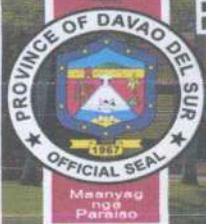


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Republic of the Philippines
PROVINCE OF DAVAO DEL SUR
Office of the Governor



PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024(Goods), 0948-768-5848 (Infra)
Website: www.davaodelsur.gov.ph/pgo-bac
Email Add.: bac.davaodelsur2@gmail.com (Goods)
sbacdavaodelsur@gmail.com (Infra)

I Love Davao del Sur

BIDDING DOCUMENTS

Supply/Delivery of Office Supplies

PUBLIC BIDDING IB NO. G-032-24C

January 22, 2024

Section I.
Invitation to Bid



PROCUREMENT MANAGEMENT OFFICE

BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024(Goods), 0948-768-5848 (Infra)
Website: www.davaodelsur.gov.ph/pgo-bac
Email Add.: bac.davaodelsur2@gmail.com (Goods)
sbacdavaodelsur@gmail.com (Infra)

Province of Davao del Sur

INVITATION TO BID FOR G-032-24C

Supply/Delivery of Office Supplies

1. The Provincial Government of Davao del Sur, through the General Fund (PGO-Executive, PMO-Infra, PMO) intends to apply the sum of **P 1,129,436.00** being the ABC to payments under the contract for **IB No. G-032-24C**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Provincial Government of Davao del Sur now invites bids for the above Procurement Project. Delivery of the Goods is required by **10 calendar days (PGO-Executive, PMO-Infra), staggered delivery (PMO)**. Complete delivery shall be strictly observed by the supplier and no partial delivery shall be allowed except in meritorious cases such as fortuitous event, or by act of the Government or upon the approval of the Head of the Procuring Entity.

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).

*The Supplier shall notify the PGSO a day before the actual delivery.

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 **January 23, 2024 – February 13, 2024** 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 **P 5,000.00**. The Provincial Government of Davao del Sur shall allow the bidder to present its proof of payment for the fees **upon payment of a non-refundable fee for the Bidding Documents in the amount stated above to the Provincial Treasurer's Office. An authorization from the proprietor of the company shall be presented in case the latter opted to send representative/s in his/her behalf. Only bidders who purchased the Bidding Documents with corresponding official receipt of the bidding documents will be allowed to submit bids. Eligibility/Technical and Financial documents must be book bound and properly tab at right side. The bidder will prepare (3) sets of book bound bidding documents with corresponding proper markings (Original Copy, Copy 1 and Copy 2), respectively. Any document submitted, not book bound shall be rejected outright. For the Financial Proposals not exceeding ten (10) pages may be book bound or securely stapled.**

Section 34. XXX Process of Post-Qualification

- 34.1 The Lowest Calculated Bid/Highest Rated Bid shall undergo post-qualification in order to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bidding Documents.

Xxx

34.3.b.iii) Verification and/or inspection and testing of the goods/product, aftersales and/or maintenance capabilities, in applicable cases, as well as checking the following:

- a. Delay in the partial delivery of goods amounting to ten percent (10%) of the contract price in its ongoing government and private contracts;
- b. If any of these contracts shows the bidder's failure to deliver or perform any or all of the goods or services within the period(s) specified in the contract or within any extension thereof granted by the Procuring Entity pursuant to a request made by the supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price; or
- c. Unsatisfactory performance of the supplier's obligations as per contract terms and conditions at the time of inspection.

If the BAC verifies any of these deficiencies to be due to the bidder's fault or negligence, the BAC shall disqualify the bidder from the award, for the procurement of Goods.

6. The **Provincial Government of Davao del Sur** will hold a Pre-Bid Conference on **January 30, 2023 at Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur**, which shall be open to prospective bidders.

7. Bids must be duly received at the following through manual submission. Late bids shall not be accepted:

- Advance dropping (**before February 13, 2024**) - Room 4, Procurement Management Office (Goods), Capitol Building, Matti, Digos City.
- Date of Opening (**February 13, 2024**) - Ralota Hall Davao del Sur Coliseum, Province of Davao del Sur.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on **February 13, 2024 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.

10. 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.

11. For further information, please refer to:

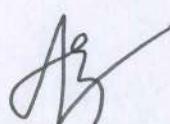
The BAC Chairperson
Provincial Government of Davao del Sur
Email: bac.davaodelsur2@gmail.com

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
Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)
Telefax: (082) 553-9579

12. You may visit the following websites:

For downloading of Bidding Documents :
▪ www.davaodelsur.gov.ph

January 22, 2024


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

2 1

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-032-24C**.

The Procurement Project (referred to herein as "**Supply/Delivery of Office Supplies**") is composed of **By Item**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2023 in the amount of **P 1,129,436.00**.

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 Declaration¹ 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**.

¹ 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.

- 14.2. The Bid and bid security shall be valid until **June 12, 2024**. 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 Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City on or before **February 13, 2024 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 **February 13, 2024 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.
- 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 class="list-item-l1">a. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid for the last 3 years, 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	<i>Subcontracting is not allowed.</i>
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 class="list-item-l1">a. The amount of not less than P 22,588.72 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p class="list-item-l1">b. The amount of not less than P 56,471.80 if bid security is in Surety Bond.</p>
19.3	<p><i>Please see Purchase Request Nos.:</i></p> <p>0116-CB-24 January 18, 2024</p> <p>0117-CB-24 January 18, 2024</p> <p>0118-CB-24 January 18, 2024</p>
20.2	<p>Post-Qualification Requirements: Latest Income Tax Returns, Business Tax Returns for the last 6 months</p>
21.2	<p>1. Envelope 1 (Eligibility/Technical Documents)</p> <p>One (1) ORIGINAL COPY, another copy for COPY 1, and another copy for COPY 2.</p> <p>2. Envelope 2 (Financial Proposal)</p> <p>One (1) ORIGINAL COPY, another copy for COPY 1, and another copy for COPY 2</p> <p>Such documents shall be duly signed by the bidders or its duly authorized representative/s.</p> <p>Eligibility/Technical and Financial Proposal must be book bound and properly tab at the right side. Any documents submitted not book bound shall be rejected outright. For the Financial Proposal not exceeding ten (10) pages maybe book bound or securely stapled.</p> <p>All copies must be properly marked (ORIGINAL COPY, COPY 1 AND COPY 2)</p> <p>Envelope 1 and Envelope 2 must be properly sealed. Envelope 1 and Envelope 2 will be placed in one sealed mother envelope.</p>

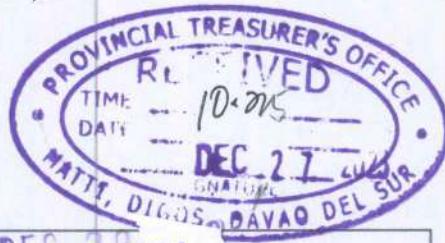
2099



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

PR Id.: PGO Executive Office Supplies early Procurement

Date Submitted/Published: 12/14/2023



Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	pcs	Ballpen, Black	47	14.00	658.00
2	pcs	Ballpen, Blue	6	14.00	84.00
3	pcs	ballpen, Red	6	14.00	84.00
4	pack	Battery dry cell AAA 2 pcs per blister pack	5	160.00	800.00
5	pack	Battery dry cell AA 2 pcs. per blister pack	5	140.00	700.00
6	pcs	Correction tape 1 pc individual pack	26	60.00	1,560.00
7	pcs	Data file tray, 3 layers, Metal	3	1,000.00	3,000.00
8	pcs	Flash drive 32 gb capacity , 1 pc individual pack	6	650.00	3,900.00
9	pcs	Flash drive 16 gb capacity, 1 pc. individual pack	5	550.00	2,750.00
10	pcs	Calculator 16 digit, 1 unit individual pack, heavy duty & good quality Dimension L 198mm x W 150mm x 38mm	1	2,600.00	2,600.00
11	box	Envelope documentary for legal size doc 500 pcs. per box	1	1,100.00	1,100.00
12	pcs	Expanded Envelope Legal size, brown	20	30.00	600.00
13	box	Fastener metal 70mm between prongs 50 sets per box	7	100.00	700.00
14	pack	Folder Tagboard for legal size docs 100 pcs/pack brown	1	1,000.00	1,000.00
15	pack	Folder tagboard for Legal size docs 100 pcs/pack, white	1	1,100.00	1,100.00
16	box	Folder pressboard size 240mm x 370mm (-5mm) 100 pcs/box	1	2,600.00	2,600.00
17	Jar	Glue all purpose gross weight 200g min	2	190.00	380.00
18	pad	Notepad stick on 3x3 100 sheets per pad	3	60.00	180.00
19	pad	Notepad stick on 3x4 100 sheets per pad	3	70.00	210.00
20	reams	Paper Multicopy 80 gsm size 216mm x 330mm Legal	26	340.00	8,840.00
21	reams	Paper Multicopy 80 gsm size 210 mm x 297mm, A4	25	320.00	8,000.00
22	pcs	Pencil Sharpener, manual	2	460.00	920.00
23	pcs	Stapler with remover standard type load cap 200 staple wire min, heavy duty	8	680.00	5,440.00
24	box	staple wire Standard No. 35	8	90.00	720.00
25	pcs	Scissors Length 8",heavy duty	5	120.00	600.00

EARLY PROCUREMENT

Total :	P 99,716.00
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Purpose:	For the use of PGO Executive
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Requested by:	Cash Availability:	Approved by:
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Signature:

Printed Name: YVONNE ROÑA CAGAS	Designation: By AUTHORITY of the Governor, As per MO No. 4, Series of 2022	Signature: FARAH GEMMA V. BIDAN, CPA	Signature: YVONNE ROÑA CAGAS
Signature: 	Signature: 	Signature: 	Signature:
Date: As per MO No. 4, Series of 2022	Signature: 	Signature: 124	Date: By AUTHORITY of the Governor, As per MO No. 4, Series of 2022

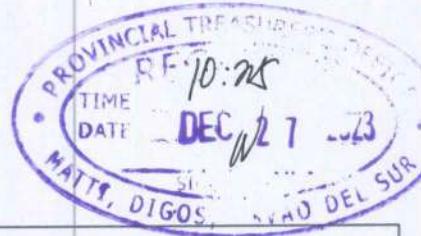
Signature:
CHRISTOPHER T. TAN
PDDH PDRRMO



