOR HOSPITAL USE

Requested by:	Cash Availability:	Approved by:
Signature:		
Printed Name: JONNA A. MASONGSONG, MD, FPSMS, MAHA, Designation: MPH (Conly), Provincial Health Officer II	FARAH GEMMA V. BIDAN, CPA Provincial Treasurer	YVONNE ROÑA CAGAS By Authority of the Governor As per MO No. 4, Series of 2022 CHRISTOPHER T. TAN PGDH-PDRMO
Date: JAN 19 2023 # 148		





JAN 27 2023

0167-30-01

Item No.	Item and Description	Qty	Unit Cost	Total Cost
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JAN 13 2023

**GENERAL FUND**

DESSAMIE BUIT-SANCHEZ, CPA  
 PROVINCIAL BU GET OFFICER

REMAINING BALANCE: 1,245,770  
 LESS THIS REQUEST: 1,494,190  
 ALLOTMENT AVAILABLE: 2,700,000

DATE: 1-12-23

CONTROL NO: 171

Provincial Budget Office

JAN 13 2023





# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

P.R Id.: GM-2023-101

Date Submitted/Published: 01/09/2023

Department: PHO

P.R No.:

0161-OB-M

Date:

JAN 27 2023

Section: DSPH

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
40.	piece	Permanent Marker- Refillable Blue	50	43.00	2,150.00
41.	piece	Photo paper, A4, 180gsm	500	5.00	2,500.00
42.	unit	Puncher (Heavy Duty)	25	150.00	3,750.00
43.	box	Push pin 100's	20	25.00	500.00
44.	book	Logbook 300 pages	50	60.00	3,000.00
45.	book	Logbook 500 pages	50	75.00	3,750.00
46.	box	Mailing Envelope 10xx long 70gsm (White) 50's	100	50.00	5,000.00
47.	book	Record Book 300 pages (Heavy Duty) size: 214mm x 278mm	50	155.00	7,750.00
48.	book	Record Book 500 pages (Heavy Duty) size: 214mm x 278mm	50	170.00	8,500.00
49.	piece	Scissor Big (Heavy Duty)	50	70.00	3,500.00
50.	piece	Stamp Pad No. 2	30	34.00	1,020.00
51.	bot	Stamp Pad Ink 30ml	30	24.00	720.00
52.	piece	Stapler #10 (Heavy Duty)	50	88.00	4,400.00
53.	box	Staple Wire 1000 pcs	100	38.00	3,800.00
54.	piece	Stapler #35 w/ Staple Remover (Heavy Duty)	100	225.00	22,500.00
55.	box	Staple Wire #35	100	40.00	4,000.00
56.	piece	Sign Pen Black 0.5 gel ink	100	30.00	3,000.00
57.	piece	Sign Pen Blue 0.5 gel ink	100	30.00	3,000.00
58.	roll	Tape Masking 1"	300	20.00	6,000.00
59.	roll	Tape Masking 2"	200	30.00	6,000.00
60.	roll	Tape Packaging	200	42.00	8,400.00
61.	roll	Tape Transparent 1"	300	25.00	7,500.00
62.	piece	Whiteboard Marker (Black)	100	50.00	5,000.00
63.	bot	Ink refill (Permanent Marker) Black	50	50.00	2,500.00
64.	bot	BT D60 Black (Genuine) for Brother Printer	20	455.00	9,100.00
65.	bot	BT5000 D60 Cyan (Genuine) for Brother Printer	10	455.00	4,550.00
66.	bot	BT5000 Magenta D60 (Genuine) for Brother Printer	10	455.00	4,550.00
67.	bot	BT5000 yellow D60 (Genuine) for Brother Printer	10	455.00	4,550.00
68.	bot	Ink #664 Black (Genuine) for Epson L200 Printer	40	290.00	11,600.00
69.	bot	Ink #664 Cyan (Genuine) for Epson L200 Printer	40	290.00	11,600.00
70.	bot	Ink #664 Magenta (Genuine) for Epson L200 Printer	40	290.00	11,600.00
71.	bot	Ink #664 Yellow (Genuine) for Epson L200 Printer	40	290.00	11,600.00
72.	bot	Ink #001 Black (Genuine) for Epson L4150	30	310.00	9,300.00
73.	bot	Ink #001 Cyan (Genuine) for Epson L4150	30	360.00	10,800.00
74.	bot	Ink #001 Magenta (Genuine) for Epson L4150	30	360.00	10,800.00
75.	bot	Ink #001 Yellow (Genuine) for Epson L4150	30	360.00	10,800.00
76.	bot	Ink #003 Black (Genuine) for Epson L3110 Printer	20	290.00	5,800.00
77.	bot	Ink #003 Cyan (Genuine) for Epson L3110 Printer	20	290.00	5,800.00
78.	bot	Ink #003 Magenta (Genuine) for Epson L3110 Printer	20	290.00	5,800.00
79.	bot	Ink #003 Yellow (Genuine) for Epson L3110 Printer	20	290.00	5,800.00
80.	bot	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer	150	350.00	52,500.00
81.	bot	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer	80	275.00	22,000.00
82.	bot	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer	80	275.00	22,000.00
83.	bot	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer	80	275.00	22,000.00



