

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

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# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

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-030-23C  
(2<sup>nd</sup> opening)**

**February 22, 2023**

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



# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

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*I Love Davao del Sur*

## INVITATION TO BID FOR G-030-23C (2<sup>nd</sup> opening)

### Supply/Delivery of Office Supplies

1. The **Provincial Government of Davao del Sur**, through the **General Fund (PMO, PHO)** intends to apply the sum of **₱ 468,623.00** being the ABC to payments under the contract for **IB No. G-030-23C (2<sup>nd</sup> opening)**. 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 **PHO (10 calendar days delivery period), PMO (15 calendar days / staggered delivery period, please see attached Purchase Requests)**. 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 **₱ 500.00**. 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 websites:  
**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-030-23C (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 468,623.00**.

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 “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. *[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 9,372.46</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 23,431.15</b> if bid security is in Surety Bond.</p>
19.3	<p><i>Please see Purchase Request Nos.</i></p> <p><b>0169-CB-23-Amended dated February 20, 2023</b></p> <p><b>0173-CB-23-Amended dated February 20, 2023</b></p>
20.2	<b><i>Post-Qualification Requirements: Latest Income Tax Returns, Business Tax Returns for the last 6 months</i></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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**PURCHASE REQUEST**  
PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

PR Id.: PMO-Office Supplies  
Date Submitted/Published: 01/19/2023  
Department: PMO  
Section:

P.R No.: **0169-Cb-M-Amended**

FEB 20 2023  
Date: ~~JAN 31 2023~~

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	Roll	Transparent tape- 24mm	10	45.00	450
2	Set	High Lighter, set of 3 colors	5	70.00	350
3	Piece	Flash drive, 16gb	10	450.00	4,500
4	Bottle	Stamp Pad Ink, Purple/Violet, 28mL	4	120.00	480
5	Box	Fastener, metal 50's	15	100.00	1,500
6	Piece	External Hard Disk 1 Terabyte	3	3,500.00	10,500
7	Box	Push Pin, 50 per box	5	55.00	275
8	Piece	Note pad 3x3", assorted color	20	50.00	1,000
9	Set	Stick - On Note ( Sticky Note - sign here)	20	90.00	1,800
10	Bottle	Ink for EPSON Printer #003, black, genuine	16	350.00	5,600
11	Bottle	Ink for EPSON Printer #003, Magenta, genuine	12	350.00	4,200
12	Bottle	Ink for EPSON Printer #003, Yellow, genuine	12	350.00	4,200
13	Bottle	Ink for EPSON Printer #003, Cyan, genuine	12	350.00	4,200
14	Bottle	Ink for EPSON Printer #001, black, genuine	14	350.00	4,900
15	Bottle	Ink for EPSON Printer #001, magenta, genuine	10	350.00	3,500
16	Bottle	Ink for EPSON Printer #001, cyan genuine	10	350.00	3,500
17	Bottle	Ink for EPSON Printer #001, yellow, genuine	10	350.00	3,500
18	Bottle	BT5000, Cyan for brother DCP-T720W, genuine	10	600.00	6,000
19	Bottle	BT5000, Magenta for brother DCP-T720W, genuine	10	600.00	6,000
20	Bottle	BT5000, Yellow for brother DCP-T720W, genuine	10	600.00	6,000
21	Bottle	BT5000, Black for brother DCP-T720W, genuine	8	600.00	4,800
22	Set	Canon TR150 Portable Printer	2	1,595.00	3,190
23	Set	Canon CLI - 36 Color (2) Canon PGI - 35 Black (3)	3	1,195.00	3,585
NOTE: ITEM NO. 11 TO 23 SUPPLIER MUST SUBMIT THE CERTIFICATION FROM THE MANUFACTURING COMPANY OF "GENUINE" INK FOR EPSON, CANON AND BROTHER PRINTERS.					
24	Piece	Multipurpose Desk Office Supply Organizer - White	6	720.00	4,320
25	Piece	File Sorter/holder/organizer, 4 layers	6	1,500.00	9,000
26	Piece	Paper Cutter A3 / A4 / A5 / B4 Size ( Metal Base / Wood Base )	1	1,500.00	1,500
27	Pack	BROWN FOLDER LONG THICK 14 PTS	5	700.00	3,500
28	Bottle	Glue, multi-purpose 240 grams	3	300.00	900
29	Piece	Correction Tape, 8mm, single/pack	15	45.00	675
30	Piece	Metal Twist Ballpoint Pens (Black Ink Replaceable Refills) Color: Silver Material: Stainless steel Ink Color: Black Fine Point: 1.0mm Size of Pen: 5.6 x 0.4 in/ 144 x 11 mm Net Weight: 24g/0.85oz	1	200.00	200
31	Ream	Bookpaper 70gsm (Long) -can be recycled/can be re-used -preferably made 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	500	330.00	165,000
32	Ream	Bookpaper 70gsm (A4) -can be recycled/can be re-used	50	280.00	14,000
Total :					P363,650.00

Purpose: For the use of PMO Office.

Requested by:	Cash Availability:	Approved by:
Signature:		
Printed Name: <b>NORJANNA M. CAMAGUIN, MPA</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>YVONNE ROÑA CAGAS</b>
Designation: <b>PMO - Chief Administrative Officer</b>	<b>Provincial Treasurer</b>	<b>By Authority of the Governor, As per MO No. 4, Series of 2022</b>
Date: <b>01-20-23</b> Total: <b>408,623.00</b> Ref: <b>3-2-23</b>	<b>9/2 JAN 27 2023</b>	<b>CHRISTOPHER T. TAN</b>





**GENERAL FUND**

CONTROL NO: B72  
 DATE: 29 JAN 2023  
 PROVINCIAL BUDGET OFFICE

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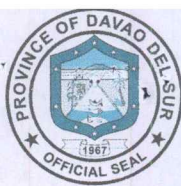
ALLOTMENT BALANCE: 916,844.00  
 LESS THIS REQUEST: 963,650.00  
 REMAINING BALANCE: 86,824.00

DESSAM EBUAT-SANCHEZ, CPA  
 PROVINCIAL BU GET OFFICER

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
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PROVINCIAL BUDGET OFFICE  
 DATE: JAN 29 2023  
 APPROVED BY: [Signature]  
 APPROVED BY: [Signature]





# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

PR Id.: PMO-Office Supplies

Date Submitted/Published: 01/19/2023

Department: PMO

P.R No.:

0169-CD-AM-Amended

FEB 20 2023

Date:

JAN 31 2023

Section:

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
		-preferably made 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			
33	Piece	3 Drawer Mobile File Cabinet Under Desk Small Drawer Cabinet	1	7,000.00	7,000.00
34	Piece	Pencil	3	15.00	45
35	Box	Sign pen, high quality, point 5 - blue / 12 pcs per box	10	420.00	4,200
36	Box	Sign pen, high quality, point 5 - black / 12 pcs per box	10	420.00	4,200
37	Box	Expanded Envelope - 6 light blue or sky blue & 4 light orange	10	2,500.00	25,000
38	Piece	Puncher, Heavy Duty with 2 holes Guide	1	250.00	250
39	Piece	Stapler, Heavy Duty, good quality #35	10	350.00	3,500
40	Piece	Staple Wire, standard #35	25	60.00	1,500
41	Box	Binder Clip 12pc/box 51mm	15	100.00	1,500
42	Box	Binder Clip 12pc/box 41mm	15	80.00	1,200
43	Box	Binder Clip 12pc/box 25mm	15	60.00	900
44	Box	Paper clips no. 50mm	5	80.00	400
45	Box	Paper clips no. 33mm	5	60.00	300
46	Box	Classic White envelope 500pcs/Box	5	360.00	1,800
47	Piece	Glue Stick Big for Glue Gun - 7mmx19mm per piece	5	20.00	100
48	Piece	Hot Melt Glue Gun 40W 7mm - Glue Stick Minigun Heavy Duty - Thermoelectric Heat Repair Craft DIY Tool	2	150.00	300
49	Ream	Colored Bond Paper (Long) - 500 sheets -preferably 4 green, 4 pink & 4 blue	12	250.00	3,000
50	Piece	Scissors " Stainless Steel High Quality"	4	70.00	280
51	Ream	Photo Paper A4 Size	8	250.00	2,000
52	Piece	Permanent Marker	3	140.00	420
53	Piece	Self-Inking Rubber stamp: (2 x 5 cm)	5	700.00	3,500
<b>Total :</b>					<b>P363,650.00</b>