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

PR Id.: PGO Executive Office Supplies early Procurement

Date Submitted/Published: 12/14/2023



Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
26	pcs	Sign pen black Liquid gel 0.5mm needle tip	8	60.00	480.00
27	pcs	Sign pen black Liquid gel 0.7mm needle tip	34	60.00	2,040.00
28	pcs	Sign pen Black 1.0mm gel ink roller ball	35	280.00	9,800.00
29	pcs	Adhesive double sided tape width 25mm x 5m	4	75.00	300.00
30	box	Puncher, paper heavy duty with 2 hole guide 1 pc individual pack	3	280.00	840.00
31	pcs	Stamp pad felt bed dimension 60mm x 100mm	6	130.00	780.00
32	bot	Stamp pad ink purple or violet 50 min	8	100.00	800.00
33	pcs	Permanent marker , Black bullet type	10	95.00	950.00
34	pcs	Optical Mouse, USB connection type , 1 unit individual box	3	480.00	1,440.00
35	pcs	Computer keyboard USB connection	1	950.00	950.00
36	book	Record book 300 pages size 214mmx278mm	26	175.00	4,550.00
37	book	Notebook 80 leaves 148mm x 200 mm	6	75.00	450.00
38	bot	Epson Printer L6190 ink 001 Cyan, genuine	7	420.00	2,940.00
39	bot	Epson Printer L6190 ink 001 yellow, genuine	7	420.00	2,940.00
40	bot	Epson Printer L6190 ink 001 Magenta, genuine	7	420.00	2,940.00
41	bot	Epson Printer L6190 ink 001 Black , genuine	8	700.00	5,600.00
42	bot	Epson printer L 1455 ink T664 Cyan genuine	7	410.00	2,870.00
43	bot	Epson printer L 1455 ink T774 black, genuine	8	410.00	3,280.00
44	bot	Epson Printer L1455 ink T664 yellow, genuine	7	410.00	2,870.00
45	bot	Epson printer L1455 ink T664 magenta, genuine	7	410.00	2,870.00
46	roll	Tape masking width 24mm	6	50.00	300.00
47	roll	Tape packaging width 48mm	6	100.00	600.00
48	roll	Tape Transparent width 24mm	6	50.00	300.00
49	pcs	Flourescent Marker, yellow	6	50.00	300.00
For the use of PGO Executive		PGO - EXECUTIVE CONTROL # 001 DATE: 12/18/2023 SIGNATURE: <i>M. Alvarado</i>			
Total :		P 99,716.00			

Purpose:

For the use of PGO Executive

Requested by:

Cash Availability:

Approved by:

Signature:

Printed Name:

YVONNE ROÑA CAGAS

FARAH GEMMA V. BIDAN, CPA

YVONNE ROÑA CAGAS

Designation:

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

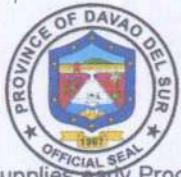
Provincial Treasurer

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

CHRISTOPHER T. TAN

DGAH-PDRRMO

124



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

PR Id.: PGO Executive Office Supplies Early Procurement

Date Submitted/Published: 12/14/2023

Department: PGO	P.R No.:	Date:			
Section: Local Chief Executive		JAN 18 2024			
ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost

Charges:

PGO - Executive - 1011 - Office Supplies- 5-02-03-010



PROCUREMENT MANAGEMENT OFFICE

COVERED UNDER APPROVAL DATE: 1/18/24
CONTROLLED BY: CATT

01/16 CB AM

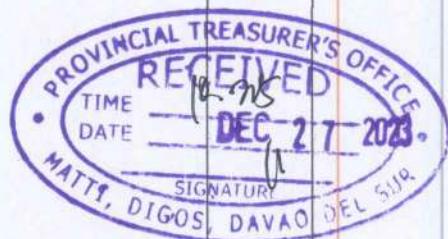
PR Certification:

This is to certify that the ABC set is based on the attached pre-canvass conducted by the Authorized Canvasser of this Office as of 12-12-23.

Not applicable for the procurement of:
Rice, Cell Cards, Catering Services, Fuel, Drugs and Medicines

YVONNE ROÑA CAGAS
GOVERNOR
By Authority of the Governor
As per MO No. 4, Series of 2022

CHRISTOPHER T. TAN
PGDH-PDRRMO



EARLY PROCUREMENT

Total :

P 99,716.00

Purpose: For the use of PGO Executive

Requested by:

Cash Availability:

Approved by:

Signature:

Printed Name:

YVONNE ROÑA CAGAS

FARAH GEMMA V. BIDAN, CPA

YVONNE ROÑA CAGAS

Designation:

By Authority of the Governor

Provincial Treasurer

By Authority of the Governor

Date: As per MO No. 4 Series of 2022

CHRISTOPHER T. TAN
PGDH-PDRRMO

124

CHRISTOPHER T. TAN
PGDH-PDRRMO

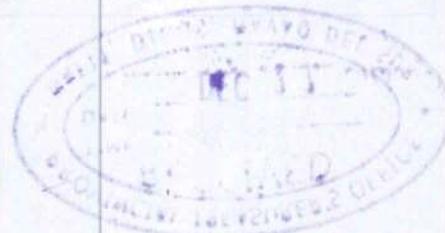
Provincial Budget Office

CONTROL NO:	166
DATE:	12-18-23
ALLOTMENT BALANCE:	153,000
LESS THIS REQUEST:	99,714
REMAINING BALANCE:	53,289

Early Procurement

GENERAL FUND

DESSAMIERE SANCHEZ, CPA
PROVINCIAL BUDGET OFFICER





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

PR Id.: 5OVR2AO8OU

Date Submitted/Published: 12/14/2023

Department: PMO-INFRA

P.R No.:

0117-CB-14

Date:

JAN 18 2024

Section:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	piece	Logbook	15	190.00	2,850.00
2	box	Binder Clip (small)	10	50.00	500.00
3	piece	Paper Cutter Size: 5" x 12 "	1	1,300.00	1,300.00
4	box	Sign Pen, High Quality, point 5, Color: Black per Box	10	560.00	5,600.00
5	box	Sign Pen, High Quality, point 7, Color: Black per Box	10	560.00	5,600.00
6	piece	Ballpen/box	100	15.00	1,500.00
7	piece	Metal Twist ball Point Pens, Color: Black, Size of Pen : 5.6x 0.4in / 144 x 11mm Material: Stainless Steel Ink Fine Point: 1.0 Net Weight: 24g/0.85oz	30	290.00	8,700.00
8	unit	3 Drawer Mobile File Cabinet under desk small Drawer	3	9,000.00	27,000.00
9	piece	Correction Tape, 8mm single/pack	50	55.00	2,750.00
10	piece	Picture Frame	3	160.00	480.00
11	piece	Wall Clock 12icnhes (Heavy Duty)	2	1,250.00	2,500.00
12	piece	Office Curtain	4	660.00	2,640.00
13	unit	Office Desk, 58'(L)x30"(H)x27 (W), see attached Photo	1	9,000.00	9,000.00
14	piece	Flash Drive (16gb)	10	500.00	5,000.00
15	roll	Tape, Transparent 2inch Roll	10	95.00	950.00
16	Box	Fastener, Metal (size: Large)	10	295.00	2,950.00
17	bottle	BT-5000 Cyan For brother DCP-T720W, Genuine	8	655.00	5,240.00
18	bottle	BT-5000 Yellow For brother DCP-T720W, Genuine	8	655.00	5,240.00
19	bottle	BT-5000 Magenta For brother DCP-T720W, Genuine	8	655.00	5,240.00
20	bottle	BT-5000 Black For brother DCP-T720W, Genuine	15	655.00	9,825.00
21	ream	Bookpaper, A3	10	660.00	6,600.00
22	ream	Bookpaper, Long (70gsm)	500	310.00	155,000.00
23	piece	Glue Stick for glue Gun(8mmx19mm/piece)	10	25.00	250.00
24	piece	Self Inking Rubber Stamp (5 lines)	3	1,600.00	4,800.00
25	pack	Photo Paper, Size: A4	10	130.00	1,300.00
26	piece	Whiteboard Marker	10	90.00	900.00
27	piece	Plastic Ruler	5	45.00	225.00
28	piece	Scissors (high quality)	2	130.00	260.00
29	notebook		20	80.00	1,600.00
30	piece	Calculator (Heavy Duty) see attached Photo	3	1,300.00	3,900.00

Charges:

1018 Procurement Management Office OFFICE SUPPLIED EXPENSES
(S-02-03-010)BIDS&AWARDS COMMITTEE(BAC)
TECHNICAL WORKING GROUPTECHNICAL SPECS AND ABC REVIEWED
BY: [Signature] 2023-12-15

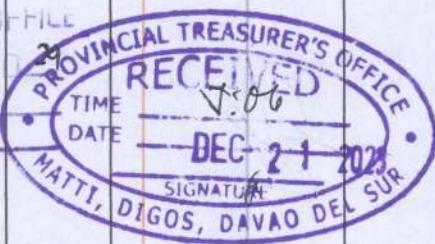
PROCUREMENT MANAGEMENT FILE

COVERED UNDER APP 2

CONTROLLED BY: _____

DATE: 1/18/24

EARLY PROCUREMENT



Total :

P 279,700.00

Purpose: for PMO-Infra Office

Requested by:

Cash Availability:

Approved by:

Signature:

Printed Name:

Engr. SHIELA MAE A. ZAPANTA, MPA

FARAH GEMMA V. BIDAN, CPA

YVONNE ROÑA CAGAS

Designation:

Head, BAC Secretariat- Infrastructure Projects

Provincial Treasurer

By Authority of Governor

Date:

NERF DAVE S. LADRONA, CPA, MPA
Local Treasury Operations Officer III
Acting Assistant Provincial TreasurerCHARLES RYAN V. CABABAT
Supervisor Administrative Units



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

PR Id.: 50VR2AO8OU

Date Submitted/Published: 12/14/2023

Department: PMO-INFRA	P.R No.:	0117-CIO-MY	Date:	JAN 18 2024	
Section:					
ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost

PR Certification:

This is to certify that the ABC set is based on the attached pre-canvass conducted by the Authorized Canvasser of this Office as of 12-13-2023

Not applicable for the procurement of:
Rice, Cell Cards, Catering Services, Fuel, Drugs and Medicines

Engr. SHIELA MAE A. ZAPANTA, MPA
Head, BAC Secretariat- Infrastructure Projects

EARLY PROCUREMENT

Total :

P 279,700.00

Purpose: for PMO-Infra Office

Requested by:

Cash Availability:

Approved by:

Signature:

Printed Name:

Engr. SHIELA MAE A. ZAPANTA, MPA

FARAH GEMMA V. BIDAN, CPA

YVONNE ROÑA CAGAS

Designation:

Head, BAC Secretariat- Infrastructure Projects

Provincial Treasurer

By Authority of the Governor

Date:

NERF DAVE S. LABROMA, CPA, MPA
Local Treasury Operations Officer III
Acting Assistant Provincial Treasurer