**Charges:**  
GENERAL FUND 2023 5-02-03-010 Office Supplies Expenses



**Total :** P 1,437,190.00

**Purpose:** FOR HOSPITAL USE

<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature:		
Printed Name: <b>JONNA A. MASONGSONG, MD, FPSMS, MAHA,</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>YVONNE ROÑA CAGAS</b>
Designation: <b>MPH <small>Commd</small></b> <b>Provincial Health Officer II</b>	<b>Provincial Treasurer</b>	<b>Governor</b>
Date:	JAN 13 2023 #148	By Authority of the Governor As per MO No. 4, Series of 2022  <b>CHRISTOPHER T. TAN</b> PGDH-PDRRMO

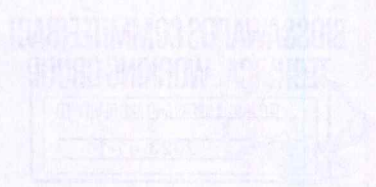
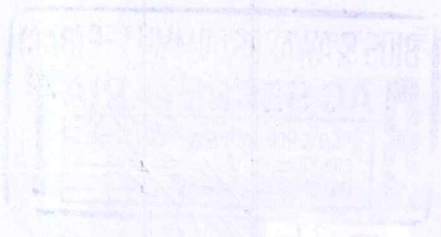


**PURCHASE REQUEST**  
 PROVINCIAL GOVERNMENT OF TAYKHO DEL SUR  
 Machi Digos City



Date Submitted: 01/08/2024

Item No.	Unit	Description	Qty	Unit Cost	Total Cost
1	kg	Groundnut Oil	50	1.20	60.00
2	kg	Groundnut Oil	50	1.20	60.00
3	kg	Groundnut Oil	50	1.20	60.00
4	kg	Groundnut Oil	50	1.20	60.00
5	kg	Groundnut Oil	50	1.20	60.00
6	kg	Groundnut Oil	50	1.20	60.00
7	kg	Groundnut Oil	50	1.20	60.00
8	kg	Groundnut Oil	50	1.20	60.00
9	kg	Groundnut Oil	50	1.20	60.00
10	kg	Groundnut Oil	50	1.20	60.00
11	kg	Groundnut Oil	50	1.20	60.00
12	kg	Groundnut Oil	50	1.20	60.00
13	kg	Groundnut Oil	50	1.20	60.00
14	kg	Groundnut Oil	50	1.20	60.00
15	kg	Groundnut Oil	50	1.20	60.00
16	kg	Groundnut Oil	50	1.20	60.00
17	kg	Groundnut Oil	50	1.20	60.00
18	kg	Groundnut Oil	50	1.20	60.00
19	kg	Groundnut Oil	50	1.20	60.00
20	kg	Groundnut Oil	50	1.20	60.00
21	kg	Groundnut Oil	50	1.20	60.00
22	kg	Groundnut Oil	50	1.20	60.00
23	kg	Groundnut Oil	50	1.20	60.00
24	kg	Groundnut Oil	50	1.20	60.00
25	kg	Groundnut Oil	50	1.20	60.00
26	kg	Groundnut Oil	50	1.20	60.00
27	kg	Groundnut Oil	50	1.20	60.00
28	kg	Groundnut Oil	50	1.20	60.00
29	kg	Groundnut Oil	50	1.20	60.00
30	kg	Groundnut Oil	50	1.20	60.00
31	kg	Groundnut Oil	50	1.20	60.00
32	kg	Groundnut Oil	50	1.20	60.00
33	kg	Groundnut Oil	50	1.20	60.00
34	kg	Groundnut Oil	50	1.20	60.00
35	kg	Groundnut Oil	50	1.20	60.00
36	kg	Groundnut Oil	50	1.20	60.00
37	kg	Groundnut Oil	50	1.20	60.00
38	kg	Groundnut Oil	50	1.20	60.00
39	kg	Groundnut Oil	50	1.20	60.00
40	kg	Groundnut Oil	50	1.20	60.00
41	kg	Groundnut Oil	50	1.20	60.00
42	kg	Groundnut Oil	50	1.20	60.00
43	kg	Groundnut Oil	50	1.20	60.00
44	kg	Groundnut Oil	50	1.20	60.00
45	kg	Groundnut Oil	50	1.20	60.00
46	kg	Groundnut Oil	50	1.20	60.00
47	kg	Groundnut Oil	50	1.20	60.00
48	kg	Groundnut Oil	50	1.20	60.00
49	kg	Groundnut Oil	50	1.20	60.00
50	kg	Groundnut Oil	50	1.20	60.00