CERTIFIED MACHINE COPY  
JEANUA MAE G. LIMASA, LPT  
Administrative Officer I (RO I)/ BAC Secretariat  
Procurement Management Office

JEANUA MAE G. LIMASA, LPT  
Administrative Officer I (RO I)/ BAC Secretariat  
Procurement Management Office

RAUL D. RAUT, JD, ENP  
(PGDH - HRMO)  
BAC VICE - CHAIRPERSON

NORJANNA M. CAMAGUIN, MPA  
Chief Administrative Officer, PMO  
Head, BAC Secretariat for Goods and Consulting Services

**Purpose:** For the use of PMO Office.

**Requested by:**

**Cash Availability:**

**Approved by:**

Signature:

Printed Name:

NORJANNA M. CAMAGUIN, MPA

FARAH GEMMA V. BIDAN, CPA

YVONNE ROÑA CAGAS

Designation:

PMO - Chief Administrative Officer

Provincial Treasurer

Governor  
By Authority of the Governor  
As per MO No. 4, Series of 2022

Date:

JAN 27 2023





**PURCHASE REQUEST**  
 PROVINCIAL GOVERNMENT OF BAYAN DEL SUR



Date submitted: \_\_\_\_\_  
 Department: \_\_\_\_\_

Item No.	Item Description	Unit	Quantity	Unit Cost	Total Cost
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Total:					...

For the use of PNO Office

Requested by: <b>HORLINA M. CAMACUN, BPA</b>	Car. Available by: <b>FARAH GENMA Y. BIDAÑ, CPA</b>	Approved by: <b>YVONNE KONA CAGAS</b>
PNO - Chief Administrative Officer	Provincial Treasurer	PROVINCIAL BUDGET OFFICER
<i>(Signature)</i>	<i>(Signature)</i>	<i>(Signature)</i>

PAGE 2 OF 4 PAGES





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

FEB 20 2023

PR Id.: PMO-Office Supplies

Date Submitted/Published: 01/19/2023

Department: PMO

P.R No.:

0169 - Cb. M - Amended

Date: ~~JAN 31 2023~~

Section:

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
		CERTIFIED MACHINE COPY CAREN A. NISNISAN Administrative Officer IV (PRO II)/ BAC Secretariat Procurement Management Office			
54	Piece	Permanent Marker ink	1	180.00	180
55	Ream	Certificate Paper - 10 sheets per pack / 220 GSM	5	120.00	600
56	Piece	-Board Certificate Paper White/Pale Cream Short/Long theos events Green notebook - 5 x 7 inches / 127 x 178 mm - 80 Sheets	12	120.00	1,440
57	Piece	Fingertip - moistener / 40grms	6	100.00	600
58	Pack	Employee's Leave Card	50	220.00	11,000
59	Ream	Dimension: L= 21.5 cm and W= 28cm (Please see attach copy of Employee's Leave Card) Brown Envelope Long	3	800.00	2,400
60	Ream	Mailing Envelope (White) - 500pcs/box	3	200.00	600
61	Piece	Stamp Pad, No. 1 felt	10	100.00	1,000
62	Pack	Triple A Battery - 4pcs per pack	2	130.00	260
63	Piece	Self-Inking Rubber stamp:	3	350.00	1,050
		Procurement Management Office BAC Secretariat Received Date: Time: By:			
		Procurement Management Office BAC Secretariat Received Covered Under APP 20 Controlled by: Date:			
		GREEN SPECIFICATIONS: -can be recycled/ can be re-used -preferably made of recycled materials, if not, it must be source -out from well-managed tree plantation -preferably at least Elemental Chlorine Free (ECF) -packaging must be recyclable Staggered Delivery (2 Deliveries)			
		1st Delivery - 15 Calendar days from receipt of PO - Item # 1 - 22 ,26 - 30, 31, 33 - 44, 45-53, 55-61			
<b>Total :</b>					P263,650.00

**Purpose:** For the use of PMO Office.

**Requested by:**

**Cash Availability:**

**Approved by:**

Signature:

Printed Name:

NORJANNA M. CAMAGUIN, MPA

FARAH GEMIMA V. BIDAN, CPA

YVONNE ROÑA CAGAS

Designation:

PMO - Chief Administrative Officer

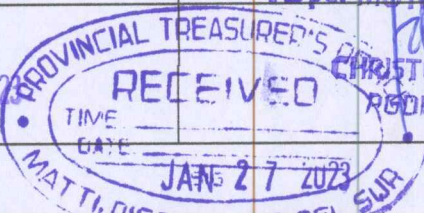
Provincial Treasurer

By Authority of the Governor  
As per MO No. 4, Series of 2022

Date:

712

JAN 27 2023



CHRISTOPHER T. TAN  
REGH-PDRMO





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

FEB 20 2023

Date: ~~JAN 31 2023~~

PR Id.: PMO-Office Supplies  
 Date Submitted/Published: 01/19/2023  
 Department: PMO  
 Section:

P.R No.:

0169-OB-M-Handed


ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
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2nd Delivery - 15 Calendar days upon receipt of written notice from the End-User - Item # 24, 25, 30, 31,32 & 54

**Charges:**  
 1018 - Procurement Management Office  
 5-02-03-010 Office Supplies CY


2-

**BIDS & AWARDS COMMITTEE (BAC)  
 TECHNICAL WORKING GROUP**

TECHNICAL SPECS AND ABC REVIEWED  
 BY:   
 2023-01-25

**CERTIFICATION**

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 01/19/23

  
 NORJANNA M. CAMAGUIN, MPA & r  
 PMO - Chief Administrative Officer

**BIDS & AWARDS COMMITTEE (BAC)  
 BAC SECRETARIAT**  
 COVERED BY  
 CONTROL NO. 23  
 DATE: 1/31/23

0169-OB ch.

Total :

P262:640-0

**Purpose:** For the use of PMO Office.

**Requested by:**

**Cash Availability:**

**Approved by:**

Signature:

Printed Name:

NORJANNA M. CAMAGUIN, MPA & r

FARAH GEMMA V. BIDAN, CPA

YVONNE ROÑA CAGAS

Designation:

PMO - Chief Administrative Officer

Provincial Treasurer

By Authority of the Governor,  
 As per MO No. 4, Series of 2022

Date:

JAN 27 2023

712

**PROVINCIAL TREASURER'S OFFICE**  
**RECEIVED**  
 TIME \_\_\_\_\_  
 DATE: JAN 27 2023  
 MATI, DIGOS CITY  
 CHRISTOPHER T. TAN  
 PGDH-PDRMO









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

PR Id.: PHO(OFFSUPPLY)NCHP2023-01  
 Date Submitted/Publish: 01/11/2023

Department: PHO  
 Section:

PR No.:

**0173**

*Amended* FEB 20 2023  
 JAN 31 2023

Date:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	piece	Ballpen Black			
2	piece	Ballpen Blue	15		
3	piece	Correction Tape 5mm x 8m	16	8.00	120.00
4	piece	Expanding Envelope Long with Garter (Brown)	8	8.00	128.00
5	piece	Expanding Envelope Long with Garter (Blue)	14	35.00	280.00
6	piece	Expanding Envelope Long with Garter (Red)	11	15.00	210.00
7	pack	Folder Tagboard A4 x 100s/packs	11	15.00	165.00
8	pack	Folder Tagboard Legal x 100s/packs	10	15.00	165.00
9	bot	Ink #664 Black (Geuine) for Epson L220 Printer	10	550.00	5,500.00
10	bot	Ink #664 Cyan (Geuine) for Epson L220 Printer	10	600.00	6,000.00
11	bot	Ink #664 Magenta (Geuine) for Epson L220 Printer	5	330.00	3,300.00
12	bot	Ink #664 Yellow (Geuine) for Epson L220 Printer	5	330.00	1,650.00
13	box	Storage box	5	330.00	1,650.00
14	piece	Dimension (L x W x H) 45 x 30 x 53 cm, 5 liters	5	330.00	1,650.00
15	piece	Sign Pen Black 0.5 gel ink	5	1,500.00	7,500.00
16	ream	Stand file rack	16	25.00	
		PAPER MULTICOPY, Legal, 70gsm, size: 216mmx330mm	5	450.00	400.00
		-Can be recycled/can be re-used	21	240.00	2,250.00
		-Preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation			5,040.00
		-Preferably at least Elemental Chlorine Free (ECF)			
		-Packaging Must be recyclable			
17	ream	PAPER, MULTICOPY, A4, 70gsm, size: 216mmx330mm	21	190.00	3,990.00
		-Can be recycled/can be re-used			
		-Preferably made of 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			

Charges:  
 PGO - OTHER PURPOSE CY 2023 SUPPORT TO PROVINCIAL HEALTH BOARD OFFICE SUPPLIES EXPENSES (5-02-03-010)

**BIDS & AWARDS COMMITTEE (BAC)**  
**TECHNICAL WORKING GROUP**  
 TECHNICAL SPECS AND ABC REVIEWED  
 BY: [Signature]  
 2023-01-19

**BIDS & AWARDS COMMITTEE (BAC)**  
**BAC SECRETARIA**  
 COVERED BY: [Signature]  
 DATE: 1/31/23  
 6173 [Signature]

**CERTIFICATION**  
 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 1-10-2023

**JONNA A. MASONGSONG, MD, FPSMS, MAHA, MPH**  
 PROVINCIAL HEALTH OFFICER II

**PROVINCIAL TREASURER'S OFFICE**  
**RECEIVED**  
 TIME: 10:50  
 DATE: JAN 26 2023  
 MATTI, DIGOS DAVAO DEL SUR

Total:

Purpose: FOR SUPPORT TO PROVINCIAL HEALTH BOARD USE

Subtotal: P 39,998.00  
 Total: 169,973.00

Requested by: **JONNA A. MASONGSONG, MD, FPSMS, MAHA, MPH**  
 Designation: **PROVINCIAL HEALTH OFFICER II**

Cash Availability: **FARAH GEMMA V. BIDAN, CPA**  
 Designation: **Provincial Treasurer**

Approved by: **YVONNE ROÑA CAGAS**  
 Designation: **Governor**

Date: 298  
 JAN 26 2023

By Authority of the Governor  
 As per MO No. 4, Series of 2022  
**CHRISTOPHER T. TAN**  
 P6DH-PORRMO



**GENERAL FUND**

Provincial Budget Office

CONTROL NO: 327

DATE: 25 JAN 2023

ALLOTMENT BALANCE: \$ 40,000.00

LESS THIS REQUEST: 39,998.00

REMAINING BALANCE: 2.00

*[Handwritten signature]*

DESSAMIEBUNT-SANCHEZ, CPA  
PROVINCIAL BUDGET OFFICER

*[Handwritten signature]*



513  
A-221



# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

PR Id.: MOP OFFICE SUPPLIES 2023  
Date Submitted/Published: 01/24/2023

FEB 20 2023

Department: PHO P.R No. -0173 CB-M Date: JAN 31 2023  
Section:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
18	piece	Ballpen Black	405	8.00	3,240.00
19	pack	Battery AAA 4pcs/pack	100	88.00	8,800.00
20	pack	Battery AA 4pcs/pack	40	70.00	2,800.00
21	ream	Colored Bond Paper Short (Blue)	15	200.00	3,000.00
22	piece	Correction Tape 5mm x 8m	50	30.00	1,500.00
23	piece	Flash Drive 32GB	6	310.00	1,860.00
24	ream	Folder Tagboard Legal x 100s/packs	4	380.00	1,520.00
25	ream	Folder Tagboard A4 x 100s/packs	4	375.00	1,500.00
26	book	Logbook 500 pages	10	150.00	1,500.00
27	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	35	280.00	9,800.00
28	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	15	300.00	4,500.00
29	piece	Permanent Marker- Refillable Black	150	43.00	6,450.00
30	piece	Stapler #35 w/ Staple Remover (Heavy Duty)	7	225.00	1,575.00
31	box	Staple Wire #35	20	40.00	800.00
32	piece	Sign Pen Black 0.5 gel ink	40	30.00	1,200.00
33	piece	Sign Pen Blue 0.5 gel ink	20	30.00	600.00
34	roll	Tape Transparent 1	40	25.00	1,000.00
35	roll	Tape Packaging	100	42.00	4,200.00
36	bot	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer	8	410.00	3,280.00
37	bot	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer	5	390.00	1,950.00
38	bot	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer	5	390.00	1,950.00
39	bot	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer	5	390.00	1,950.00

**Charges:**  
LGDF 2023 MEDICAL OUTREACH PROGRAM 5-02-03-010

**BIDS & AWARDS COMMITTEE (BAC)  
TECHNICAL WORKING GROUP**

TECHNICAL SPECS AND ABC REVIEWED  
BY: 2023-01-25

**BIDS & AWARDS COMMITTEE (BAC)  
BAC SECRETARIA**  
COVERED UNDER RPP 23  
CONTROLLED BY:   
DATE: 1/31/23

**PROVINCIAL TREASURER'S OFFICE  
RECEIVED**  
TIME: 01:58  
DATE: JAN 30 2023  
MATTI, DIGOS DAVAO DEL SUR

**Total:** sub total P 64,975.00

**Purpose:** MEDICAL OUTREACH PROGRAM USE total: 107,975.00

<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 Provincial Health Officer II</b>	<b>Provincial Treasurer</b>	By Authority of the Governor As per EO No. 1 Series of 2022
Date: <span style="color: blue;">JAN 30 2023</span>		Atty. HERBERT M. GONZALES Provincial Administrator



**PURCHASE REQUEST**  
 PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
 Health Division



JAN 31 2023

020830

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	kg	Golden Banteng	200	5.00	1,000.00
2	kg	Edam Cheese	100	85.00	8,500.00
3	kg	Edam Cheese	100	75.00	7,500.00
4	kg	Edam Cheese	100	55.00	5,500.00
5	kg	Edam Cheese	100	45.00	4,500.00
6	kg	Edam Cheese	100	35.00	3,500.00
7	kg	Edam Cheese	100	25.00	2,500.00
8	kg	Edam Cheese	100	15.00	1,500.00
9	kg	Edam Cheese	100	5.00	500.00

DESSAMIEBUI-SANCHEZ, CPA  
 PROVINCIAL BU GET OFFICER



**LGDF-GENERAL FUND**

CONTROL NO: 383  
 DATE: 27 JAN 2023  
 ALLOTMENT BALANCE: 55,000  
 LESS THIS REQUEST: 64,975  
 REMAINING BALANCE: 30

Provincial Budget Office





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

PR Id.: MOP OFFICE SUPPLIES 2023  
Date Submitted/Published: 01/24/2023

FEB 20 2023  
Date: ~~JAN 31 2023~~

Department: PHO P.R No.: **0173-Cb-m**

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
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**CERTIFICATION**

This is to certify that the ABC set is the prevailing market price based on the precavass/market survey conducted by this office as of January 19, 2023

*[Signature]*  
**JONNA A. MASONGSONG, MD, FPSMS, MAHA, MPH**  
Provincial Health Officer II