CHARLES RYAN V. CABABAT
Supervising Administrative Officer



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

PR Id.: PMOGOODSOFFICESUP2024

Date Submitted/Published: 12/20/2023

Department: PMO

P.R No.: PI-0118-CD-24

Date: JAN 18 2024

Section:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	Roll	Transparent tape- 1 inch (24 mm) x 100 m long	40	45.00	1,800.00
2	Roll	Packaging Transparent Tape 2 inches x 100mtrs	5	80.00	400.00
3	Set	High Lighter, set of 4 colors (4's) (pink, orange, green, yellow)	7	120.00	840.00
4	Pc.	Flash drive, 16gb, High Quality (heavy duty)	8	450.00	3,600.00
5	Btl.	Stamp Pad Ink, Purple/Violet/Balck, 30ML	10	75.00	750.00
6	Btl.	Stamp Pad ink Refill Purple/Violet (950ml)	4	300.00	1,200.00
7	Box	Fastener, metal (50's) (70mm x 8 inches)	10	275.00	2,750.00
8	Box	Fastener, metal no. MF-3406 (7cm) 50's	15	90.00	1,350.00
9	Pc.	Two-Hole Pencil Sharpener	3	10.00	30.00
10	Pc.	External Hard Disk 1 Terabyte	2	3,840.00	7,680.00
11	Box	Push Pin, 50's per box	5	55.00	275.00
12	Piece	Note pad 3x3", assorted color	30	45.00	1,350.00
13	Set	Stick - On Note 3020F-5C (0.6X2"/1.5X5.1CM)	10	45.00	450.00
14	Btl.	Ink for EPSON Printer #003, black, genuine	20	400.00	8,000.00
15	Btl.	Ink for EPSON Printer #003, magenta, genuine	15	400.00	6,000.00
16	Btl.	Ink for EPSON Printer #003, yellow, genuine	15	400.00	6,000.00
17	Btl.	Ink for EPSON Printer #003, cyan, genuine	15	400.00	6,000.00
18	Btl.	Ink for EPSON Printer #001, black, genuine	2	610.00	1,220.00
19	Btl.	Ink for EPSON Printer #001, magenta, genuine	2	540.00	1,080.00
20	Btl.	Ink for EPSON Printer #001, cyan, genuine	2	540.00	1,080.00
21	Btl.	Ink for EPSON Printer #001, yellow, genuine	2	540.00	1,080.00
22	Btl.	BT5000, Cyan for brother DCP-T720W, genuine	30	600.00	18,000.00
23	Btl.	BT5000, Magenta for brother DCP-T720W, genuine	20	600.00	12,000.00
24	Btl.	BT5000, Yellow for brother DCP-T720W, genuine	20	600.00	12,000.00
25	Btl.	BT5000, Black for brother DCP-T720W, genuine	30	600.00	18,000.00
26	Cart.	Canon PGI-35 Black (for Canon TR150 Portable Printer)	3	2,650.00	7,950.00
27	Cart.	Canon CLI-36 Color (for Canon TR150 Portable Printer)	3	2,500.00	7,500.00
28	Btl.	Glue, multi-purpose (240 grams)	3	230.00	690.00
29	Pc.	Epson L3210 Waste Ink Pad and Tank	5	650.00	3,250.00
30	Pc.	Correction Tape, 8 mm, single/pack	35	40.00	1,400.00
31	Reams	Multi-purpose Copy Paper s-24 (80gsm) Legal	3	355.00	1,065.00
		-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			
32	Box	Bookpaper 70gsm (Legal) (5 reams per box)	130	1,460.00	189,800.00
		-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			
33	Box	Bookpaper 70gsm (A4) (5 reams per box)	65	1,350.00	87,750.00
		-can be recycled/can be re-used -preferably made recycled materials, if not, it must be sourced			
EARLY PROCUREMENT					
Total :					P 750,020.00

Purpose:

For the use of PMO-Goods Office

Approved by:

Signature:

Printed Name:

NORJANNA M. CAMAGUIN, MPA

FARAH GEMMA V. BIDAN, CPA

YVONNE ROÑA CAGAS

Designation:

PMO-CHIEF ADMINISTRATIVE OFFICER

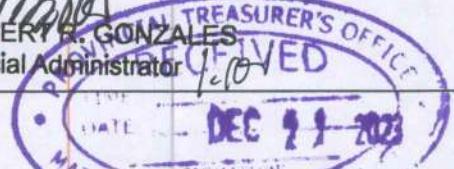
Provincial Treasurer

By Authority of the Governor

Governor

As per EO No. 1, Series of 2022

Date:

NERF DAVE S. GONZALES, CPA, MPA
Local Treasury Officer III
Acting Assistant Provincial TreasurerAtty. HERBERT R. GONZALES
Provincial Administrator



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

PR Id.: PMOGOODSOFFICESUP2024

Date Submitted/Published: 12/20/2023

Department: PMO

P.R No.:

Date:

JAN 18 2024

Section:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
		-out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (ECF) -packaging must be recyclable			
34	Pack	Pencil (3's)	5	50.00	250.00
35	Box	Sign pen, high quality, point 0.5mm - blue / 12 pcs per box	4	410.00	1,640.00
36	Box	Sign pen, high quality, point 0.5mm - black / 12 pcs per box	4	410.00	1,640.00
37	Box	Sign pen, high quality, point 0.7mm - black / 12 pcs per box	2	410.00	820.00
38	Box	Sign pen, high quality, point 0.7mm - blue / 12 pcs per box	2	410.00	820.00
39	Box	Sign pen, high quality, point 0.5mm - red / 12 pcs per box	1	410.00	410.00
40	Box	Ballpoint pen (50's per box) - 2 box blue color & 2 box black color	4	403.00	1,612.00
41	Box	Expanded Envelope 100's (orange and brown) - 1 box orange & 1 box brown	2	2,500.00	5,000.00
42	Pc.	Puncher, Heavy Duty with 2 holes Guide	8	350.00	2,800.00
43	Pc.	Stapler, Heavy Duty, good quality #35	20	650.00	13,000.00
44	Pc.	Staple Wire, standard #35	50	85.00	4,250.00
45	Box	Binder Clip 12pc/box 51mm	20	130.00	2,600.00
46	Box	Binder Clip 12pc/box 41mm	30	105.00	3,150.00
47	Box	Binder Clip 12pc/box 32mm	25	70.00	1,750.00
48	Box	Binder Clip 12pc/box 25mm	25	50.00	1,250.00
49	Box	Binder Clip 12pc/box 19mm	5	40.00	200.00
50	Box	Paper clips no. 50mm (100's)	20	60.00	1,200.00
51	Box	Paper clips no. 33mm (100's)	20	40.00	800.00
52	Reams	Colored Bond Paper (Legal) - 500 sheets per ream (56 gsm) Color: Green, Pink, Blue, yellow -2 green, 2 pink , 2 yellow & 2 blue	6	350.00	2,100.00
53	Pc.	Scissors 7 inches length "Stainless Steel High Quality"	4	120.00	480.00
54	Reams	Photo Paper A4 Size	8	135.00	1,080.00
55	Pc.	Permanent Marker refillable (broad tip)	4	64.00	256.00
56	Pc.	Permanent Marker refillable (fine tip)	4	64.00	256.00
57	Pack	Scented Specialty Paper (Legal)	5	95.00	475.00
58	Pack	Scented Specialty Paper (A4)	5	95.00	475.00
59	Pack	Vellum Board 200gsm (Legal)	8	95.00	760.00
60	Pack	Vellum Board 200gsm (A4)	8	95.00	760.00
61	Pc.	Fingertip - moistener / 40grms	15	88.00	1,320.00
62	Pc.	Stamp Pad, No. 3	10	80.00	800.00
63	Pc.	Stamp Pad, No. 2	10	85.00	850.00
64	Pack	Triple A Battery - 4's per pack	4	250.00	1,000.00
65	Pack	Double A Battery - 4's per pack	4	240.00	960.00
66	Pc.	Pencil Eraser	8	14.00	112.00
67	Pc.	Stapler Remover Plier Type, Heavy duty (please see attached sample)	30	120.00	3,600.00
68	Pc.	Tape Dispenser, Heavy Duty	5	250.00	1,250.00
69	Pc.	Blank Book no.85 (500 pages)	5	650.00	3,250.00
70	Pc.	Blank Book no.85 (300 pages)	10	550.00	5,500.00
71	Pc.	Blank Book no.85 (200 pages)	7	420.00	2,940.00
72	Pc.	Ruler 12 inches, heavy duty	3	38.00	114.00
73	Pc.	Taskalfa 2020 TK-4140 Toner kit black for KYOCERA	6	8,650.00	51,900.00
74	Pc.	IMC 200 Toner - Black	7	5,425.00	37,975.00
75	Pc.	IMC 200 Toner - Cyan	5	10,675.00	53,375.00
76	Pc.	IMC 200 Toner - Yellow	5	10,675.00	53,375.00

EARLY PROCUREMENT

Total :

P 750,020.00

Purpose:

For the use of PMO-Goods 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

By Authority of the Governor:

Provincial Treasurer As per EO No. 1, Series of 2022 Governor

Date:

NERF DAVID S. LACOPMA, CPA, MPA
Local Treasury Operations Officer III
Acting Assistant Provincial TreasurerAtty. HERBERT H. GONZALES
Provincial Administrator



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

PR Id.: PMOGOODSOFFICESUP2024

Date Submitted/Published: 12/20/2023

Department: PMO

P.R No.:

Date:

01-18-2024

12/20/2023

Section:

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
77	Pc.	IMC 200 Toner - Magenta Items no. 79-83 1. Supplier shall submit a certification from the manufacturing company of the equipment naming them that they are authorized to sell genuine toner.	5	10,675.00	53,375.00
78	Pc.	2. Supplier shall also submit a certification that they are to deliver only GENUINE TONER and is/are SUITABLE to the equipment Waterproof Laptop Backpack Expandable (please see attached sample)	1	3,000.00	3,000.00
79	Pc.	Multi-purpose Eco Plastic Woven Storage Tray (35 L x 26 W x 10 H cm) color white (please see attached sample)	4	350.00	1,400.00
80	Bundle	Plastic Ring Binder 51mm (10 pcs per bundle)	5	850.00	4,250.00
81	Bundle	Plastic Ring Binder 36mm (10 pcs per bundle)	5	700.00	3,500.00
82	Bundle	Plastic Ring Binder 32mm (10 pcs per bundle)	5	500.00	2,500.00
83	Bundle	Plastic Ring Binder 25mm (10 pcs per bundle) ***** STAGGERED PAYMENT STAGGERED DELIVERY Delivery is 10 Calendars days upon receipt of P.O. NOTE: For the 1st delivery *Full delivery - on items no. 2-13, 18-21, 26-29, 31, 34-42, 49-83 *50% delivery on total qty. - of items no. 1, 14-17, 21-25, 30, 43-48 *25% delivery on total qty. - of items no. 32 & 33 2nd or 3rd Delivery is 10 Calendar days upon receipt of written notice from the end-user	5	300.00	1,500.00
Charges: 1018 Support to Financial Management and Procurement Program 5- 02-03-010 Office Supplies CY 2024 Early Procurement					
BIDS&AWARDS COMMITTEE(BAC) TECHNICAL WORKING GROUP PROCUREMENT MANAGEMENT OFFICE COVERED IN THE CONTRACT DATE: 11/18/2024 1118 CB HM EARLY PROCUREMENT					
Total : P 750,020.00					

For the use of PMO-Goods 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 <i>By Authority of the Governor</i>	Governor
Date:	As per EO No. 1, Series of 2022	
	NERF DAVE S. LAPROMA, CPA, MPA Local Treasury Operations Officer III Atty. HERBERT R. GONZALES Acting Assistant Provincial Treasurer	Atty. HERBERT R. GONZALES Provincial Administrator



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

PR Id.: PMOGOODSOFFICESUP2024

Date Submitted/Published: 12/20/2023

Department: PMO

P.R No:

Date:

Section:

P.R. NO. 0118-10-24

JAN 18 2024

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost

PR Certification:

This is to certify that the ABC set is based on the attached pre-canvass conducted by the Authorized Canvasser of this Office as of 11/19/23.