**DESSAMIEB VAT-SANCHEZ, CPA**  
 PROVINCIAL BU: GET OFFICER

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*[Signature]*





**PURCHASE REQUEST**  
 PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
 Mati, Digos City

P.R Id.: GM-2023-101

Date Submitted/Published: 01/09/2023

Department: PHO

P.R No.:

0161-CPM

Date:

JAN 27 2023

Section: DSPH

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
<p><b>CERTIFICATION</b></p> <p>This is to certify that the ABC set is the prevailing market price based on the precanvass/market survey conducted by this office as of <u>1/9/23</u></p> <p><b>JONNA A. MASONGSONG, MD, FPSMS, MAHA, MPH</b>            Provincial Health Officer II</p>					
<b>Total :</b>					<b>P 1,437,190.00</b>

**Purpose: FOR HOSPITAL USE**

<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature:		
Printed Name: <b>JONNA A. MASONGSONG, MD, FPSMS, MAHA,</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>YVONNE ROÑA CAGAS</b>
Designation: <b>MPH</b> Provincial Health Officer II	Provincial Treasurer	Governor
Date:	<b>JAN 13 2023</b> # 148	By Authority of the Governor As per MC No. 4, Series of 2022  <b>CHRISTOPHER T. TAN</b> PGDH-PDRMO



*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.

*[Include the following clauses if Framework Agreement will be used:]*

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 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. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.

## 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 *[Include if Framework Agreement will be used:]* or Framework Agreement 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 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 <b>PGSO Warehouse</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ul> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>e. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>f. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>g. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>h. 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</li> </ul>
	<ul style="list-style-type: none"> <li>i. 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.</li> <li>j. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <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>



**Spare Parts –**

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

*Select appropriate requirements and delete the rest.*

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

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

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

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

**Packaging –**

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

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

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

Name of the Procuring Entity  
Name of the Supplier  
Contract Description



	<p>Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<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><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment shall be <b>Credit Basis.</b>
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

T



***Section VI. Schedule  
of Requirements***



Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
Matti, Digos City

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-025-23 (2<sup>nd</sup> opening) is 10 calendar days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
PR# 0161-CB-23(PHO - DSPH)					
1.	All Purpose White Glue 125gms	100	bot		
2.	Adding Machine Tape 60mm	150	roll		
3.	Ballpen Black	1500	piece		
4.	Ballpen Blue	1000	piece		
5.	Ballpen Red	1000	piece		
6.	Battery AAA 4pcs/pack	300	pack		
7.	Battery AA 4pcs/pack	300	pack		
8.	Backfold Clip JUMBO 12's	100	box		
9.	Brown Envelope (Long)	500	piece		
10.	Brown Envelope (Short)	500	piece		
11.	Calculator 12 digits, heavy duty, good quality	50	piece		
12.	Carbon Film, (Long)	50	box		
13.	Carbon Film, (Short)	50	box		
14.	Cartolina Light Pink	150	piece		
15.	Cartolina White	150	piece		
16.	Cartolina Yellow	100	piece		
17.	Cartolina Yellow Green	100	piece		
18.	Colored Bond Paper Long (Blue)	50	ream		
19.	Colored Bond Paper Long (Green)	50	ream		
20.	Colored Bond Paper Long (Yellow)	50	ream		
21.	Colored Bond Paper Long (Pink)	50	ream		
22.	Columnar 24 column 50 pages	100	piece		
23.	Correction Tape 5mm x 8m	250	piece		
24.	Magazine File Folder	50	piece		
25.	Expanding Envelope Long with Garter (Blue)	50	piece		
26.	Expanding Envelope Long with Garter (Red)	50	piece		
27.	Dust-Free Eraser 1871	50	piece		
28.	Fingertip Moistener 10g	50	piece		
29.	Flash Drive 32GB	50	piece		
30.	Folder Tagboard A4 x 100s/packs	150	pack		
31.	Folder Tagboard Legal x 100s/packs	150	pack		
32.	Fluorescent Marker 3pcs/pack	60	pack		
33.	PAPER MULTICOPY, A4, 70gsm, size; 210mmx297mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable	2000	ream		
34.	PAPER MULTICOPY, Legal, 70gsm, size; 216mmx330mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable	2000	ream		
35.	Paper Clip Jumbo	100	box		
36.	Paper Fastener Plastic (50pcs/box)	100	box		
37.	Paper Fastener Steel, Long (50pcs/box)	100	box		
38.	Pencil w/Eraser 12's	60	box		
39.	Permanent Marker- Refillable Black	100	piece		
40.	Permanent Marker- Refillable Blue	50	piece		
41.	Photo paper, A4, 180gsm	500	piece		
42.	Puncher (Heavy Duty)	25	unit		
43.	Push pin 100's	20	box		
44.	Logbook 300 pages	50	book		
45.	Logbook 500 pages	50	book		