Total : *Subtotal* P 64,975.00

Purpose: MEDICAL OUTREACH PROGRAM USE *Total: 104,973.00*

Requested by:	Cash Availability:	Approved by:
Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>
Printed Name: <b>JONNA A. MASONGSONG, MD, FPSMS, MAHA, MPH</b>	Printed Name: <b>FARAH GEMMA V. BIDAN, CPA</b>	Printed Name: <b>YVONNE ROÑA CAGAS</b>
Designation: <b>Provincial Health Officer II</b>	Designation: <b>Provincial Treasurer</b>	Designation: <b>By Authority of the Governor As per EO No. 1 Series of 2022</b>
Date:	Date: <b>JAN 30 2023</b>	Date: <i>[Signature]</i> <b>Atty. HERBERT T. BONZALES</b> Provincial Administrator







***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>

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***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-030-23C (2<sup>nd</sup> opening)

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0169-CB-23-Amended (PMO)				
1	Transparent tape- 24mm	10	Roll		
2	High Lighter, set of 3 colors	5	Set		
3	Flash drive, 16gb	10	Piece		
4	Stamp Pad Ink, Purple/Violet, 28mL	4	Bottle		
5	Fastener, metal 50's	15	Box		
6	External Hard Disk 1 Terabyte	3	Piece		
7	Push Pin, 50 per box	5	Box		
8	Note pad 3x3", assorted color	20	Piece		
9	Stick - On Note ( Sticky Note - sign here)	20	Set		
10	Ink for EPSON Printer #003, black, genuine	16	Bottle		
11	Ink for EPSON Printer #003, Magenta, genuine	12	Bottle		
12	Ink for EPSON Printer #003, Yellow, genuine	12	Bottle		
13	Ink for EPSON Printer #003, Cyan, genuine	12	Bottle		
14	Ink for EPSON Printer #001, black, genuine	14	Bottle		
15	Ink for EPSON Printer #001, magenta, genuine	10	Bottle		
16	Ink for EPSON Printer #001, cyan genuine	10	Bottle		
17	Ink for EPSON Printer #001, yellow, genuine	10	Bottle		
18	BT5000, Cyan for brother DCP-T720W, genuine	10	Bottle		
19	BT5000, Magenta for brother DCP-T720W, genuine	10	Bottle		
20	BT5000, Yellow for brother DCP-T720W, genuine	10	Bottle		
21	BT5000, Black for brother DCP-T720W, genuine	8	Bottle		
22	Canon TR150 Portable Printer	2	Set		
	Canon CLI - 36 Color (2)				
23	Canon PGI - 35 Black (3)	3	Set		
	NOTE: ITEM NO. 11 TO 23 SUPPLIER MUST SUBMIT THE CERTIFICATION FROM THE MANUFACTURING COMPANY OF "GENUINE" INK FOR EPSON, CANON AND BROTHER PRINTERS.				
24	Multipurpose Desk Office Supply Organizer - White	6	Piece		
25	File Sorter/holder/organizer, 4 layers	6	Piece		
26	Paper Cutter A3 / A4 / A5 / B4 Size ( Metal Base / Wood Base )	1	Piece		
27	BROWN FOLDER LONG THICK 14 PTS	5	Pack		
28	Glue, multi-purpose 240 grams	3	Bottle		
29	Correction Tape, 8mm, single/pack	15	Piece		
30	Metal Twist Ballpoint Pens (Black Ink Replaceable Refills) Color: Silver Material: Stainless steel Ink Color: Black Fine Point: 1.0mm Size of Pen: 5.6 x 0.4 in/ 144 x 11 mm Net Weight: 24g/0.85oz	1	Piece		
31	Bookpaper 70gsm (Long) -can be recycled/can be re-used -preferably made 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	500	Ream		
32	Bookpaper 70gsm (A4) -can be recycled/can be re-used -preferably made 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	50	Ream		
33	3 Drawer Mobile File Cabinet Under Desk Small Drawer Cabinet	1	Piece		



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-030-23C (2<sup>nd</sup> opening)

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
34	Pencil	3	Piece		
35	Sign pen, high quality, point 5 - blue / 12 pcs per box	10	Box		
36	Sign pen, high quality, point 5 - black /12 pcs per box	10	Box		
37	Expanded Envelope - 6 light blue or sky blue & 4 light orange	10	Box		
38	Puncher, Heavy Duty with 2 holes Guide	1	Piece		
39	Stapler, Heavy Duty, good quality #35	10	Piece		
40	Staple Wire, standard #35	25	Piece		
41	Binder Clip 12pc/box 51mm	15	Box		
42	Binder Clip 12pc/box 41mm	15	Box		
43	Binder Clip 12pc/box 25mm	15	Box		
44	Paper clips no. 50mm	5	Box		
45	Paper clips no. 33mm	5	Box		
46	Classic White envelope 500pcs/Box	5	Box		
47	Glue Stick Big for Glue Gun - 7mmx19mm per piece	5	Piece		
48	Hot Melt Glue Gun 40W 7mm - Glue Stick Minigun Heavy Duty - Thermolectric Heat Repair Craft DIY Tool	2	Piece		
49	Colored Bond Paper (Long) - 500 sheets -preferably 4 green, 4 pink & 4 blue	12	Ream		
50	Scissors " Stainless Steel High Quality"	4	Piece		
51	Photo Paper A4 Size	8	Ream		
52	Permanent Marker	3	Piece		
53	Self-Inking Rubber stamp: (2 x 5 cm)  CERTIFIED MACHINE COPY JEANUA MAE G. LIMASA, LPT Administrative Officer I (RO I)/ BAC Secretariat Procurement Management Office  JEANUA MAE G. LIMASA, LPT Administrative Officer I (RO I)/ BAC Secretariat Procurement Management Office  RAUL D. RAUT, JD, ENP (PGDH - HRMO) BAC VICE - CHAIRPERSON  NORJANNA M. CAMAGUIN, MPA Chief Administrative Officer, PMO Head, BAC Secretariat for Goods and Consulting Services  CERTIFIED MACHINE COPY CAREN A. NISNISAN Administrative Officer IV (PRO II)/ BAC Secretariat Procurement Management Office	5	Piece		
54	Permanent Marker ink	1	Piece		
55	Certificate Paper - 10 sheets per pack / 220 GSM -Board Certificate Paper White/Pale Cream Short/Long theos events	5	Ream		
56	Green notebook	12	Piece		



**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-030-23C (2<sup>nd</sup> opening)

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	- 5 x 7 inches / 127 x 178 mm - 80 Sheets				
57	Fingertip - moistener / 40grms	6	Piece		
58	Employee's Leave Card  Dimension: L= 21.5 cm and W= 28cm (Please see attach copy of Employee's Leave Card)	50	Pack		
59	Brown Envelope Long	3	Ream		
60	Mailing Envelope (White) - 500pcs/box	3	Ream		
61	Stamp Pad, No. 1 felt	10	Piece		
62	Triple A Battery - 4pcs per pack	2	Pack		
63	Self-Inking Rubber stamp:  Procurement Management Office BAC Secretariat Received Date: Time: By:  Procurement Management Office BAC Secretariat Received Covered Under APP 20___ Controlled by: Date:  _____	3	Piece		
	GREEN SPECIFICATIONS: -can be recycled/ can be re-used -preferably made of recycled materials, if not, it must be source -out from well-managed tree plantation -preferably at least Elemental Chlorine Free (ECF) -packaging must be recyclable Staggered Delivery (2 Deliveries)				
	1st Delivery - 15 Calendar days from receipt of PO - Item # 1 - 22 ,26 - 30, 31, 33 - 44, 45-53, 55-61  2nd Delivery - 15 Calendar days upon receipt of written notice from the End-User - Item # 24, 25, 30, 31,32 & 54				
	*****				