Not applicable for the procurement of:
Rice, Cell Cards, Catering Services, Fuel, Drugs and Medicines

NORJANNA M. CAMAGUIN, MPA
PMO-CHIEF ADMINISTRATIVE OFFICER

EARLY PROCUREMENT

Total :	P 750,020.00
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Purpose:	For the use of PMO-Goods Office
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Requested by: .	Cash Availability:	Approved by:
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Signature:

Printed Name: <u>NORJANNA M. CAMAGUIN, MPA</u>	FARAH GEMMA V. BIDAN, CPA	YVONNE ROÑA CAGAS
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Designation: PMO-CHIEF ADMINISTRATIVE OFFICER	Provincial Treasurer	Governor
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Date:	By Authority of the Governor As per EO No. 7, Series of 2022 Atty. HERBERT A. GONZALES Provincial Administrator	
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DEC 3 1 1982

MEET THE

Provincial Budget Office							
CONTROL NO:	<u>17X</u>						
DATE:	<u>2-21-23</u>						
ALLOTMENT BALANCE:	<table border="1"> <tr> <td>①</td> <td>1,260,000.00</td> </tr> <tr> <td></td> <td>750,020.00</td> </tr> <tr> <td></td> <td>509,980.00</td> </tr> </table>	①	1,260,000.00		750,020.00		509,980.00
①	1,260,000.00						
	750,020.00						
	509,980.00						

EARLY PROCUREMENT

GENERAL FUND

~~DESSA M. HAJAT-SANCHEZ, CPA
PROVISION BUDGET OFFICER~~



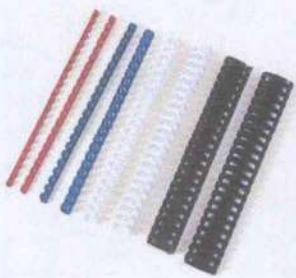
Eco Plastic Tray
(white)



Stapler remover, plier type



Laptop Back pack



Plastic Ring Binder

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 PGSO Warehouse.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> e. performance or supervision of on-site assembly and/or start-up of the supplied Goods; f. furnishing of tools required for assembly and/or maintenance of the supplied Goods; g. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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 <ul style="list-style-type: none"> 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. j. <i>[Specify additional incidental service requirements, as needed.]</i> <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>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</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 Credit Basis .
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

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-032-24C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0116-CB-24 (PGO.- Local Chief Executive)				
1	Ballpen, Black	47	pcs		
2	Ballpen, Blue	6	pcs		
3	ballpen, Red	6	pcs		
4	Battery dry cell AAA 2 pcs per blister pack	5	pack		
5	Battery dry cell AA 2 pcs. per blister pack	5	pack		
6	Correction tape 1 pc individual pack	26	pcs		
7	Data file tray, 3 layers, Metal	3	pcs		
8	Flash drive 32 gb capacity , 1 pc individual pack	6	pcs		
9	Flash drive 16 gb capacity, 1 pc. individual pack	5	pcs		
10	Calculator 16 digit, 1 unit individual pack, heavy duty & good quality Dimension L 198mm x W 150mm x 38mm	1	pcs		
11	Envelope documentary for legal size doc 500 pcs. per box	1	box		
12	Expanded Envelope Legal size, brown	20	pcs		
13	Fastener metal 70mm between prongs 50 sets per box	7	box		
14	Folder Tagboard for legal size docs 100 pcs/pack brown	1	pack		
15	Folder tagboard for Legal size docs 100 pcs/pack, white	1	pack		
16	Folder pressboard size 240mm x 370mm (-5mm) 100 pcs/box	1	box		
17	Glue all purpose gross weight 200g min	2	Jar		
18	Notepad stick on 3x3 100 sheets per pad	3	pad		
19	Notepad stick on 3x4 100 sheets per pad	3	pad		
20	Paper Multicopy 80 gsm size 216mm x 330mm Legal	26	reams		
21	Paper Multicopy 80 gsm size 210 mm x 297mm, A4	25	reams		
22	Pencil Sharpener, manual	2	pcs		
23	Stapler with remover standard type load cap 200 staple wire min, heavy duty	8	pcs		
24	staple wire Standard No. 35	8	box		
25	Scissors Length 8" ,heavy duty	5	pcs		
26	Sign pen black Liquid gel 0.5mm needle tip	8	pcs		
27	Sign pen black Liquid gel 0.7mm needle tip	34	pcs		
28	Sign pen Black 1.0mm gel ink roller ball	35	pcs		
29	Adhesive double sided tape width 25mm x 5m	4	pcs		

**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-032-24C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
30	Puncher, paper heavy duty with 2 hole guide 1 pc individual pack	3	box		
31	Stamp pad felt bed dimension 60mm x 100mm	6	pcs		
32	Stamp pad ink purple or violet 50 min	8	bot		
33	Permanent marker , Black bullet type	10	pcs		
34	Optical Mouse, USB connection type , 1 unit individual box	3	pcs		
35	Computer keyboard USB connection	1	pcs		
36	Record book 300 pages size 214mmx278mm	26	book		
37	Notebook 80 leaves 148mm x 200 mm	6	book		
38	Epson Printer L6190 ink 001 Cyan, genuine	7	bot		
39	Epson Printer L6190 ink 001 yellow, genuine	7	bot		
40	Epson Printer L6190 ink 001 Magenta, genuine	7	bot		
41	Epson Printer L6190 ink 001 Black , genuine	8	bot		
42	Epson printer L 1455 ink T664 Cyan genuine	7	bot		
43	Epson printer L 1455 ink T774 black, genuine	8	bot		
44	Epson Printer L1455 ink T664 yellow, genuine	7	bot		
45	Epson printer L1455 ink T664 magenta, genuine	7	bot		
46	Tape masking width 24mm	6	roll		
47	Tape packaging width 48mm	6	roll		
48	Tape Transparent width 24mm	6	roll		
49	Flourescent Marker, yellow	6	pcs		
For the use of PGO Executive					

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-032-24C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0117-CB-24(PMO-INFRA)				
1	Logbook	15	piece		
2	Binder Clip (small)	10	box		
3	Paper Cutter Size: 5" x 12 "	1	piece		
4	Sign Pen, High Quality, point 5, Color: Black per Box	10	box		
5	Sign Pen, High Quality, point 7, Color: Black per Box	10	box		
6	Ballpen/box	100	piece		
7	Metal Twist ball Point Pens, Color: Black, Size of Pen : 5.6x 0.4in / 144 x 11mm Material: Stainless Steel Ink Fine Point: 1.0 Net Weight: 24g/0.85oz	30	piece		
8	3 Drawer Mobile File Cabinet under desk small Drawer	3	unit		
9	Correction Tape, 8mm single/pack	50	piece		
10	Picture Frame	3	piece		
11	Wall Clock 12icnhes (Heavy Duty)	2	piece		
12	Office Curtain	4	piece		
13	Office Desk, 58'(L)x30"(H)x27 (W), see attached Photo	1	unit		
14	Flash Drive (16gb)	10	piece		
15	Tape, Transparent 2inch Roll	10	roll		
16	Fastener, Metal (size: Large)	10	Box		
17	BT-5000 Cyan For brother DCP-T720W, Genuine	8	bottle		
18	BT-5000 Yellow For brother DCP-T720W, Genuine	8	bottle		
19	BT-5000 Magenta For brother DCP-T720W, Genuine	8	bottle		
20	BT-5000 Black For brother DCP-T720W, Genuine	15	bottle		
21	Bookpaper, A3	10	ream		
22	Bookpaper, Long (70gsm)	500	ream		
23	Glue Stick for glue Gun(8mmx19mm/piece)	10	piece		
24	Self Inking Rubber Stamp (5 lines)	3	piece		
25	Photo Paper, Size: A4	10	pack		
26	Whiteboard Marker	10	piece		
27	Plastic Ruler	5	piece		
28	Scissors (high quality)	2	piece		
29	notebook	20	piece		
30	Calculator (Heavy Duty) see attached Photo	3	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-032-24C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0118-CB-24 (PMO)				
1	Transparent tape- 1 inch (24 mm) x 100 m long	40	Roll		
2	Packaging Transparent Tape 2 inches x 100mtrs	5	Roll		
3	High Lighter, set of 4 colors (4's) (pink, orange, green, yellow)	7	Set		
4	Flash drive, 16gb, High Quality (heavy duty)	8	Pc.		
5	Stamp Pad Ink, Purple/Violet/Balck, 30mL	10	Btl.		
6	Stamp Pad ink Refill Purple/Violet (950ml)	4	Btl.		
7	Fastener, metal (50's) (70mm x 8 inches)	10	Box		
8	Fastener, metal no. MF-3406 (7cm) 50's	15	Box		
9	Two-Hole Pencil Sharpener	3	Pc.		
10	External Hard Disk 1 Terabyte	2	Pc.		
11	Push Pin, 50's per box	5	Box		
12	Note pad 3x3", assorted color	30	Piece		
13	Stick - On Note 3020F-5C (0.6X2"/1.5X5.1CM)	10	Set		
14	Ink for EPSON Printer #003, black, genuine	20	Btl.		
15	Ink for EPSON Printer #003, magenta, genuine	15	Btl.		
16	Ink for EPSON Printer #003, yellow, genuine	15	Btl.		
17	Ink for EPSON Printer #003, cyan, genuine	15	Btl.		
18	Ink for EPSON Printer #001, black, genuine	2	Btl.		
19	Ink for EPSON Printer #001, magenta, genuine	2	Btl.		
20	Ink for EPSON Printer #001, cyan, genuine	2	Btl.		
21	Ink for EPSON Printer #001, yellow, genuine	2	Btl.		
22	BT5000, Cyan for brother DCP-T720W, genuine	30	Btl.		
23	BT5000, Magenta for brother DCP-T720W, genuine	20	Btl.		
24	BT5000, Yellow for brother DCP-T720W, genuine	20	Btl.		
25	BT5000, Black for brother DCP-T720W, genuine	30	Btl.		
26	Canon PGI-35 Black (for Canon TR150 Portable Printer)	3	Cart.		
27	Canon CLI-36 Color (for Canon TR150 Portable Printer)	3	Cart.		
28	Glue, multi-purpose (240 grams)	3	Btl.		
29	Epson L3210 Waste Ink Pad and Tank	5	Pc.		
30	Correction Tape, 8 mm, single/pack	35	Pc.		
31	Multi-purpose Copy Paper s-24 (80gsm) Legal -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	3	Reams		
32	Bookpaper 70gsm (Legal) (5 reams per box) -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	130	Box		
33	Bookpaper 70gsm (A4) (5 reams per box) -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	65	Box		
34	Pencil (3's)	5	Pack		
35	Sign pen, high quality, point 0.5mm - blue / 12 pcs per box	4	Box		
36	Sign pen, high quality, point 0.5mm - black / 12 pcs per box	4	Box		