Republic of the Philippines  
 PROVINCE OF DAVAO DEL SUR  
 Mati, Digos City

PGO - BIDS AND AWARDS COMMITTEE

**Schedule of Requirements**

The delivery schedule as per IB NO.:G-025-23 (2<sup>nd</sup> opening) is 10 calendar days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
.46.	Mailing Envelope 10xx long 70gsm (White) 50's	100	box		
47.	Record Book 300 pages (Heavy Duty) size: 214mm x 278mm	50	book		
48.	Record Book 500 pages (Heavy Duty) size: 214mm x 278mm	50	book		
49.	Scissor Big (Heavy Duty)	50	piece		
50.	Stamp Pad No. 2	30	piece		
51.	Stamp Pad Ink 30ml	30	bot		
52.	Stapler #10 (Heavy Duty)	50	piece		
53.	Staple Wire 1000 pcs	100	box		
54.	Stapler #35 w/ Staple Remover (Heavy Duty)	100	piece		
55.	Staple Wire #35	100	box		
56.	Sign Pen Black 0.5 gel ink	100	piece		
57.	Sign Pen Blue 0.5 gel ink	100	piece		
58.	Tape Masking 1"	300	roll		
59.	Tape Masking 2"	200	roll		
60.	Tape Packaging	200	roll		
61.	Tape Transparent 1"	300	roll		
62.	Whiteboard Marker (Black)	100	piece		
63.	Ink refill (Permanent Marker) Black	50	bot		
64.	BT D60 Black (Genuine) for Brother Printer	20	bot		
65.	BT5000 D60 Cyan (Genuine) for Brother Printer	10	bot		
66.	BT5000 Magenta D60 (Genuine) for Brother Printer	10	bot		
67.	BT5000 yellow D60 (Genuine) for Brother Printer	10	bot		
68.	Ink #664 Black (Genuine) for Epson L200 Printer	40	bot		
69.	Ink #664 Cyan (Genuine) for Epson L200 Printer	40	bot		
70.	Ink #664 Magenta (Genuine) for Epson L200 Printer	40	bot		
71.	Ink #664 Yellow (Genuine) for Epson L200 Printer	40	bot		
72.	Ink #001 Black (Genuine) for Epson L4150	30	bot		
73.	Ink #001 Cyan (Genuine) for Epson L4150	30	bot		
74.	Ink #001 Magenta (Genuine) for Epson L4150	30	bot		
75.	Ink #001 Yellow (Genuine) for Epson L4150	30	bot		
76.	Ink #003 Black (Genuine) for Epson L3110 Printer	20	bot		
77.	Ink #003 Cyan (Genuine) for Epson L3110 Printer	20	bot		
78.	Ink #003 Magenta (Genuine) for Epson L3110 Printer	20	bot		
79.	Ink #003 Yellow (Genuine) for Epson L3110 Printer	20	bot		
80.	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer	150	bot		
81.	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer	80	bot		
82.	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer	80	bot		
83.	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer	80	bot		
*****					
<p><b>For Item Nos. 63-83, the following must be submitted:</b>                      Certification from the Manufacturing Company of the equipment naming the supplier/bidder as authorized distributor to sell genuine ink cartridge or toner                      Certification that the supplier/bidder will deliver "GENUINE" ink cartridge or toner that is suitable to the subject equipment.</p>					