2



**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.:G-030-23C (2<sup>nd</sup> opening)

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0173-CB-23-Amended (PHO)				
1	Ballpen Black	15	piece		
2	Ballpen Blue	16	piece		
3	Correction Tape 5mm x 8m	8	piece		
4	Expanding Envelope Long with Garter (Brown)	14	piece		
5	Expanding Envelope Long with Garter (Blue)	11	piece		
6	Expanding Envelope Long with Garter (Red)	11	piece		
7	Folder Tagboard A4 x 100s/packs	10	pack		
8	Folder Tagboard Legal x 100s/packs	10	pack		
9	Ink #664 Black (Geuine) for Epson L220 Printer	10	bot		
10	Ink #664 Cyan (Geuine) for Epson L220 Printer	5	bot		
11	Ink #664 Magenta (Geuine) for Epson L220 Printer	5	bot		
12	Ink #664 Yellow (Geuine) for Epson L220 Printer	5	bot		
13	Storage box Dimension (L x W x H) 45 x 30 x 53 cm, 5 liters	5	box		
14	Sign Pen Black 0.5 gel ink	16	piece		
15	Stand file rack	5	piece		
16	PAPER MULTICOPY, Legal, 70gsm, size: 216mmx330mm	21	ream		
	-Can be recycled/can be re-used -Preferably made of 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				
17	PAPER, MULTICOPY, A4, 70gsm, size: 216mmx330mm	21	ream		
	-Can be recycled/can be re-used -Preferably made of 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				
	*****				



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-030-23C (2<sup>nd</sup> opening)

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0173-CB-23-Amended(PHO)				
18	Ballpen Black	405	piece		
19	Battery AAA 4pcs/pack	100	pack		
20	Battery AA 4pcs/pack	40	pack		
21	Colored Bond Paper Short (Blue)	15	ream		
22	Correction Tape 5mm x 8m	50	piece		
23	Flash Drive 32GB	6	piece		
24	Folder Tagboard Legal x 100s/packs	4	ream		
25	Folder Tagboard A4 x 100s/packs	4	ream		
26	Logbook 500 pages	10	book		
27	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	35	ream		
28	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	15	ream		
29	Permanent Marker- Refillable Black	150	piece		
30	Stapler #35 w/ Staple Remover (Heavy Duty)	7	piece		
31	Staple Wire #35	20	box		
32	Sign Pen Black 0.5 gel ink	40	piece		
33	Sign Pen Blue 0.5 gel ink	20	piece		
34	Tape Transparent 1	40	roll		
35	Tape Packaging	100	roll		
36	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer	8	bot		
37	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer	5	bot		
38	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer	5	bot		
39	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer	5	bot		
	*****				

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*Section VII. Technical  
Specifications*



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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB 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# 0169-CB-23-Amended (PMO)				
1	Transparent tape- 24mm		10	Roll	
2	High Lighter, set of 3 colors		5	Set	
3	Flash drive, 16gb		10	Piece	
4	Stamp Pad Ink, Purple/Violet, 28mL		4	Bottle	
5	Fastener, metal 50's		15	Box	
6	External Hard Disk 1 Terabyte		3	Piece	
7	Push Pin, 50 per box		5	Box	
8	Note pad 3x3", assorted color		20	Piece	
9	Stick - On Note ( Sticky Note - sign here)		20	Set	
10	Ink for EPSON Printer #003, black, genuine		16	Bottle	
11	Ink for EPSON Printer #003, Magenta, genuine		12	Bottle	
12	Ink for EPSON Printer #003, Yellow, genuine		12	Bottle	
13	Ink for EPSON Printer #003, Cyan, genuine		12	Bottle	
14	Ink for EPSON Printer #001, black, genuine		14	Bottle	
15	Ink for EPSON Printer #001, magenta, genuine		10	Bottle	
16	Ink for EPSON Printer #001, cyan genuine		10	Bottle	
17	Ink for EPSON Printer #001, yellow, genuine		10	Bottle	
18	BT5000, Cyan for brother DCP-T720W, genuine		10	Bottle	
19	BT5000, Magenta for brother DCP-T720W, genuine		10	Bottle	
20	BT5000, Yellow for brother DCP-T720W, genuine		10	Bottle	
21	BT5000, Black for brother DCP-T720W, genuine		8	Bottle	
22	Canon TR150 Portable Printer		2	Set	
	Canon CLI - 36 Color (2)				
23	Canon PGI - 35 Black (3)		3	Set	
	NOTE: ITEM NO. 11 TO 23 SUPPLIER MUST SUBMIT THE CERTIFICATION FROM THE MANUFACTURING COMPANY OF " GENUINE" INK FOR EPSON, CANON AND BROTHER PRINTERS.				
24	Multipurpose Desk Office Supply Organizer - White		6	Piece	
25	File Sorter/holder/organizer, 4 layers		6	Piece	
26	Paper Cutter A3 / A4 / A5 / B4 Size ( Metal Base / Wood Base )		1	Piece	
27	BROWN FOLDER LONG THICK 14 PTS		5	Pack	
28	Glue, multi-purpose 240 grams		3	Bottle	
29	Correction Tape, 8mm, single/pack		15	Piece	
30	Metal Twist Ballpoint Pens (Black Ink Replaceable Refills) Color: Silver Material: Stainless steel Ink Color: Black Fine Point: 1.0mm Size of Pen: 5.6 x 0.4 in/ 144 x 11 mm Net Weight: 24g/0.85oz		1	Piece	
31	Bookpaper 70gsm (Long) -can be recycled/can be re-used -preferably made 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		500	Ream	
32	Bookpaper 70gsm (A4) -can be recycled/can be re-used -preferably made recycled materials, if not, it must be sourced -out from a well-managed tree plantation		50	Ream	



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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB 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
	-preferably at least Elemental Chlorine Free (ECF) -packaging must be recyclable				
33	3 Drawer Mobile File Cabinet Under Desk Small Drawer Cabinet		1	Piece	
34	Pencil		3	Piece	
35	Sign pen, high quality, point 5 - blue / 12 pcs per box		10	Box	
36	Sign pen, high quality, point 5 - black /12 pcs per box		10	Box	
37	Expanded Envelope - 6 light blue or sky blue & 4 light orange		10	Box	
38	Puncher, Heavy Duty with 2 holes Guide		1	Piece	
39	Stapler, Heavy Duty, good quality #35		10	Piece	
40	Staple Wire, standard #35		25	Piece	
41	Binder Clip 12pc/box 51mm		15	Box	
42	Binder Clip 12pc/box 41mm		15	Box	
43	Binder Clip 12pc/box 25mm		15	Box	
44	Paper clips no. 50mm		5	Box	
45	Paper clips no. 33mm		5	Box	
46	Classic White envelope 500pcs/Box		5	Box	
47	Glue Stick Big for Glue Gun - 7mmx19mm per piece		5	Piece	
48	Hot Melt Glue Gun 40W 7mm - Glue Stick Minigun Heavy Duty - Thermoelectric Heat Repair Craft DIY Tool		2	Piece	
49	Colored Bond Paper (Long) - 500 sheets -preferably 4 green, 4 pink & 4 blue		12	Ream	
50	Scissors " Stainless Steel High Quality"		4	Piece	
51	Photo Paper A4 Size		8	Ream	
52	Permanent Marker		3	Piece	
53	Self-Inking Rubber stamp: (2 x 5 cm)		5	Piece	
	CERTIFIED MACHINE COPY JEANUA MAE G. LIMASA, LPT Administrative Officer I (RO I)/ BAC Secretariat Procurement Management Office				
	JEANUA MAE G. LIMASA, LPT Administrative Officer I (RO I)/ BAC Secretariat Procurement Management Office				
	RAUL D. RAUT, JD, ENP (PGDH - HRMO) BAC VICE - CHAIRPERSON				
	NORJANNA M. CAMAGUIN, MPA Chief Administrative Officer, PMO Head, BAC Secretariat for Goods and Consulting Services				
	CERTIFIED MACHINE COPY CAREN A. NISNISAN Administrative Officer IV (PRO II)/ BAC Secretariat Procurement Management Office				



