

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

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# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

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

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

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



Maanyag  
nga  
Paraiso

*I Love Davao del Sur*

# BIDDING DOCUMENTS

## *Supply/Delivery of Office Supplies*

**PUBLIC BIDDING IB NO. G-045-23C**

**March 01, 2023**

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



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

Website: www.davaodelsur.gov.ph/pgo-bac

Email Add.: bac.davaodelsur2@gmail.com/sbacdavaodelsur@gmail.com

I Love Davao del Sur

## INVITATION TO BID FOR G-045-23C

## Supply/Delivery of Office Supplies

1. The Provincial Government of Davao del Sur, through the LGDF-General Fund (PGO-OSP Muslim Affairs, PSWDO, PPDO) and General Fund (PEO) intends to apply the sum of ₱ 563,405.00 being the ABC to payments under the contract for IB No. G-045-23C. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Provincial Government of Davao del Sur now invites bids for the above Procurement Project. Delivery of the Goods is required by 10 calendar days. Bidders should have completed, for the last 3 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from Provincial Government of Davao del Sur and inspect the Bidding Documents at the address given below during 8:00 A.M. – 4:00 P.M., Monday to Friday:


MS. NORJANNA M. CAMAGUIN, MPA  
Chief Administrative Officer  
Procurement Management Office  
Room 4, Executive Building, Barangay Matti, Digos City

5. A complete set of Bidding Documents may be acquired by interested Bidders on March 02, 2023 – March 09, 2023 at the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City upon accomplishing a bidder's assessment slip pursuant to the latest Guidelines issued by the GPPB, in the amount of ₱ 1,000.00. 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.



6. Bids must be duly received at the following through manual submission. Late bids shall not be accepted:
- Advance dropping (before **March 09, 2023**) - Room 4, Procurement Management Office (Goods), Capitol Building, Mati, Digos City.
  - Date of Opening (**March 09, 2023**) - Ralota Hall Davao del Sur Coliseum, Province of Davao del Sur.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be on **March 09, 2023 at 9:00 A.M. Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Mati, Digos City, Davao Del Sur.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:  
**The BAC Chairperson**  
**Provincial Government of Davao del Sur**  
**Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**
- MS. NORJANNA M. CAMAGUIN, MPA**  
**Chief Administrative Officer**  
**Head, BAC Secretariat**  
**Procurement Management Office**  
**Rm. 4 Executive Building, Barangay Mati, Digos City**  
**Email Address: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**  
**Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)**  
**Telefax: (082) 553-9579**
11. You may visit the following website:  
**For downloading of Bidding Documents :**  
**<https://davaodelsur.gov.ph/bids-and-awards-bulletin/invitation-to-bid/itb-gcs/itb-gcs-y2022/itb-gcs-y2022-competitive-bidding/itb-gcs-y2022-cb-3sp/>**

**March 01, 2023**

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

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



## 1. Scope of Bid

The **Provincial Government of Davao del Sur** wishes to receive Bids for the **Supply/Delivery of Office Supplies** with identification number **G-045-23C**.

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 563,405.00**.

2.2. The source of funding is **LGDF-General Fund/General Fund**:

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

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

5.2. *[Select one, delete other/s]*

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

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

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



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

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

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

## **6. Origin of Goods**

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

## **7. Subcontracts**

**7.1. Subcontracting is not allowed.**

## **8. Pre-Bid Conference**

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



## 9. Clarification and Amendment of Bidding Documents

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

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

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

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:



- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

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

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

### **13. Bid and Payment Currencies**

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

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

### **14. Bid Security**



- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **July 07, 2023**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## 16. Deadline for Submission of Bids

- 16.1. Bids must be delivered to the Procurement Management Office Room 4, Executive Building, Capitol Matti, Digos City on or before **March 09, 2023 at 9:00 A.M.** Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

## 17. Opening and Preliminary Examination of Bids

- 17.1. Bid Opening shall be on **March 09, 2023 at 9:00 A.M., Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur**. Bids will be opened in the presence of bidders' representatives who choose to attend the activity.
- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

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



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

## 19. Detailed Evaluation and Comparison of Bids

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

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HOPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,*}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.*}*