V

**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-032-24C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
37	Sign pen, high quality, point 0.7mm - black / 12 pcs per box	2	Box		
38	Sign pen, high quality, point 0.7mm - blue / 12 pcs per box	2	Box		
39	Sign pen, high quality, point 0.5mm - red / 12 pcs per box	1	Box		
40	Ballpoint pen (50's per box) - 2 box blue color & 2 box black color	4	Box		
41	Expanded Envelope 100's (orange and brown) - 1 box orange & 1 box brown)	2	Box		
42	Puncher, Heavy Duty with 2 holes Guide	8	Pc.		
43	Stapler, Heavy Duty, good quality #35	20	Pc.		
44	Staple Wire, standard #35	50	Pc.		
45	Binder Clip 12pc/box 51mm	20	Box		
46	Binder Clip 12pc/box 41mm	30	Box		
47	Binder Clip 12pc/box 32mm	25	Box		
48	Binder Clip 12pc/box 25mm	25	Box		
49	Binder Clip 12pc/box 19mm	5	Box		
50	Paper clips no. 50mm (100's)	20	Box		
51	Paper clips no. 33mm (100's)	20	Box		
52	Colored Bond Paper (Legal) - 500 sheets per ream (56 gsm) Color: Green, Pink, Blue, yellow -2 green, 2 pink , 2 yellow & 2 blue	6	Reams		
53	Scissors 7 inches length "Stainless Steel High Quality"	4	Pc.		
54	Photo Paper A4 Size	8	Reams		
55	Permanent Marker refillable (broad tip)	4	Pc.		
56	Permanent Marker refillable (fine tip)	4	Pc.		
57	Scented Specialty Paper (Legal)	5	Pack		
58	Scented Specialty Paper (A4)	5	Pack		
59	Vellum Board 200gsm (Legal)	8	Pack		
60	Vellum Board 200gsm (A4)	8	Pack		
61	Fingertip - moistener / 40grms	15	Pc.		
62	Stamp Pad, No. 3	10	Pc.		
63	Stamp Pad, No. 2	10	Pc.		
64	Triple A Battery - 4's per pack	4	Pack		
65	Double A Battery - 4's per pack	4	Pack		
66	Pencil Eraser	8	Pc.		
67	Stapler Remover Plier Type, Heavy duty (please see attached sample)	30	Pc.		
68	Tape Dispenser, Heavy Duty	5	Pc.		
69	Blank Book no.85 (500 pages)	5	Pc.		
70	Blank Book no.85 (300 pages)	10	Pc.		
71	Blank Book no.85 (200 pages)	7	Pc.		
72	Ruler 12 inches, heavy duty	3	Pc.		
73	Taskalfa 2020 TK-4140 Toner kit black for KYOCERA	6	Pc.		
74	IMC 200 Toner - Black	7	Pc.		
75	IMC 200 Toner - Cyan	5	Pc.		
76	IMC 200 Toner - Yellow	5	Pc.		
77	IMC 200 Toner - Magenta	5	Pc.		
	Items no. 79-83 1. Supplier shall submit a certification from the manufacturing company of the equipment naming them that they are authorized to sell genuine toner. 2. Supplier shall also submit a certification that they are to deliver only GENUINE TONER and is/are SUITABLE to the equipment				
78	Waterproof Laptop Backpack Expandable (please see attached sample)	1	Pc.		

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**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-032-24C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
79	Multi-purpose Eco Plastic Woven Storage Tray (35 L x 26 W x 10 H cm) color white (please see attached sample)	4	Pc.		
80	Plastic Ring Binder 51mm (10 pcs per bundle)	5	Bundle		
81	Plastic Ring Binder 36mm (10 pcs per bundle)	5	Bundle		
82	Plastic Ring Binder 32mm (10 pcs per bundle)	5	Bundle		
83	Plastic Ring Binder 25mm (10 pcs per bundle)	5	Bundle		
***** STAGGERED PAYMENT STAGGERED DELIVERY					
Delivery is 10 Calendars days upon receipt of P.O.					
NOTE: For the 1st delivery *Full delivery - on items no. 2-14,19-22,27-30,32,35,38-43,46-92 *50% delivery on total qty. - of items no.1,15-18,23-26,31,36-37,44,45 *25% delivery on total qty. - of items no. 33 & 34					
2nd or 3rd Delivery is 10 Calendar days upon receipt of written notice from the end-user					

Section VII. Technical Specifications

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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

IAEB NO.:

Date of Opening: February 13, 2024

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
	PR# 0116-CB-24(PGO - Local Chief Executive)				
1	Ballpen, Black		47	pcs	
2	Ballpen, Blue		6	pcs	
3	ballpen, Red		6	pcs	
4	Battery dry cell AAA 2 pcs per blister pack		5	pack	
5	Battery dry cell AA 2 pcs. per blister pack		5	pack	
6	Correction tape 1 pc individual pack		26	pcs	
7	Data file tray, 3 layers, Metal		3	pcs	
8	Flash drive 32 gb capacity , 1 pc individual pack		6	pcs	
9	Flash drive 16 gb capacity, 1 pc. individual pack		5	pcs	
10	Calculator 16 digit, 1 unit individual pack, heavy duty & good quality Dimension L 198mm x W 150mm x 38mm		1	pcs	
11	Envelope documentary for legal size doc 500 pcs. per box		1	box	
12	Expanded Envelope Legal size, brown		20	pcs	
13	Fastener metal 70mm between prongs 50 sets per box		7	box	
14	Folder Tagboard for legal size docs 100 pcs/pack brown		1	pack	
15	Folder tagboard for Legal size docs 100 pcs/pack, white		1	pack	
16	Folder pressboard size 240mm x 370mm (-5mm) 100 pcs/box		1	box	
17	Glue all purpose gross weight 200g min		2	Jar	
18	Notepad stick on 3x3 100 sheets per pad		3	pad	
19	Notepad stick on 3x4 100 sheets per pad		3	pad	
20	Paper Multicopy 80 gsm size 216mm x 330mm Legal		26	reams	
21	Paper Multicopy 80 gsm size 210 mm x 297mm, A4		25	reams	
22	Pencil Sharpener, manual		2	pcs	
23	Stapler with remover standard type load cap 200 staple wire min, heavy duty		8	pcs	
24	staple wire Standard No. 35		8	box	
25	Scissors Length 8" ,heavy duty		5	pcs	
26	Sign pen black Liquid gel 0.5mm needle tip		8	pcs	
27	Sign pen black Liquid gel 0.7mm needle tip		34	pcs	

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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB NO.:

Date of Opening: February 13, 2024

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
28	Sign pen Black 1.0mm gel ink roller ball		35	pcs	
29	Adhesive double sided tape width 25mm x 5m		4	pcs	
30	Puncher, paper heavy duty with 2 hole guide 1 pc individual pack		3	box	
31	Stamp pad felt bed dimension 60mm x 100mm		6	pcs	
32	Stamp pad ink purple or violet 50 min		8	bot	
33	Permanent marker , Black bullet type		10	pcs	
34	Optical Mouse, USB connection type , 1 unit individual box		3	pcs	
35	Computer keyboard USB connection		1	pcs	
36	Record book 300 pages size 214mmx278mm		26	book	
37	Notebook 80 leaves 148mm x 200 mm		6	book	
38	Epson Printer L6190 ink 001 Cyan, genuine		7	bot	
39	Epson Printer L6190 ink 001 yellow, genuine		7	bot	
40	Epson Printer L6190 ink 001 Magenta, genuine		7	bot	
41	Epson Printer L6190 ink 001 Black , genuine		8	bot	
42	Epson printer L 1455 ink T664 Cyan genuine		7	bot	
43	Epson printer L 1455 ink T774 black, genuine		8	bot	
44	Epson Printer L1455 ink T664 yellow, genuine		7	bot	
45	Epson printer L1455 ink T664 magenta, genuine		7	bot	
46	Tape masking width 24mm		6	roll	
47	Tape packaging width 48mm		6	roll	
48	Tape Transparent width 24mm		6	roll	
49	Flourescent Marker, yellow		6	pcs	
	For the use of PGO Executive				

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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB NO.:

Date of Opening: February 13, 2024

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
PR# 0117-CB-24 (PMO-INFRA)					
1	Logbook		15	piece	
2	Binder Clip (small)		10	box	
3	Paper Cutter Size: 5" x 12 "		1	piece	
4	Sign Pen, High Quality, point 5, Color: Black per Box		10	box	
5	Sign Pen, High Quality, point 7, Color: Black per Box		10	box	
6	Ballpen/box		100	piece	
7	Metal Twist ball Point Pens, Color: Black, Size of Pen : 5.6x 0.4in / 144 x 11mm Material: Stainless Steel Ink Fine Point: 1.0 Net Weight: 24g/0.85oz		30	piece	
8	3 Drawer Mobile File Cabinet under desk small Drawer		3	unit	
9	Correction Tape, 8mm single/pack		50	piece	
10	Picture Frame		3	piece	
11	Wall Clock 12icnhes (Heavy Duty)		2	piece	
12	Office Curtain		4	piece	
13	Office Desk, 58'(L)x30"(H)x27 (W), see attached Photo		1	unit	
14	Flash Drive (16gb)		10	piece	
15	Tape, Transparent 2inch Roll		10	roll	
16	Fastener, Metal (size: Large)		10	Box	
17	BT-5000 Cyan For brother DCP-T720W, Genuine		8	bottle	
18	BT-5000 Yellow For brother DCP-T720W, Genuine		8	bottle	
19	BT-5000 Magenta For brother DCP-T720W, Genuine		8	bottle	
20	BT-5000 Black For brother DCP-T720W, Genuine		15	bottle	
21	Bookpaper, A3		10	ream	
22	Bookpaper, Long (70gsm)		500	ream	
23	Glue Stick for glue Gun(8mmx19mm/piece)		10	piece	
24	Self Inking Rubber Stamp (5 lines)		3	piece	
25	Photo Paper, Size: A4		10	pack	
26	Whiteboard Marker		10	piece	
27	Plastic Ruler		5	piece	
28	Scissors (high quality)		2	piece	
29	notebook		20	piece	
30	Calculator (Heavy Duty) see attached Photo		3	piece	