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***Section VII. Technical  
Specifications***



Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
 Mati, Digos City

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

IAEB NO.:

Date of Opening: March 02, 2023

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of two (2) Brands	Qty	Unit	Statement of Compliance
	PR# 0161-CB-23(PHO - DSPH)				
1.	All Purpose White Glue 125gms		100	bot	
2.	Adding Machine Tape 60mm		150	roll	
3.	Ballpen Black		1500	piece	
4.	Ballpen Blue		1000	piece	
5.	Ballpen Red		1000	piece	
6.	Battery AAA 4pcs/pack		300	pack	
7.	Battery AA 4pcs/pack		300	pack	
8.	Backfold Clip JUMBO 12's		100	box	
9.	Brown Envelope (Long)		500	piece	
10.	Brown Envelope (Short)		500	piece	
11.	Calculator 12 digits, heavy duty, good quality		50	piece	
12.	Carbon Film, (Long)		50	box	
13.	Carbon Film, (Short)		50	box	
14.	Cartolina Light Pink		150	piece	
15.	Cartolina White		150	piece	
16.	Cartolina Yellow		100	piece	
17.	Cartolina Yellow Green		100	piece	
18.	Colored Bond Paper Long (Blue)		50	ream	
19.	Colored Bond Paper Long (Green)		50	ream	
20.	Colored Bond Paper Long (Yellow)		50	ream	
21.	Colored Bond Paper Long (Pink)		50	ream	
22.	Columnar 24 column 50 pages		100	piece	
23.	Correction Tape 5mm x 8m		250	piece	
24.	Magazine File Folder		50	piece	
25.	Expanding Envelope Long with Garter (Blue)		50	piece	
26.	Expanding Envelope Long with Garter (Red)		50	piece	
27.	Dust-Free Eraser 1871		50	piece	
28.	Fingertip Moistener 10g		50	piece	
29.	Flash Drive 32GB		50	piece	
30.	Folder Tagboard A4 x 100s/packs		150	pack	
31.	Folder Tagboard Legal x 100s/packs		150	pack	
32.	Fluorescent Marker 3pcs/pack		60	pack	
33.	PAPER MULTICOPY, A4, 70gsm, size; 210mmx297mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable		2000	ream	
34.	PAPER MULTICOPY, Legal, 70gsm, size; 216mmx330mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable		2000	ream	
35.	Paper Clip Jumbo		100	box	
36.	Paper Fastener Plastic (50pcs/box)		100	box	
37.	Paper Fastener Steel, Long (50pcs/box)		100	box	
38.	Pencil w/Eraser 12's		60	box	
39.	Permanent Marker- Refillable Black		100	piece	
40.	Permanent Marker- Refillable Blue		50	piece	
41.	Photo paper, A4, 180gsm		500	piece	
42.	Puncher (Heavy Duty)		25	unit	
43.	Push pin 100's		20	box	
44.	Logbook 300 pages		50	book	

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Republic of the Philippines  
 PROVINCE OF DAVAO DEL SUR  
 Mati, Digos City