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



## *Bid Data Sheet*

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid for the <b>last 3 years</b>, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said SLCC must be at least twenty five percent (25%) of the ABC. Other conditions set forth under Section 23.4.1.3 of the 2016 Revised IRR of R.A. 9184 shall also be observed.</p>
7.1	<b><i>Subcontracting is not allowed.</i></b>
12	The price of the Goods shall be quoted DDP [ <i>state place of destination</i> ] or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>P 11,268.10</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>P 28,170.25</b> if bid security is in Surety Bond.</p>
19.3	<p><i>Please see Purchase Request Nos.:</i></p> <p><b>0350-CB-23 dated February 28, 2023</b></p> <p><b>0351-CB-23 dated February 28, 2023</b></p> <p><b>0352-CB-23 dated February 28, 2023</b></p> <p><b>0353-CB-23 dated February 28, 2023</b></p>
20.2	<b><i>Post-Qualification Requirements: Latest Income Tax Returns, Business Tax Returns for the last 6 months</i></b>
21.2	<p><b>1. Envelope 1 (Eligibility/Technical Documents)</b></p> <p>One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b>.</p> <p><b>2. Envelope 2 (Financial Proposal)</b></p> <p>One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b></p> <p>Such documents shall be duly signed by the bidders or its duly authorized representative/s.</p> <p>Eligibility/Technical and Financial Proposal <b>must be book bound</b> and properly tab at the right side. <b>Any documents submitted not book bound shall be rejected outright.</b> For the Financial Proposal not exceeding ten (10) pages maybe book bound or securely stapled.</p> <p>All copies must be <b>properly marked (ORIGINAL COPY, COPY 1 AND COPY 2)</b></p> <p><b>Envelope 1 and Envelope 2 must be properly sealed. Envelope 1 and Envelope 2 will be placed in one sealed mother envelope.</b></p>





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

PR Id.: OFFICE SUPPLIES 1 2023  
 Date Submitted/Published: 02/01/2023

Department: OSP (Muslim Affairs)      P.R. No.: **0350-CB-M**      Date: **FEB 28 2023**  
 Section:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	Pieces	Double side tape, 1.5cm	20	80.00	1,600.00
2	Box	Envelop Legal size 500pcs/per box	3	1,700.00	5,100.00
3	box	Ball pen, Water gel pen 0.7 (25pcs/box) (black ink)	31	250.00	7,750.00
4	Pieces	Stapler, #35, Standard heavy duty type with remover	2	350.00	700.00
5	Pieces	Masking tape (2 inches width)	20	150.00	3,000.00
6	Box	Sign pen , black, liquid/gel ink, 0.5mm needle tip (12pcs/per box)	5	360.00	1,800.00
7	Box	Permanent marker 12pcs/per box, black	10	720.00	7,200.00
8	Pieces	Packing tape 2 inches	30	80.00	2,400.00
9	Pieces	Scissors big, stainless steel size: 7 inches	3	150.00	450.00
10	Pieces	Certificate holder (A4 size)	80	85.00	6,800.00
11	Pieces	Card Holder Transparent Soft Waterproof Name Tags with Lanyard (vertical 54 x 58mm, 54 x 90mm)	150	45.00	6,750.00
12	Pieces	Manila paper	300	10.00	3,000.00
13	Box	Push pin	10	30.00	300.00
14	Box	Metal paper clip, metal type 33mm	10	25.00	250.00
15	Bottle	Permanent marker ink refill 30ml	10	120.00	1,200.00
16	Pieces	Highlighter (Assorted)	10	15.00	150.00
17	Pieces	Envelop, Expanding (Legal) (Plastic w/holder and lock)	19	150.00	2,850.00
18	Box	Folder w/tab, Legal (100pieces per box)	1	800.00	800.00
19	Pack	Vellum board A4 size 10pcs/per pack	20	120.00	2,400.00
20	Pieces	Notebook 80 leaves, yarned)	50	45.00	2,250.00
21	Pack	Parchment Paper , A4 size, 10 pcs per pack	40	120.00	4,800.00
22	Pack	Photo paper , A4 size, 12 sheets per pack	10	120.00	1,200.00
23	Ream	Paper Multicopy, A4 size, 80gsm	10	300.00	3,000.00
24	Ream	Paper Multicopy, Legal size, 80gsm	10	320.00	3,200.00

**Charges:**  
 SUPPORT TO MUSLIM COMMUNITIES ACCOUNT CODE: 5-02-03-010  
 RESPONSIBILITY CENTER: 7919-27



**CERTIFICATION**  
 This is to certify that the ABC set is the prevailing market price based on the precavass/market survey conducted by this office as of 1/27/23 0350

JEREMIAS P. REBUYON  
 PGO/OSP/OIC

**Total :** P 68,950.00

**Purpose:** TO BE USE IN NCMF PROGRAM

<b>Requested by:</b> Signature: <i>[Signature]</i> Printed Name: <b>JEREMIAS P. REBUYON</b> Designation: <b>PGO-OSP/OIC</b> Date:	<b>Cash Availability:</b> <i>[Signature]</i> <b>FARAH GEMMA V. BIDAN, CPA</b> Provincial Treasurer	<b>Approved by:</b> <i>[Signature]</i> <b>YVONNE ROÑA CAGAS</b> Governor  As per MO No. 4, Series of 2022 <i>[Signature]</i> <b>CHRISTOPHER T. TAN</b> PGDH-PDRMO
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PAGE 1 OF 1 PAGE/S

G-045-230  
 Total: 503,405.00  
 Lt: 3-9-23







LINE	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
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DESSAMIEBUAT-SANCHEZ, CPA  
PROVINCIAL BUDGET OFFICER

LGDF-GENERAL FUND

CONTROL NO: 14 FEB 2023  
DATE: 14 FEB 2023  
ALLOTMENT BALANCE: 90,000  
LESS THIS REQUEST: 62,750  
REMAINING BALANCE: 27,250