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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

IAEB NO.:

Date of Opening: February 13, 2024

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
	PR# 0118-CB-24 (PMO)				
1	Transparent tape- 1 inch (24 mm) x 100 m long		40	Roll	
2	Packaging Transparent Tape 2 inches x 100mtrs		5	Roll	
3	High Lighter, set of 4 colors (4's) (pink, orange, green, yellow)		7	Set	
4	Flash drive, 16gb, High Quality (heavy duty)		8	Pc.	
5	Stamp Pad Ink, Purple/Violet/Balck, 30mL		10	Btl.	
6	Stamp Pad ink Refill Purple/Violet (950ml)		4	Btl.	
7	Fastener, metal (50's) (70mm x 8 inches)		10	Box	
8	Fastener, metal no. MF-3406 (7cm) 50's		15	Box	
9	Two-Hole Pencil Sharpener		3	Pc.	
10	External Hard Disk 1 Terabyte		2	Pc.	
11	Push Pin, 50's per box		5	Box	
12	Note pad 3x3", assorted color		30	Piece	
13	Stick - On Note 3020F-5C (0.6X2"/1.5X5.1CM)		10	Set	
14	Ink for EPSON Printer #003, black, genuine		20	Btl.	
15	Ink for EPSON Printer #003, magenta, genuine		15	Btl.	
16	Ink for EPSON Printer #003, yellow, genuine		15	Btl.	
17	Ink for EPSON Printer #003, cyan, genuine		15	Btl.	
18	Ink for EPSON Printer #001, black, genuine		2	Btl.	
19	Ink for EPSON Printer #001, magenta, genuine		2	Btl.	
20	Ink for EPSON Printer #001, cyan, genuine		2	Btl.	
21	Ink for EPSON Printer #001, yellow, genuine		2	Btl.	
22	BT5000, Cyan for brother DCP-T720W, genuine		30	Btl.	
23	BT5000, Magenta for brother DCP-T720W, genuine		20	Btl.	
24	BT5000, Yellow for brother DCP-T720W, genuine		20	Btl.	
25	BT5000, Black for brother DCP-T720W, genuine		30	Btl.	
26	Canon PGI-35 Black (for Canon TR150 Portable Printer)		3	Cart.	
27	Canon CLI-36 Color (for Canon TR150 Portable Printer)		3	Cart.	
28	Glue, multi-purpose (240 grams)		3	Btl.	
29	Epson L3210 Waste Ink Pad and Tank		5	Pc.	
30	Correction Tape, 8 mm, single/pack		35	Pc.	
31	Multi-purpose Copy Paper s-24 (80gsm) Legal -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		3	Reams	
32	Bookpaper 70gsm (Legal) (5 reams per box) -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		130	Box	
33	Bookpaper 70gsm (A4) (5 reams per box) -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)		65	Box	

**Republic of the Philippines
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PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB NO.:

Date of Opening: February 13, 2024

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
	-packaging must be recyclable				
34	Pencil (3's)		5	Pack	
35	Sign pen, high quality, point 0.5mm - blue / 12 pcs per box		4	Box	
36	Sign pen, high quality, point 0.5mm - black / 12 pcs per box		4	Box	
37	Sign pen, high quality, point 0.7mm - black / 12 pcs per box		2	Box	
38	Sign pen, high quality, point 0.7mm - blue / 12 pcs per box		2	Box	
39	Sign pen, high quality, point 0.5mm - red / 12 pcs per box		1	Box	
40	Ballpoint pen (50's per box) - 2 box blue color & 2 box black color		4	Box	
41	Expanded Envelope 100's (orange and brown) - 1 box orange & 1 box brown)		2	Box	
42	Puncher, Heavy Duty with 2 holes Guide		8	Pc.	
43	Stapler, Heavy Duty, good quality #35		20	Pc.	
44	Staple Wire, standard #35		50	Pc.	
45	Binder Clip 12pc/box 51mm		20	Box	
46	Binder Clip 12pc/box 41mm		30	Box	
47	Binder Clip 12pc/box 32mm		25	Box	
48	Binder Clip 12pc/box 25mm		25	Box	
49	Binder Clip 12pc/box 19mm		5	Box	
50	Paper clips no. 50mm (100's)		20	Box	
51	Paper clips no. 33mm (100's)		20	Box	
52	Colored Bond Paper (Legal) - 500 sheets per ream (56 gsm) Color: Green, Pink, Blue, yellow -2 green, 2 pink , 2 yellow & 2 blue		6	Reams	
53	Scissors 7 inches length "Stainless Steel High Quality"		4	Pc.	
54	Photo Paper A4 Size		8	Reams	
55	Permanent Marker refillable (broad tip)		4	Pc.	
56	Permanent Marker refillable (fine tip)		4	Pc.	
57	Scented Specialty Paper (Legal)		5	Pack	
58	Scented Specialty Paper (A4)		5	Pack	
59	Vellum Board 200gsm (Legal)		8	Pack	
60	Vellum Board 200gsm (A4)		8	Pack	
61	Fingertip - moistener / 40grms		15	Pc.	
62	Stamp Pad, No. 3		10	Pc.	
63	Stamp Pad, No. 2		10	Pc.	
64	Triple A Battery - 4's per pack		4	Pack	
65	Double A Battery - 4's per pack		4	Pack	
66	Pencil Eraser		8	Pc.	
67	Stapler Remover Plier Type, Heavy duty (please see attached sample)		30	Pc.	
68	Tape Dispenser, Heavy Duty		5	Pc.	
69	Blank Book no.85 (500 pages)		5	Pc.	
70	Blank Book no.85 (300 pages)		10	Pc.	
71	Blank Book no.85 (200 pages)		7	Pc.	
72	Ruler 12 inches, heavy duty		3	Pc.	
73	Taskalfa 2020 TK-4140 Toner kit black for KYOCERA		6	Pc.	
74	IMC 200 Toner - Black		7	Pc.	
75	IMC 200 Toner - Cyan		5	Pc.	
76	IMC 200 Toner - Yellow		5	Pc.	
77	IMC 200 Toner - Magenta		5	Pc.	
	Items no. 79-83 1. Supplier shall submit a certification from the manufacturing company of the equipment naming them that they are authorized to sell genuine toner.				

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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

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Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
	2. Supplier shall also submit a certification that they are to deliver only GENUINE TONER and is/are SUITABLE to the equipment				
78	Waterproof Laptop Backpack Expandable (please see attached sample)		1	Pc.	
79	Multi-purpose Eco Plastic Woven Storage Tray (35 L x 26 W x 10 H cm) color white (please see attached sample)		4	Pc.	
80	Plastic Ring Binder 51mm (10 pcs per bundle)		5	Bundle	
81	Plastic Ring Binder 36mm (10 pcs per bundle)		5	Bundle	
82	Plastic Ring Binder 32mm (10 pcs per bundle)		5	Bundle	
83	Plastic Ring Binder 25mm (10 pcs per bundle)		5	Bundle	
***** STAGGERED PAYMENT STAGGERED DELIVERY Delivery is 10 Calendars days upon receipt of P.O.					
NOTE: For the 1st delivery *Full delivery - on items no. 2-14,19-22,27-30,32,35,38-43,46-92 *50% delivery on total qty. - of items no.1,15-18,23-26,31,36-37,44,45 *25% delivery on total qty. - of items no. 33 & 34 2nd or 3rd Delivery is 10 Calendar days upon receipt of written notice from the end-user					

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 _____	10								
Item	Description	Country of origin	Quantity	Unit Price EXW per item	5	6	7	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)
	PR# 0116-CB-24 (PGO - Local Chief Executive)										
1	Ballpen, Black		47								
2	Ballpen,Blue			6							
3	ballpen, Red			6							
4	Battery dry cell AAA 2 pcs per blister pack				5						
5	Battery dry cell AA 2 pcs. per blister pack					5					
6	Correction tape 1 pc individual pack						26				
7	Data file tray, 3 layers, Metal							3			
8	Flash drive 32 gb capacity , 1 pc individual pack								6		
9	Flash drive 16 gb capacity, 1 pc. individual pack									5	
10	Calculator 16 digit, 1 unit individual pack, heavy duty & good quality Dimension L-198mm x W-150mm x 38mm										1

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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 FinalDestination (col 9) x (col 4)	
11	Envelope documentary for legal size doc 500 pcs. per box		1							
12	Expanded Envelope Legal size, brown		20							
13	Fastener metal 70mm between prongs 50 sets per box		7							
14	Folder Tagboard for legal size docs 100 pcs/pack brown		1							
15	Folder tagboard for Legal size docs 100 pcs/pack, white		1							
16	Folder pressboard size 240mm x 370mm (-5mm) 100 pcs/box		1							
17	Glue all purpose gross weight 200g min			2						
18	Notepad stick on 3x3 100 sheets per pad			3						
19	Notepad stick on 3x4 100 sheets per pad			3						
20	Paper Multicopy 80 gsm size 216mm x 330mm Legal			26						

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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)
21	Paper Multicopy 80 gsm size 210 mm x 297mm, A4		25						
22	Pencil Sharpener, manual		2						
23	Stapler with remover standard type load cap 200 staple wire min, heavy duty								
24	staple wire Standard No. 35								
25	Scissors Length 8" ,heavy duty								
26	Sign pen black Liquid gel 0.5mm needle tip								
27	Sign pen black Liquid gel 0.7mm needle tip								
28	Sign pen Black 1.0mm gel ink roller ball								
29	Adhesive double sided tape width 25mm x 5m							4	
30	Puncher, paper heavy duty with 2 hole guide 1 pc individual pack							3	
31	Stamp pad felt bed dimension 60mm x 100mm							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 _____	10						
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)
32	Stamp pad ink purple or violet 50 min		8						
33	Permanent marker , Black bullet type		10						
34	Optical Mouse, USB connection type , 1 unit individual box		3						
35	Computer keyboard USB connection		1						
36	Record book 300 pages size 214mmx278mm			26					
37	Notebook 80 leaves 148mm x 200 mm			6					
38	Epson Printer L6190 ink 001 Cyan, genuine				7				
39	Epson Printer L6190 ink 001 yellow, genuine				7				
40	Epson Printer L6190 ink 001 Magenta, genuine				7				
41	Epson Printer L6190 ink 001 Black , genuine				8				