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

IAEB NO.: \_\_\_\_\_ Date of Opening: March 02, 2023 Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of two (2) Brands	Qty	Unit	Statement of Compliance
.45.	Logbook 500 pages		50	book	
.46.	Mailing Envelope 10xx long 70gsm (White) 50's		100	box	
47.	Record Book 300 pages (Heavy Duty) size: 214mm x 278mm		50	book	
48.	Record Book 500 pages (Heavy Duty) size: 214mm x 278mm		50	book	
49.	Scissor Big (Heavy Duty)		50	piece	
50.	Stamp Pad No. 2		30	piece	
51.	Stamp Pad Ink 30ml		30	bot	
52.	Stapler #10 (Heavy Duty)		50	piece	
53.	Staple Wire 1000 pcs		100	box	
54.	Stapler #35 w/ Staple Remover (Heavy Duty)		100	piece	
55.	Staple Wire #35		100	box	
56.	Sign Pen Black 0.5 gel ink		100	piece	
57.	Sign Pen Blue 0.5 gel ink		100	piece	
58.	Tape Masking 1"		300	roll	
59.	Tape Masking 2"		200	roll	
60.	Tape Packaging		200	roll	
61.	Tape Transparent 1"		300	roll	
62.	Whiteboard Marker (Black)		100	piece	
63.	Ink refill (Permanent Marker) Black		50	bot	
64.	BT D60 Black (Genuine) for Brother Printer		20	bot	
65.	BT5000 D60 Cyan (Genuine) for Brother Printer		10	bot	
66.	BT5000 Magenta D60 (Genuine) for Brother Printer		10	bot	
67.	BT5000 yellow D60 (Genuine) for Brother Printer		10	bot	
68.	Ink #664 Black (Genuine) for Epson L200 Printer		40	bot	
69.	Ink #664 Cyan (Genuine) for Epson L200 Printer		40	bot	
70.	Ink #664 Magenta (Genuine) for Epson L200 Printer		40	bot	
71.	Ink #664 Yellow (Genuine) for Epson L200 Printer		40	bot	
72.	Ink #001 Black (Genuine) for Epson L4150		30	bot	
73.	Ink #001 Cyan (Genuine) for Epson L4150		30	bot	
74.	Ink #001 Magenta (Genuine) for Epson L4150		30	bot	
75.	Ink #001 Yellow (Genuine) for Epson L4150		30	bot	
76.	Ink #003 Black (Genuine) for Epson L3110 Printer		20	bot	
77.	Ink #003 Cyan (Genuine) for Epson L3110 Printer		20	bot	
78.	Ink #003 Magenta (Genuine) for Epson L3110 Printer		20	bot	
79.	Ink #003 Yellow (Genuine) for Epson L3110 Printer		20	bot	
80.	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer		150	bot	
81.	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer		80	bot	
82.	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer		80	bot	
83.	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer		80	bot	
	*****				
	<p><b>For Item Nos. 63-83, the following must be submitted:</b>                      Certification from the Manufacturing Company of the equipment naming the supplier/bidder as authorized distributor to sell genuine ink cartridge or toner                      Certification that the supplier/bidder will deliver "GENUINE" ink cartridge or toner that is suitable to the subject equipment.</p>				



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



## Price Schedule for Goods Offered from Within the Philippines

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (Col 9) x (col 4)
	<b>PR# (PHO - DSPH)</b>								
1.	All Purpose White Glue 125gms		100						
2.	Adding Machine Tape 60mm		150						
3.	Ballpen Black		1500						
4.	Ballpen Blue		1000						
5.	Ballpen Red		1000						
6.	Battery AAA 4pcs/pack		300						
7.	Battery AA 4pcs/pack		300						
8.	Backfold Clip JUMBO 12's		100						
9.	Brown Envelope (Long)		500						
10.	Brown Envelope (Short)		500						
11.	Calculator 12 digits, heavy duty, good quality		50						
12.	Carbon Film, (Long)		50						
13.	Carbon Film, (Short)		50						



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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination (col 9) x(col 4)
14.	Cartolina Light Pink		150						
15.	Cartolina White		150						
16.	Cartolina Yellow		100						
17.	Cartolina Yellow Green		100						
18.	Colored Bond Paper Long (Blue)		50						
19.	Colored Bond Paper Long (Green)		50						
20.	Colored Bond Paper Long (Yellow)		50						
21.	Colored Bond Paper Long (Pink)		50						
22.	Columnar 24 column 50 pages		100						
23.	Correction Tape 5mm x 8m		250						
24.	Magazine File Folder		50						
25.	Expanding Envelope Long with Garter (Blue)		50						
26.	Expanding Envelope Long with Garter (Red)		50						
27.	Dust-Free Eraser 1871		50						
28.	Fingertip Moistener 10g		50						



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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+(7+8))	Total Pricedelivered FinalDestination (col 9) x(col 4)
29.	Flash Drive 32GB		50						
30.	Folder Tagboard A4 x 100s/packs		150						
31.	Folder Tagboard Legal x 100s/packs		150						
32.	Fluorescent Marker 3pcs/pack		60						
33.	PAPER MULTICOPY, A4, 70gsm, size: 210mmx297mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable		2000						
34.	PAPER MULTICOPY, Legal, 70gsm, size: 216mmx330mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable		2000						
35.	Paper Clip Jumbo		100						
36.	Paper Fastener Plastic (50pcs/box)		100						
37.	Paper Fastener Steel, Long (50pcs/box)		100						
38.	Pencil w/Eraser 12's		60						