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

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

AEB 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
54	Permanent Marker ink		1	Piece	
55	Certificate Paper - 10 sheets per pack / 220 GSM -Board Certificate Paper White/Pale Cream Short/Long theos events		5	Ream	
56	Green notebook - 5 x 7 inches / 127 x 178 mm - 80 Sheets		12	Piece	
57	Fingertip - moistener / 40grms		6	Piece	
58	Employee's Leave Card  Dimension: L= 21.5 cm and W= 28cm (Please see attach copy of Employee's Leave Card)		50	Pack	
59	Brown Envelope Long		3	Ream	
60	Mailing Envelope (White) - 500pcs/box		3	Ream	
61	Stamp Pad, No. 1 felt		10	Piece	
62	Triple A Battery - 4pcs per pack		2	Pack	
63	Self-Inking Rubber stamp:  Procurement Management Office BAC Secretariat Received Date: Time: By:  Procurement Management Office BAC Secretariat Received Covered Under APP 20____ Controlled by: Date:  _____		3	Piece	
	GREEN SPECIFICATIONS: -can be recycled/ can be re-used -preferably made of recycled materials, if not, it must be source -out from well-managed tree plantation -preferably at least Elemental Chlorine Free (ECF) -packaging must be recyclable Staggered Delivery (2 Deliveries)				
	1st Delivery - 15 Calendar days from receipt of PO - Item # 1 - 22 ,26 - 30, 31, 33 - 44, 45-53, 55-61  2nd Delivery - 15 Calendar days upon receipt of written notice from the End-User - Item # 24, 25, 30, 31,32 & 54				
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Republic of the Philippines  
 PROVINCE OF DAVAO DEL SUR  
 Mati, Digos City

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB 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# 0173-CB-23-Amended (PHO)				
1	Ballpen Black		15	piece	
2	Ballpen Blue		16	piece	
3	Correction Tape 5mm x 8m		8	piece	
4	Expanding Envelope Long with Garter (Brown)		14	piece	
5	Expanding Envelope Long with Garter (Blue)		11	piece	
6	Expanding Envelope Long with Garter (Red)		11	piece	
7	Folder Tagboard A4 x 100s/packs		10	pack	
8	Folder Tagboard Legal x 100s/packs		10	pack	
9	Ink #664 Black (Geuine) for Epson L220 Printer		10	bot	
10	Ink #664 Cyan (Geuine) for Epson L220 Printer		5	bot	
11	Ink #664 Magenta (Geuine) for Epson L220 Printer		5	bot	
12	Ink #664 Yellow (Geuine) for Epson L220 Printer		5	bot	
13	Storage box Dimension (L x W x H) 45 x 30 x 53 cm, 5 liters		5	box	
14	Sign Pen Black 0.5 gel ink		16	piece	
15	Stand file rack		5	piece	
16	PAPER MULTICOPY, Legal, 70gsm, size: 216mmx330mm		21	ream	
	-Can be recycled/can be re-used -Preferably made of 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				
17	PAPER, MULTICOPY, A4, 70gsm, size: 216mmx330mm		21	ream	
	-Can be recycled/can be re-used -Preferably made of 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				
	*****				



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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB 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# 0173-CB-23-Amended (PHO)				
18	Ballpen Black		405	piece	
19	Battery AAA 4pcs/pack		100	pack	
20	Battery AA 4pcs/pack		40	pack	
21	Colored Bond Paper Short (Blue)		15	ream	
22	Correction Tape 5mm x 8m		50	piece	
23	Flash Drive 32GB		6	piece	
24	Folder Tagboard Legal x 100s/packs		4	ream	
25	Folder Tagboard A4 x 100s/packs		4	ream	
26	Logbook 500 pages		10	book	
27	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		35	ream	
28	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		15	ream	
29	Permanent Marker- Refillable Black		150	piece	
30	Stapler #35 w/ Staple Remover (Heavy Duty)		7	piece	
31	Staple Wire #35		20	box	
32	Sign Pen Black 0.5 gel ink		40	piece	
33	Sign Pen Blue 0.5 gel ink		20	piece	
34	Tape Transparent 1		40	roll	
35	Tape Packaging		100	roll	
36	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer		8	bot	
37	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer		5	bot	
38	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer		5	bot	
39	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer		5	bot	
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***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# (PMO)</b>								
1	Transparent tape- 24mm		10						
2	High Lighter, set of 3 colors		5						
3	Flash drive, 16gb		10						
4	Stamp Pad Ink, Purple/Violet, 28mL		4						
5	Fastener, metal 50's		15						
6	External Hard Disk 1 Terabyte		3						
7	Push Pin, 50 per box		5						
8	Note pad 3x3", assorted color		20						
9	Stick - On Note ( Sticky Note - sign here)		20						
10	Ink for EPSON Printer #003, black, genuine		16						
11	Ink for EPSON Printer #003, Magenta, genuine		12						
12	Ink for EPSON Printer #003, Yellow, genuine		12						
13	Ink for EPSON Printer #003, Cyan, genuine		12						



**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	Ink for EPSON Printer #001, black, genuine		14						
15	Ink for EPSON Printer #001, magenta, genuine		10						
16	Ink for EPSON Printer #001, cyan genuine		10						
17	Ink for EPSON Printer #001, yellow, genuine		10						
18	BT5000, Cyan for brother DCP-T720W, genuine		10						
19	BT5000, Magenta for brother DCP-T720W, genuine		10						
20	BT5000, Yellow for brother DCP-T720W, genuine		10						
21	BT5000, Black for brother DCP-T720W, genuine		8						
22	Canon TR150 Portable Printer		2						
	Canon CLI - 36 Color (2)								
23	Canon PGI - 35 Black (3)		3						
	NOTE: ITEM NO. 11 TO 23 SUPPLIER MUST SUBMIT THE CERTIFICATION FROM THE MANUFACTURING COMPANY OF "GENUINE" INK FOR EPSON, CANON AND BROTHER PRINTERS.								
24	Multipurpose Desk Office Supply Organizer - White		6						

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## 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)
25	File Sorter/holder/organizer, 4 layers		6						
26	Paper Cutter A3 / A4 / A5 / B4 Size ( Metal Base / Wood Base )		1						
27	BROWN FOLDER LONG THICK 14 PTS		5						
28	Glue, multi-purpose 240 grams		3						
29	Correction Tape, 8mm, single/pack		15						
30	Metal Twist Ballpoint Pens (Black Ink Replaceable Refills) Color: Silver Material: Stainless steel Ink Color: Black Fine Point: 1.0mm Size of Pen: 5.6 x 0.4 in/ 144 x 11 mm Net Weight: 24g/0.85oz		1						
31	Bookpaper 70gsm (Long) -can be recycled/can be re-used -preferably made 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		500						
32	Bookpaper 70gsm (A4) -can be recycled/can be re-used -preferably made recycled materials, if not, it must be sourced -out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (ECF)		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)
	-packaging must be recyclable								
33	3 Drawer Mobile File Cabinet Under Desk Small Drawer Cabinet		1						
34	Pencil		3						
35	Sign pen, high quality, point 5 - blue / 12 pcs per box		10						
36	Sign pen, high quality, point 5 - black /12 pcs per box		10						
37	Expanded Envelope - 6 light blue or sky blue & 4 light orange		10						
38	Puncher, Heavy Duty with 2 holes Guide		1						
39	Stapler, Heavy Duty, good quality #35		10						
40	Staple Wire, standard #35		25						
41	Binder Clip 12pc/box 51mm		15						
42	Binder Clip 12pc/box 41mm		15						
43	Binder Clip 12pc/box 25mm		15						
44	Paper clips no. 50mm		5						
45	Paper clips no. 33mm		5						