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

For Goods Offered from Within the Philippines									
Name of Bidder	Project ID No.	Page _____ of _____	Page _____ of _____	10	9	8	7	6	5
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 Priced delivered FinalDestination (col 9) x (col 4)
42	Epson printer L 1455 ink T664 Cyan genuine		7						
43	Epson printer L 1455 ink T774 black, genuine		8						
44	Epson Printer L1455 ink T664 yellow, genuine		7						
45	Epson printer L1455 ink T664 magenta, genuine		7						
46	Tape masking width 24mm		6						
47	Tape packaging width 48mm		6						
48	Tape Transparent width 24mm		6						
49	Floorescent Marker, yellow		6						

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: _____ Legal Cas _____ Signature _____
Duly auth _____

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)
PR# 0117-CB-24 (PMO-INFRA)									
1	Logbook		15						
2	Binder Clip (small)		10						
3	Paper Cutter Size: 5" x 12 "		1						
4	Sign Pen, High Quality, point 5, Color: Black per Box		10						
5	Sign Pen, High Quality, point 7, Color: Black per Box		10						
6	Ballpen/box		100						
7	Metal Twist ball Point Pens, Color: Black, Size of Pen : 5.6x 0.4in / 144 x 11mm Material: Stainless Steel Ink Fine Point: 1.0 Net Weight: 24g/0.85oz		30						
8	3 Drawer Mobile File Cabinet under desk small Drawer		3						
9	Correction Tape, 8mm single/pack		50						
10	Picture Frame		3						
11	Wall Clock 12ichnches (Heavy Duty)		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]

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 FinalDestination (col 9)x(col 4)	
12	Office Curtain		4							
13	Office Desk, 58"(L)x30"(H)x27 (W), see attached Photo		1							
14	Flash Drive (16gb)			10						
15	Tape, Transparent 2inch Roll			10						
16	Fastener, Metal (size: Large)			10						
17	BT-5000 Cyan For brother DCP-T720W, Genuine			8						
18	BT-5000 Yellow For brother DCP-T720W, Genuine			8						
19	BT-5000 Magenta For brother DCP-T720W, Genuine			8						
20	BT-5000 Black For brother DCP-T720W, Genuine			15						
21	Bookpaper, A3			10						
22	Bookpaper, Long (70gsm)			500						
23	Glue Stick for glue Gun(8mmx19mm/piece)			10						
24	Self Inking Rubber Stamp (5 lines)			3						
25	Photo Paper, Size: A4			10						
26	Whiteboard Marker			10						

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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 1 of 1

Name: _____

Legal Capacity:

Signature:

Duly authorized to sign the Bid for and behalf of:

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				
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)	10
	PR# 0118-CB-24 (PMO)									
1	Transparent tape- 1 inch (24 mm) x 100 m long			40						
2	Packaging Transparent Tape 2 inches x 100mtrs			5						
3	High Lighter, set of 4 colors (4's) (pink, orange, green, yellow)			7						
4	Flash drive, 16gb, High Quality (heavy duty)			8						
5	Stamp Pad Ink, Purple/Violet/Black, 30mL			10						
6	Stamp Pad Ink Refill Purple/Violet (950ml)			4						
7	Fastener, metal (50's) (70mm x 8 inches)			10						
8	Fastener, metal no. MF-3406 (7cm) 50's			15						
9	Two-Hole Pencil Sharpener			3						
10	External Hard Disk 1 Terabyte			2						
11	Push Pin, 50's per box			5						
12	Note pad 3x3", assorted color			30						
13	Stick - On Note 3020F-5C (0.6x2" x 1.5x5.1CM)			10						

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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)
14	Ink for EPSON Printer #003, black, genuine		20						
15	Ink for EPSON Printer #003, magenta, genuine			15					
16	Ink for EPSON Printer #003, yellow, genuine			15					
17	Ink for EPSON Printer #003, cyan, genuine			15					
18	Ink for EPSON Printer #001, black, genuine			2					
19	Ink for EPSON Printer #001, magenta, genuine			2					
20	Ink for EPSON Printer #001, cyan, genuine			2					
21	Ink for EPSON Printer #001, yellow, genuine			2					
22	BT5000, Cyan for brother DCP-T720W, genuine			30					
23	BT5000, Magenta for brother DCP-T720W, genuine			20					
24	BT5000, Yellow for brother DCP-T720W, genuine			20					
25	BT5000, Black for brother DCP-T720W, genuine			30					
26	Canon PGI-35 Black (for Canon TR150 Portable Printer)			3					
27	Canon CLI-36 Color (for Canon TR150 Portable Printer)			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]

For Goods Offered from Within the Philippines

Name of Bidder	Project ID No.	Page _____ of _____							
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)
28	Glue, multi-purpose (240 grams)		3	5	6	7	8	9	10
29	Epson L3210 Waste Ink Pad and Tank		5						
30	Correction Tape, 8 mm, single/pack		35						
31	Multi-purpose Copy Paper s-24 (80gsm) Legal		3						
	-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								
32	Bookpaper 70gsm (Legal) (5 reams per box)		130						
	-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								
33	Bookpaper 70gsm (A4) (5 reams per box)		65						
	-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								

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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 FinalDestination (col 9)x(col 4)
34	Pencil (3's)		5						
35	Sign pen, high quality, point 0.5mm - blue / 12 pcs per box		4						
36	Sign pen, high quality, point 0.5mm - black / 12 pcs per box		4						
37	Sign pen, high quality, point 0.7mm - black / 12 pcs per box		2						
38	Sign pen, high quality, point 0.7mm - blue / 12 pcs per box		2						
39	Sign pen, high quality, point 0.5mm - red / 12 pcs per box		1						
40	Ballpoint pen (50's per box) - 2 box blue color & 2 box black color		4						
41	Expanded Envelope 100's (orange and brown) - 1 box orange & 1 box brown		2						
42	Puncher, Heavy Duty with 2 holes Guide		8						
43	Stapler, Heavy Duty, good quality #35		20						
44	Staple Wire, standard #35		50						
45	Binder Clip 12pc/box 51mm		20						
46	Binder Clip 12pc/box 41mm		30						
47	Binder Clip 12pc/box 32mm		25						

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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 _____	10						
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 FinalDestination (col 9) x (col 4)
48	Binder Clip 12pc/box 25mm		25						
49	Binder Clip 12pc/box 19mm		5						
50	Paper clips no. 50mm (100's)		20						
51	Paper clips no. 33mm (100's)		20						
52	Colored Bond Paper (Legal) - 500 sheets per ream (56 gsm) Color: Green, Pink, Blue, yellow -2 green, 2 pink , 2 yellow & 2 blue		6						
53	Scissors 7 inches length "Stainless Steel High Quality"		4						
54	Photo Paper A4 Size			8					
55	Permanent Marker refillable (broad tip)		4						
56	Permanent Marker refillable (fine tip)		4						
57	Scented Specialty Paper (Legal)		5						
58	Scented Specialty Paper (A4)		5						
59	Vellum Board 200gsm (Legal)		8						
60	Vellum Board 200gsm (A4)		8						
61	Fingertip - moistener / 40gms		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]

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)	
62	Stamp Pad, No. 3		10							
63	Stamp Pad, No. 2		10							
64	Triple A Battery - 4's per pack		4							
65	Double A Battery - 4's per pack		4							
66	Pencil Eraser		8							
67	Stapler Remover Plier Type, Heavy duty (please see attached sample)		30							
68	Tape Dispenser, Heavy Duty		5							
69	Blank Book no.85 (500 pages)		5							
70	Blank Book no.85 (300 pages)		10							
71	Blank Book no.85 (200 pages)		7							
72	Ruler 12 inches, heavy duty		3							
73	Taskalfa 2020 TK-4140 Toner kit black for KYOCERA		6							
74	IMC 200 Toner - Black		7							
75	IMC 200 Toner - Cyan		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 Price delivered FinalDestination (col 9)x(col 4)	
76	IMC 200 Toner - Yellow		5							
77	IMC 200 Toner - Magenta		5							
78	Items no. 79-83 1. Supplier shall submit a certification from the manufacturing company of the equipment naming them that they are authorized to sell genuine toner. 2. Supplier shall also submit a certification that they are to deliver only GENUINE TONER and is/are SUITABLE to the equipment									
79	Waterproof Laptop Backpack Expandable (please see attached sample)		1							
80	Multi-purpose Eco Plastic Woven Storage Tray (35 L x 26 W x 10 H cm) color white (please see attached sample)		4							
81	Plastic Ring Binder 51mm (10 pcs per bundle)		5							
82	Plastic Ring Binder 36mm (10 pcs per bundle)		5							
83	Plastic Ring Binder 32mm (10 pcs per bundle)		5							
	***** STAGGERED PAYMENT STAGGERED DELIVERY									

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Price Schedule for Goods Offered from Within the Philippines

I shall be submitted with the Bid if bidder is offering goods from within the Philippines as I

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

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Name: _____ Legal Capacity:

Signature: _____

Duly authorized to sign the Bid for and behalf of:

Price Schedule for Goods Offered from Abroad

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

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____

Page _____ of _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
PR# 0116-CB-24 (PGO - Local Chief Executive)								
1	Ballpen, Black		47					
2	Ballpen, Blue		6					
3	ballpen, Red		6					
4	Battery dry cell AAA 2 pcs per blister pack		5					
5	Battery dry cell AA 2 pcs. per blister pack		5					
6	Correction tape 1 pc individual pack		26					
7	Data file tray, 3 layers, Metal		3					
8	Flash drive 32 gb capacity , 1 pc individual pack		6					
9	Flash drive 16 gb capacity, 1 pc. individual pack		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]