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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination (col 9) x(col 4)
39.	Permanent Marker- Refillable Black		100						
40.	Permanent Marker- Refillable Blue		50						
41.	Photo paper, A4, 180gsm		500						
42.	Puncher (Heavy Duty)		25						
43.	Push pin 100's		20						
44.	Logbook 300 pages		50						
45.	Logbook 500 pages		50						
46.	Mailing Envelope 10xx long 70gsm (White) 50's		100						
47.	Record Book 300 pages (Heavy Duty) size: 214mm x 278mm		50						
48.	Record Book 500 pages (Heavy Duty) size: 214mm x 278mm		50						
49.	Scissor Big (Heavy Duty)		50						
50.	Stamp Pad No. 2		30						
51.	Stamp Pad Ink 30ml		30						
52.	Stapler #10 (Heavy Duty)		50						
53.	Staple Wire 1000 pcs		100						



## Price Schedule for Goods Offered from Within the Philippines

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
54.	Stapler #35 w/ Staple Remover (Heavy Duty)		100						
55.	Staple Wire #35		100						
56.	Sign Pen Black 0.5 gel ink		100						
57.	Sign Pen Blue 0.5 gel ink		100						
58.	Tape Masking 1"		300						
59.	Tape Masking 2"		200						
60.	Tape Packaging		200						
61.	Tape Transparent 1"		300						
62.	Whiteboard Marker (Black)		100						
63.	Ink refill (Permanent Marker) Black		50						
64.	BT D60 Black (Genuine) for Brother Printer		20						
65.	BT5000 D60 Cyan (Genuine) for Brother Printer		10						
66.	BT5000 Magenta D60 (Genuine) for Brother Printer		10						
67.	BT5000 yellow D60 (Genuine) for Brother Printer		10						
68.	Ink #864 Black (Genuine) for Epson L200 Printer		40						



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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
69.	Ink #664 Cyan (Genuine) for Epson L200 Printer		40						
70.	Ink #664 Magenta (Genuine) for Epson L200 Printer		40						
71.	Ink #664 Yellow (Genuine) for Epson L200 Printer		40						
72.	Ink #001 Black (Genuine) for Epson L4150		30						
73.	Ink #001 Cyan (Genuine) for Epson L4150		30						
74.	Ink #001 Magenta (Genuine) for Epson L4150		30						
75.	Ink #001 Yellow (Genuine) for Epson L4150		30						
76.	Ink #003 Black (Genuine) for Epson L3110 Printer		20						
77.	Ink #003 Cyan (Genuine) for Epson L3110 Printer		20						
78.	Ink #003 Magenta (Genuine) for Epson L3110 Printer		20						
79.	Ink #003 Yellow (Genuine) for Epson L3110 Printer		20						
80.	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer		150						
81.	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer		80						
82.	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer		80						
83.	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer		80						



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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+(7+8))	Total Pricedelivered FinalDestination (col 9) x(col 4)
	Charges: GENERAL FUND 2023 5-02-03-010 Office Supplies Expenses Purpose: FOR HOSPITAL USE								
	For Item Nos. 63-83, the following must be submitted: Certification from the Manufacturing Company of the equipment naming the supplier/bidder as authorized distributor to sell genuine ink cartridge or toner Certification that the supplier/bidder will deliver "GENUINE" ink cartridge or toner that is suitable to the subject equipment.								

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



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

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)	
	<b>PR# (PHO - DSPH)</b>								
1.	All Purpose White Glue 125gms		100						
2.	Adding Machine Tape 60mm		150						
3.	Ballpen Black		1500						
4.	Ballpen Blue		1000						
5.	Ballpen Red		1000						
6.	Battery AAA 4pcs/pack		300						
7.	Battery AA 4pcs/pack		300						
8.	Backfold Clip JUMBO 12's		100						
9.	Brown Envelope (Long)		500						
10.	Brown Envelope (Short)		500						
11.	Calculator 12 digits, heavy duty, good quality		50						
12.	Carbon Film, (Long)		50						



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

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP (specify place border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
13.	Carbon Film, (Short)		50					
14.	Cartolina Light Pink		150					
15.	Cartolina White		150					
16.	Cartolina Yellow		100					
17.	Cartolina Yellow Green		100					
18.	Colored Bond Paper Long (Blue)		50					
19.	Colored Bond Paper Long (Green)		50					
20.	Colored Bond Paper Long (Yellow)		50					
21.	Colored Bond Paper Long (Pink)		50					
22.	Columnar 24 column 50 pages		100					
23.	Correction Tape 5mm x 8m		250					
24.	Magazine File Folder		50					
25.	Expanding Envelope Long with Garter (Blue)		50					
26.	Expanding Envelope Long with Garter (Red)		50					