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**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)
46	Classic White envelope 500pcs/Box		5						
47	Glue Stick Big for Glue Gun - 7mmx19mm per piece		5						
48	Hot Melt Glue Gun 40W 7mm - Glue Stick Minigun Heavy Duty - Thermoelectric Heat Repair Craft DIY Tool		2						
49	Colored Bond Paper (Long) - 500 sheets -preferably 4 green, 4 pink & 4 blue		12						
50	Scissors " Stainless Steel High Quality"		4						
51	Photo Paper A4 Size		8						
52	Permanent Marker		3						
53	Self-Inking Rubber stamp: (2 x 5 cm)		5						
	CERTIFIED MACHINE COPY JEANUA MAE G. LIMASA, LPT Administrative Officer I (RO II)/ BAC Secretariat Procurement Management Office								
	JEANUA MAE G. LIMASA, LPT Administrative Officer I (RO II)/ BAC Secretariat Procurement Management Office								

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**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)
	RAUL D. RAUT, JD, ENP (PGDH - HRMO) BAC VICE - CHAIRPERSON								
	NORJANNA M. CAMAGUIN, MPA Chief Administrative Officer, PMO Head, BAC Secretariat for Goods and Consulting Services								
	CERTIFIED MACHINE COPY CAREN A. NISNISAN Administrative Officer IV (PRO II) BAC Secretariat Procurement Management Office								
54	Permanent Marker ink		1						
55	Certificate Paper - 10 sheets per pack / 220 GSM -Board Certificate Paper White/Pale Cream Short/Long theos events		5						
56	Green notebook - 5 x 7 inches / 127 x 178 mm - 80 Sheets		12						
57	Fingertip - moistener / 40grms		6						
58	Employee's Leave Card		50						
	Dimension: L= 21.5 cm and W= 28cm (Please see attach copy of Employee's Leave Card)								

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

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

**For Goods Offered from Within the Philippines**

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)
59	Brown Envelope Long		3						
60	Mailing Envelope (White) - 500pcs/box		3						
61	Stamp Pad, No. 1 felt		10						
62	Triple A Battery - 4pcs per pack		2						
63	Self-inking Rubber stamp:		3						
	Procurement Management Office BAC Secretariat Received Date: Time: By:								
	Procurement Management Office BAC Secretariat Received Covered Under APP 20____ Controlled by: Date:								
	<b>GREEN SPECIFICATIONS:</b> -can be recycled/ can be re-used -preferably made of recycled materials, if not, it must be source -out from well-managed tree plantation -preferably at least Elemental Chlorine Free (ECF)								

7



**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)
	-packaging must be recyclable Staggered Delivery (2 Deliveries)								
	1st Delivery - 15 Calendar days from receipt of PO - Item # 1 - 22, 26 - 30, 31, 33 - 44, 45-53, 55-61								
	2nd Delivery - 15 Calendar days upon receipt of written notice from the End-User - Item # 24, 25, 30, 31, 32 & 54								
	Charges: 1999-08 Support to Financial Management and Procurement Program 5-02-03-010 Office Supplies CY 2022 Purpose: For the use of PMO Office.								

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

3



## Price Schedule for Goods Offered from Within the Philippines

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

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

**For Goods Offered from Within the Philippines**

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)</b>								
1	Ballpen Black		15						
2	Ballpen Blue		16						
3	Correction Tape 5mm x 8m		8						
4	Expanding Envelope Long with Garter (Brown)		14						
5	Expanding Envelope Long with Garter (Blue)		11						
6	Expanding Envelope Long with Garter (Red)		11						
7	Folder Tagboard A4 x 100s/packs		10						
8	Folder Tagboard Legal x 100s/packs		10						
9	Ink #664 Black (Geuine) for Epson L220 Printer		10						
10	Ink #664 Cyan (Geuine) for Epson L220 Printer		5						
11	Ink #664 Magenta (Geuine) for Epson L220 Printer		5						
12	Ink #664 Yellow (Geuine) for Epson L220 Printer		5						
13	Storage box		5						
	Dimension (L x W x H) 45 x 30 x 53 cm, 5 liters								

2



**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	Sign Pen Black 0.5 gel ink		16						
15	Stand file rack		5						
16	PAPER MULTICOPY, Legal, 70gsm, size: 216mmx330mm -Can be recycled/can be re-used -Preferably made of 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		21						
17	PAPER, MULTICOPY, A4, 70gsm, size: 216mmx330mm -Can be recycled/can be re-used -Preferably made of 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  Charges: PGO - OTHER PURPOSE CY 2023 SUPPORT TO PROVINCIAL HEALTH BOARD OFFICE SUPPLIES EXPENSES (5-02-03-010) Purpose: FOR SUPPORT TO PROVINCIAL HEALTH BOARD USE		21						

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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## 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)</b>								
18	Ballpen Black		405						
19	Battery AAA 4pcs/pack		100						
20	Battery AA 4pcs/pack		40						
21	Colored Bond Paper Short (Blue)		15						
22	Correction Tape 5mm x 8m		50						
23	Flash Drive 32GB		6						
24	Folder Tagboard Legal x 100s/packs		4						
25	Folder Tagboard A4 x 100s/packs		4						
26	Logbook 500 pages		10						
27	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		35						
28	PAPER MULTICOPY, Legal, 70gsm, size; 216mmx330mm		15						



**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)
	*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								
29	Permanent Marker- Refillable Black		150						
30	Stapler #35 w/ Staple Remover (Heavy Duty)		7						
31	Staple Wire #35		20						
32	Sign Pen Black 0.5 gel ink		40						
33	Sign Pen Blue 0.5 gel ink		20						
34	Tape Transparent 1		40						
35	Tape Packaging		100						
36	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer		8						
37	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer		5						
38	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer		5						
39	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer		5						

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**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: LGDF 2023 MEDICAL OUTREACH PROGRAM 5-02-03-010 Purpose: MEDICAL OUTREACH PROGRAM USE								

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

2



## Price Schedule for Goods Offered from Abroad

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

- 2

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

**For Goods Offered from Abroad**

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# (PMO)</b>							
1	Transparent tape- 24mm		10					
2	High Lighter, set of 3 colors		5					
3	Flash drive, 16gb		10					
4	Stamp Pad Ink, Purple/Violet, 28mL		4					
5	Fastener, metal 50's		15					
6	External Hard Disk 1 Terabyte		3					
7	Push Pin, 50 per box		5					
8	Note pad 3x3", assorted color		20					
9	Stick - On Note ( Sticky Note - sign here)		20					
10	Ink for EPSON Printer #003, black, genuine		16					
11	Ink for EPSON Printer #003, Magenta, genuine		12					
12	Ink for EPSON Printer #003, Yellow, genuine		12					

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## 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 Pricedelivered DDP (col 4 x 8)
13	Ink for EPSON Printer #003, Cyan, genuine		12					
14	Ink for EPSON Printer #001, black, genuine		14					
15	Ink for EPSON Printer #001, magenta, genuine		10					
16	Ink for EPSON Printer #001, cyan genuine		10					
17	Ink for EPSON Printer #001, yellow, genuine		10					
18	BT5000, Cyan for brother DCP-T720W, genuine		10					
19	BT5000, Magenta for brother DCP-T720W, genuine		10					
20	BT5000, Yellow for brother DCP-T720W, genuine		10					
21	BT5000, Black for brother DCP-T720W, genuine		8					
22	Canon TR150 Portable Printer		2					
	Canon CLI - 36 Color (2)							
23	Canon PGI - 35 Black (3)		3					

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## Price Schedule for Goods Offered from Abroad

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

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

**For Goods Offered from Abroad**

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)
	NOTE: ITEM NO. 11 TO 23 SUPPLIER MUST SUBMIT THE CERTIFICATION FROM THE MANUFACTURING COMPANY OF "GENUINE" INK FOR EPSON, CANON AND BROTHER PRINTERS.							
24	Multipurpose Desk Office Supply Organizer - White		6					
25	File Sorter/holder/organizer, 4 layers		6					
26	Paper Cutter A3 / A4 / A5 / B4 Size ( Metal Base / Wood Base )		1					
27	BROWN FOLDER LONG THICK 14 PTS		5					
28	Glue, multi-purpose 240 grams		3					
29	Correction Tape, 8mm, single/pack		15					
30	Metal Twist Ballpoint Pens (Black Ink Replaceable Refills) Color: Silver Material: Stainless steel Ink Color: Black Fine Point: 1.0mm Size of Pen: 5.6 x 0.4 in/ 144 x 11 mm Net Weight: 24g/0.85oz		1					
31	Bookpaper 70gsm (Long) -can be recycled/can be re-used -preferably made 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		500					