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)	
10	Calculator 16 digit, 1 unit individual pack, heavy duty & good quality Dimension L 198mm x W 150mm x 38mm		1						
11	Envelope documentary for legal size doc 500 pcs. per box		1						
12	Expanded Envelope Legal size, brown		20						
13	Fastener metal 70mm between prongs 50 sets per box		7						
14	Folder Tagboard for legal size docs 100 pcs/pack brown		1						
15	Folder tagboard for Legal size docs 100 pcs/pack, white		1						
16	Folder pressboard size 240mm x 370mm (-5mm) 100 pcs/box		1						
17	Glue all purpose gross weight 200g min		2						
18	Notepad stick on 3x3 100 sheets per pad		3						
19	Notepad stick on 3x4 100 sheets per pad		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)
20	Paper Multicopy 80 gsm size 216mm x 330mm Legal		26					
21	Paper Multicopy 80 gsm size 210 mm x 297mm, A4		25					
22	Pencil Sharpener, manual		2					
23	Stapler with remover standard type load cap 200 staple wire min, heavy duty		8					
24	staple wire Standard No. 35		8					
25	Scissors Length 8" ,heavy duty		5					
26	Sign pen black Liquid gel 0.5mm needle tip		8					
27	Sign pen black Liquid gel 0.7mm needle tip		34					
28	Sign pen Black 1.0mm gel ink roller ball		35					
29	Adhesive double sided tape width 25mm x 5m		4					

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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)
30	Puncher, paper heavy duty with 2 hole guide 1 pc/individual pack		3					
31	Stamp pad felt bed dimension 60mm x 100mm		6					
32	Stamp pad ink purple or violet 50 min		8					
33	Permanent marker , Black bullet type		10					
34	Optical Mouse, USB connection type , 1 unit individual box		3					
35	Computer keyboard USB connection		1					
36	Record book 300 pages size 214mmx278mm		26					
37	Notebook 80 leaves 148mm x 200 mm		6					
38	Epson Printer L6190 ink 001 Cyan, genuine		7					
39	Epson Printer L6190 ink 001 yellow, genuine		7					

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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 _____		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)
40	Epson Printer L6190 ink 001 Magenta, genuine		7					
41	Epson Printer L6190 ink 001 Black , genuine		8					
42	Epson printer L 1455 ink T664 Cyan genuine		7					
43	Epson printer L 1455 ink T774 black, genuine		8					
44	Epson Printer L1455 ink T664 yellow, genuine		7					
45	Epson printer L1455 ink T664 magenta, genuine		7					
46	Tape masking width 24mm		6					
47	Tape packaging width 48mm		6					
48	Tape Transparent width 24mm		6					
49	Flourescent Marker, yellow		6					

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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: Legal C

Legal Capacity:

Signature

Duly authorized to sign the Bid for and behalf of:

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

Name of Bidder _____		Project ID No. _____		For Goods Offered from Abroad		Page _____ of _____	
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)
PR# 0117-CB-24 (PMO-INFRA)							
1	Logbook		15				
2	Binder Clip (small)		10				
3	Paper Cutter Size: 5" x 12 "		1				
4	Sign Pen, High Quality, point 5, Color: Black per Box		10				
5	Sign Pen, High Quality, point 7, Color: Black per Box		10				
6	Ballpen/box		100				
7	Metal Twist ball Point Pens, Color: Black, Size of Pen : 5.6x 0.4in / 144 x 11mm Material: Stainless Steel Ink Fine Point: 1.0 Net Weight: 24g/0.85oz		30				
8	3 Drawer Mobile File Cabinet under desk small Drawer		3				
9	Correction Tape, 8mm single/pack		50				
10	Picture Frame		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 Pricedelivered DDP (col 4 x 8)	
11	Wall Clock 12inches (Heavy Duty)		2						
12	Office Curtain		4						
13	Office Desk, 58"(L)x30"(H)x27 (W), see attached Photo		1						
14	Flash Drive (16gb)		10						
15	Tape, Transparent 2inch Roll		10						
16	Fastener, Metal (size: Large)		10						
17	BT-5000 Cyan For brother DCP-T720W, Genuine		8						
18	BT-5000 Yellow For brother DCP-T720W, Genuine		8						
19	BT-5000 Magenta For brother DCP-T720W, Genuine		8						
20	BT-5000 Black For brother DCP-T720W, Genuine		15						
21	Bookpaper, A3		10						
22	Bookpaper, Long (70gsm)		500						
23	Glue Stick for glue Gun(8mmx19mm/piece)		10						
24	Self Inking Rubber Stamp (5 lines)		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.		For Goods Offered from Abroad					
						Page _____ of _____			
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)	
1	2	3	4	5	6	7	8	9	
PR# 0118-CB-24 (PMO)									
1	Transparent tape- 1 inch (24 mm) x 100 m long			40					
2	Packaging Transparent Tape 2 inches x 100mtrs			5					
3	High Lighter, set of 4 colors (4's) (pink, orange, green, yellow)			7					
4	Flash drive, 16gb, High Quality (heavy duty)			8					
5	Stamp Pad Ink, Purple/Violet/Balck, 30mL			10					
6	Stamp Pad ink Refill Purple/Violet (950ml)			4					
7	Fastener, metal (50's) (70mm x 8 inches)			10					
8	Fastener, metal no. MF-3406 (7cm) 50's			15					
9	Two-Hole Pencil Sharpener			3					
10	External Hard Disk 1 Terabyte			2					
11	Push Pin, 50's per box			5					
12	Note pad 3x3", assorted color			30					

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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.		For Goods Offered from Abroad		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)
13	Stick - On Note 3020F-5C (0.6X2"/1.5X5.1CM)		10					
14	Ink for EPSON Printer #003, black, genuine		20					
15	Ink for EPSON Printer #003, magenta, genuine		15					
16	Ink for EPSON Printer #003, yellow, genuine		15					
17	Ink for EPSON Printer #003, cyan, genuine		15					
18	Ink for EPSON Printer #001, black, genuine		2					
19	Ink for EPSON Printer #001, magenta, genuine		2					
20	Ink for EPSON Printer #001, cyan, genuine		2					
21	Ink for EPSON Printer #001, yellow, genuine		2					
22	BT5000, Cyan for brother DCP-T720W, genuine		30					
23	BT5000, Magenta for brother DCP-T720W, genuine		20					
24	BT5000, Yellow for brother DCP-T720W, genuine		20					
25	BT5000, Black for brother DCP-T720W, genuine		30					
26	Canon PGI-35 Black (for Canon TR150 Portable Printer)		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)
27	Canon CLI-36 Color (for Canon TR150 Portable Printer)		3					
28	Glue, multi-purpose (240 grams)		3					
29	Epson L3210 Waste Ink Pad and Tank		5					
30	Correction Tape, 8 mm, single/pack		35					
31	Multi-purpose Copy Paper s-24 (80gsm) Legal -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		3					
32	Bookpaper 70gsm (Legal) (5 reams per box) -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		130					
33	Bookpaper 70gsm (A4) (5 reams per box)		65					

Price Schedule for Goods Offered from Abroad

[I 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)		
	-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									
34	Pencil (3's)			5						
35	Sign pen, high quality, point 0.5mm - blue / 12 pcs per box			4						
36	Sign pen, high quality, point 0.5mm - black / 12 pcs per box			4						
37	Sign pen, high quality, point 0.7mm - black / 12 pcs per box			2						
38	Sign pen, high quality, point 0.7mm - blue / 12 pcs per box			2						
39	Sign pen, high quality, point 0.5mm - red / 12 pcs per box			1						
40	Ballpoint pen (50's per box) - 2 box blue color & 2 box black color			4						
41	Expanded Envelope 100's (orange and brown) - 1 box orange & 1 box brown			2						
42	Puncher, Heavy Duty with 2 holes Guide			8						
43	Stapler, Heavy Duty, good quality #35			20						

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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. _____		For Goods Offered from Abroad		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)
44	Staple Wire, standard #35		50					
45	Binder Clip 12pc/box 51mm		20					
46	Binder Clip 12pc/box 41mm		30					
47	Binder Clip 12pc/box 32mm		25					
48	Binder Clip 12pc/box 25mm		25					
49	Binder Clip 12pc/box 19mm		5					
50	Paper clips no. 50mm (100's)		20					
51	Paper clips no. 33mm (100's)		20					
52	Colored Bond Paper (Legal) - 500 sheets per ream (56 gsm) Color: Green, Pink, Blue, yellow -2 green, 2 pink , 2 yellow & 2 blue		6					
53	Scissors 7 inches length "Stainless Steel High Quality"		4					
54	Photo Paper A4 Size		8					
55	Permanent Marker refillable (broad tip)		4					
56	Permanent Marker refillable (fine tip)		4					

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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)	
57	Scented Specialty Paper (Legal)		5						
58	Scented Specialty Paper (A4)		5						
59	Vellum Board 200gsm (Legal)		8						
60	Vellum Board 200gsm (A4)		8						
61	Fingertip - moistener / 40grms		15						
62	Stamp Pad, No. 3		10						
63	Stamp Pad, No. 2		10						
64	Triple A Battery - 4's per pack		4						
65	Double A Battery - 4's per pack		4						
66	Pencil Eraser		8						
67	Stapler Remover Plier Type, Heavy duty (please see attached sample)			30					
68	Tape Dispenser, Heavy Duty				5				
69	Blank Book no.85 (500 pages)					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]

Name of Bidder _____		Project ID No. _____		For Goods Offered from Abroad		Page _____ of _____	
1	2	3	4	5	6	7	8
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)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
70	Blank Book no.85 (300 pages)		10				
71	Blank Book no.85 (200 pages)		7				
72	Ruler 12 inches, heavy duty		3				
73	Taskalfa 2020 TK-4140 Toner kit black for KYOCERA		6				
74	IMC 200 Toner - Black		7				
75	IMC 200 Toner - Cyan		5				
76	IMC 200 Toner - Yellow		5				
77	IMC 200 Toner - Magenta		5				
Items no. 79-83		1. Supplier shall submit a certification from the manufacturing company of the equipment naming them that they are authorized to sell genuine toner. 2. Supplier shall also submit a certification that they are to deliver only GENUINE TONER and is are SUITABLE to the equipment					
78	Waterproof Laptop Backpack Expandable (please see attached sample)		1				

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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)	
79	Multi-purpose Eco Plastic Woven Storage Tray (35 L x 26W x 10 H cm) color white (please see attached sample)		4						
80	Plastic Ring Binder 51mm (10 pcs per bundle)		5						
81	Plastic Ring Binder 36mm (10 pcs per bundle)		5						
82	Plastic Ring Binder 32mm (10 pcs per bundle)		5						
83	Plastic Ring Binder 25mm (10 pcs per bundle)		5						
***** STAGGERED PAYMENT STAGGERED DELIVERY									
Delivery is 10 Calendars days upon receipt of P.O.									
NOTE: For the 1st delivery *Full delivery - on items no. 2-14,19-22,27-30,32,35,38-43,46-92 *50% delivery on total qty. - of items no.1,15-18,23-26,31,36-37,44,45 *25% delivery on total qty. - of items no. 33 & 34									
2nd or 3rd Delivery is 10 Calendar days upon receipt of written notice from the end-user									

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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:
Legal Cau
Signature
Duly auth