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

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP (specify place border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
27.	Dust-Free Eraser 1871		50					
28.	Fingertip Moistener 10g		50					
29.	Flash Drive 32GB		50					
30.	Folder Tagboard A4 x 100s/packs		150					
31.	Folder Tagboard Legal x 100s/packs		150					
32.	Fluorescent Marker 3pcs/pack		60					
33.	PAPER MULTICOPY, A4, 70gsm, size: 210mmx297mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable		2000					
34.	PAPER MULTICOPY, Legal, 70gsm, size: 216mmx330mm *Can be recycled/ can be re-used *Preferably made by recycled materials, if not, it must be sourced out from a well-managed tree plantation *Preferably at least Elemental Chlorine Free (ECF) *Packaging must be recyclable		2000					
35.	Paper Clip Jumbo		100					



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

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify place (specify border point or place of destination))	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
36.	Paper Fastener Plastic (50pcs/box)		100					
37.	Paper Fastener Steel, Long (50pcs/box)		100					
38.	Pencil w/Eraser 12's		60					
39.	Permanent Marker- Refillable Black		100					
40.	Permanent Marker- Refillable Blue		50					
41.	Photo paper, A4, 180gsm		500					
42.	Puncher (Heavy Duty)		25					
43.	Push pin 100's		20					
44.	Logbook 300 pages		50					
45.	Logbook 500 pages		50					
46.	Mailing Envelope 10x long 70gsm (White) 50's		100					
47.	Record Book 300 pages (Heavy Duty) size: 214mm x 278mm		50					
48.	Record Book 500 pages (Heavy Duty) size: 214mm x 278mm		50					
49.	Scissor Big (Heavy Duty)		50					



**Price Schedule for Goods Offered from Abroad**  
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**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP/Planned place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
50.	Stamp Pad No. 2		30					
51.	Stamp Pad Ink 30ml		30					
52.	Stapler #10 (Heavy Duty)		50					
53.	Staple Wire 1000 pcs		100					
54.	Stapler #35 w/ Staple Remover (Heavy Duty)		100					
55.	Staple Wire #35		100					
56.	Sign Pen Black 0.5 gel ink		100					
57.	Sign Pen Blue 0.5 gel ink		100					
58.	Tape Masking 1"		300					
59.	Tape Masking 2"		200					
60.	Tape Packaging		200					
61.	Tape Transparent 1"		300					
62.	Whiteboard Marker (Black)		100					
63.	Ink refill (Permanent Marker) Black		50					



**Price Schedule for Goods Offered from Abroad**  
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**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
64.	BT D60 Black (Genuine) for Brother Printer		20					
65.	BT5000 D60 Cyan (Genuine) for Brother Printer		10					
66.	BT5000 Magenta D60 (Genuine) for Brother Printer		10					
67.	BT5000 yellow D60 (Genuine) for Brother Printer		10					
68.	Ink #664 Black (Genuine) for Epson L200 Printer		40					
69.	Ink #664 Cyan (Genuine) for Epson L200 Printer		40					
70.	Ink #664 Magenta (Genuine) for Epson L200 Printer		40					
71.	Ink #664 Yellow (Genuine) for Epson L200 Printer		40					
72.	Ink #001 Black (Genuine) for Epson L4150		30					
73.	Ink #001 Cyan (Genuine) for Epson L4150		30					
74.	Ink #001 Magenta (Genuine) for Epson L4150		30					
75.	Ink #001 Yellow (Genuine) for Epson L4150		30					
76.	Ink #003 Black (Genuine) for Epson L3110 Printer		20					
77.	Ink #003 Cyan (Genuine) for Epson L3110 Printer		20					



**Price Schedule for Goods Offered from Abroad**  
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**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
78.	Ink #003 Magenta (Genuine) for Epson L3110 Printer		20					
79.	Ink #003 Yellow (Genuine) for Epson L3110 Printer		20					
80.	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer		150					
81.	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer		80					
82.	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer		80					
83.	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer		80					
	Charges: GENERAL FUND 2023 5-02-03-010 Office Supplies Expenses Purpose: FOR HOSPITAL USE							
	For Item Nos. 63-83, the following must be submitted: Certification from the Manufacturing Company or the equipment naming the supplier/bidder as authorized distributor to sell genuine Ink cartridge or toner Certification that the supplier/bidder will deliver "GENUINE" Ink cartridge or toner that is suitable to the subject equipment.							

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_