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## Price Schedule for Goods Offered from Abroad

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

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

**For Goods Offered from Abroad**

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)
32	Bookpaper 70gsm (A4) -can be recycled/can be re-used -preferably made 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		50					
33	3 Drawer Mobile File Cabinet Under Desk Small Drawer Cabinet		1					
34	Pencil		3					
35	Sign pen, high quality, point 5 - blue / 12 pcs per box		10					
36	Sign pen, high quality, point 5 - black /12 pcs per box		10					
37	Expanded Envelope - 6 light blue or sky blue & 4 light orange		10					
38	Puncher, Heavy Duty with 2 holes Guide		1					
39	Stapler, Heavy Duty, good quality #35		10					
40	Staple Wire, standard #35		25					
41	Binder Clip 12pc/box 51mm		15					

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**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 Pricedelivered DDP (col 4 x 8)
42	Binder Clip 12pc/box 41mm		15					
43	Binder Clip 12pc/box 25mm		15					
44	Paper clips no. 50mm		5					
45	Paper clips no. 33mm		5					
46	Classic White envelope 500pcs/Box		5					
47	Glue Stick Big for Glue Gun - 7mmx19mm per piece		5					
48	Hot Melt Glue Gun 40W 7mm - Glue Stick Minigun Heavy Duty - Thermoelectric Heat Repair Craft DIY Tool		2					
49	Colored Bond Paper (Long) - 500 sheets -preferably 4 green, 4 pink & 4 blue		12					
50	Scissors " Stainless Steel High Quality"		4					
51	Photo Paper A4 Size		8					
52	Permanent Marker		3					
53	Self-Inking Rubber stamp: (2 x 5 cm)		5					

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**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods 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)
	CERTIFIED MACHINE COPY JEANUA MAE G. LIMASA, LPT Administrative Officer I (RO I)/ BAC Secretariat Procurement Management Office							
	JEANUA MAE G. LIMASA, LPT Administrative Officer I (RO I)/ BAC Secretariat Procurement Management Office							
	RAUL D. RAUT, JD, ENP (PGDH - HRMO) BAC VICE - CHAIRPERSON							
	NORJANNA M. CAMAGUIN, MPA Chief Administrative Officer, PMO Head, BAC Secretariat for Goods and Consulting Services							
	CERTIFIED MACHINE COPY CAREN A. NISNISAN Administrative Officer IV (PRO II)/ BAC Secretariat Procurement Management Office							
54	Permanent Marker ink		1					
55	Certificate Paper		5					
	- 10 sheets per pack / 220 GSM -Board Certificate Paper White/Pale Cream Short/Long theos events							

7



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

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

**For Goods Offered from Abroad**

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)
56	Green notebook - 5 x 7 inches / 127 x 178 mm - 80 Sheets		12					
57	Fingertip - moistener / 40grms		6					
58	Employee's Leave Card  Dimension: L= 21.5 cm and W= 28cm (Please see attach copy of Employee's Leave Card)		50					
59	Brown Envelope Long		3					
60	Mailing Envelope (White) - 500pcs/box		3					
61	Stamp Pad, No. 1 felt		10					
62	Triple A Battery - 4pcs per pack		2					
63	Self-Inking Rubber stamp:  Procurement Management Office BAC-Secretariat Received Date: Time: By:  Procurement Management Office BAC Secretariat Received		3					

7



## Price Schedule for Goods Offered from Abroad

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

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_  
**For Goods Offered from Abroad**

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price CIF port of entry (specify port) or CIP-named place (specify border point or place of destination)	6 Total CIF or CIP price per item (col. 4 x 5)	7 Unit Price Delivered Duty Unpaid (DDU)	8 Unit price Delivered Duty Paid (DDP)	9 Total Pricedelivered DDP (col 4 x 8)
	<p>Covered Under APP 20 _____            Controlled by: _____            Date: _____</p> <p><b>GREEN SPECIFICATIONS:</b>            -can be recycled/ can be re-used            -preferably made of recycled materials, if not, it must be source            -out from well-managed tree plantation            -preferably at least Elemental Chlorine Free (ECF)            -packaging must be recyclable Staggered Delivery (2 Deliveries)</p> <p>1st Delivery - 15 Calendar days from receipt of PO            - Item # 1 - 22, 26 - 30, 31, 33 - 44, 45-53, 55-61</p> <p>2nd Delivery - 15 Calendar days upon receipt of written notice from the End-User - Item # 24, 25, 30, 31, 32 &amp; 54</p> <p>Charges: 1999-08 Support to Financial Management and Procurement Program 5-02-03-010 Office Supplies CY 2022            Purpose: For the use of PMO Office.</p>							

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

7



## 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)</b>							
1	Ballpen Black		15					
2	Ballpen Blue		16					
3	Correction Tape 5mm x 8m		8					
4	Expanding Envelope Long with Garter (Brown)		14					
5	Expanding Envelope Long with Garter (Blue)		11					
6	Expanding Envelope Long with Garter (Red)		11					
7	Folder Tagboard A4 x 100s/packs		10					
8	Folder Tagboard Legal x 100s/packs		10					
9	Ink #664 Black (Geuine) for Epson L220 Printer		10					
10	Ink #664 Cyan (Geuine) for Epson L220 Printer		5					
11	Ink #664 Magenta (Geuine) for Epson L220 Printer		5					
12	Ink #664 Yellow (Geuine) for Epson L220 Printer		5					



**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 Pricedelivered DDP (col 4 x 8)
13	Storage box Dimension (L x W x H) 45 x 30 x 53 cm, 5 liters		5					
14	Sign Pen Black 0.5 gel ink		16					
15	Stand file rack		5					
16	PAPER MULTICOPY, Legal, 70gsm, size: 216mmx330mm -Can be recycled/can be re-used -Preferably made of 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		21					
17	PAPER, MULTICOPY, A4, 70gsm, size: 216mmx330mm -Can be recycled/can be re-used -Preferably made of 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		21					
	Charges: PGO - OTHER PURPOSE CY 2023 SUPPORT TO PROVINCIAL HEALTH BOARD OFFICE SUPPLIES EXPENSES (5-02-03-010) Purpose: FOR SUPPORT TO PROVINCIAL HEALTH BOARD USE							

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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**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**

2

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)</b>							
18	Ballpen Black		405					
19	Battery AAA 4pcs/pack		100					
20	Battery AA 4pcs/pack		40					
21	Colored Bond Paper Short (Blue)		15					
22	Correction Tape 5mm x 8m		50					
23	Flash Drive 32GB		6					
24	Folder Tagboard Legal x 100s/packs		4					
25	Folder Tagboard A4 x 100s/packs		4					
26	Logbook 500 pages		10					
27	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		35					



**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 Pricedelivered DDP (col 4 x 8)
28	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		15					
29	Permanent Marker- Refillable Black		150					
30	Stapler #35 w/ Staple Remover (Heavy Duty)		7					
31	Staple Wire #35		20					
32	Sign Pen Black 0.5 gel ink		40					
33	Sign Pen Blue 0.5 gel ink		20					
34	Tape Transparent 1		40					
35	Tape Packaging		100					
36	Ink #GT53XL Black (Genuine) for HP Smart Tank 500 Printer		8					
37	Ink #GT52 Yellow (Genuine) for HP Smart Tank 500 Printer		5					
38	Ink #GT52 Magenta (Genuine) for HP Smart Tank 500 Printer		5					



**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/Prarmed 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)
39	Ink #GT52 Cyan (Genuine) for HP Smart Tank 500 Printer  Charges: LGDF 2023 MEDICAL OUTREACH PROGRAM 5-02-03-010 Purpose: MEDICAL OUTREACH PROGRAM USE		5					

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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