063 # 333  
A-334



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

PR Id.: OFFICE SUPPLIES/C.I.U  
Date Submitted/Published: 02/08/2023

Department: PSWDO P.R No.: **0351-CPM** Date: **FEB 28 2023**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1.	ream	PAPER , MULTI-COPY, 70GSM., A4 SIZE -can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well- managed tree plantation - preferably atleast Elemental Chlorine Free (ECF) -packaging must be recyclable	225	250.00	56,250.00
2.	ream	PAPER , MULTI-COPY, 70GSM., Legal SIZE 50 can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well- managed tree plantation - preferably atleast Elemental Chlorine Free (ECF) -packaging must be recyclable	50	270.00	13,500.00
3.	book	Record Book, 500 pages, 215mm X 275mm width	25	165.00	4,125.00
4.	roll	Packaging tape clear, 72mmX30mm	10	85.00	850.00
5.	roll	Double Tape tissue, 1X10M	10	85.00	850.00
6.	roll	Packaging Tape, tan 2X30M	10	85.00	850.00
7.	box	Mailing Envelope, premium long, 500pcs./box	2	3,000.00	6,000.00
8.	pieces	Stapler heavy, duty , NO.3 (24/6) NO.35 (26/6)	15	495.00	7,425.00
9.	pack	Push pin, assorted color, 50pcs./pack	10	55.00	550.00
10.	pieces	Fruit Crate, 21X16X12, assorted color	50	480.00	24,000.00
11.	pad	Sticky Note, 3X3, assorted color	20	75.00	1,500.00
12.	box	Paper Fastener, size 8, non rust metal, jumbo 50pcs./box	10	88.00	880.00
13.	bot	Ink #003,EPSON PRINTER, L3110, black, genuine	10	410.00	4,100.00
14.	bot	Ink #003,EPSON PRINTER, L3110, cyan, genuine	1	410.00	410.00
15.	bot.	Ink #003,EPSON PRINTER, L3110, yellow, genuine	1	410.00	410.00
16.	bot	Ink #003,EPSON PRINTER, L3110, magenta, genuine	1	410.00	410.00
17.	pieces	File Maker Pro. water resistant cover,, wide long w/slide rail	100	550.00	55,000.00
18.	pieces	Desk tray, 3 layers, long (steel)	10	650.00	6,500.00
19.	pieces	Ballpen, smooth ink, 0.5mm, black	200	10.00	2,000.00
20.	pieces	Sign pen, 0.7mm, black, gel	100	65.00	6,500.00
21.	pieces	Data File box, ,(250mmX90mmX295mm)	20	285.00	5,700.00
22.	pieces	FOLDER EXPANDABLE, LONG, carton	200	25.00	5,000.00
23.	pieces	Correction Tape, (8mm) single/pack	40	60.00	2,400.00
24.	book	Columnar notebook , 24 columns, maroon cover	20	185.00	3,700.00
25.	pieces	Stamp pad, good quality No.2	5	120.00	600.00
26.	pieces	Puncher, 2 hole, heavy duty	3	220.00	660.00
27.	box	Staple wire , standard, 500pcs./box	20	65.00	1,300.00
28.	box	Carbon Paper, long, black	5	850.00	4,250.00
29.	pieces	Scissors, heavy duty	5	65.00	325.00
30.	pieces	USB 2GB	5	290.00	1,450.00
31.	pieces	USB 16GB	5	395.00	1,975.00
32.	pieces	Expanding Envelope, plastic , long 25 pcs, pink, 25pcs. orange	50	165.00	8,250.00
33.	pieces	Folder long, 100pcs. pink, 100 pcs. orange	200	8.50	1,700.00
34.	bot	PADDING GLUE 1KG/bot	3	285.00	855.00
35.	roll	Yarn, white color	10	55.00	550.00

Charges:  
(C.Y. 2023 LGDF GEN. FUND) COMPREHENSIVE ASSISTANCE PROGRAM TO INDIGENTS AND OTHER MARGINALIZED SECTORS  
ACCOUNT CODE: 5-02-03-010 7919-15 OFFICE SUPPLIES EXPENSES

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

TECHNICAL SPECS AND ABC REVIEWED  
BY: *[Signature]*  
DATE: 2023-02-14

**BIDS & AWARDS COMMITTEE (BAC)**  
**BAC SECRETARIAT**  
GOVERNMENT OF DAVAO DEL SUR  
MATTI, DIGOS CITY  
DATE: *2/28/23*

Total: **P 230,825.00**

Purpose: **FOR THE USE OF COMPREHENSIVE ASSISTANCE PROGRAM TO INDIGENTS AND OTHER MARGINALIZED SECTORS**

Requested by:	Cash Availability:	Approved by:
Signature: <i>[Signature]</i>		
Printed Name: <b>GERALDINE S. LANO, RSW, MPA</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>YVONNE ROÑA CAGAS</b>
Designation: <b>Provincial Social Welfare &amp; Development Officer</b>	<b>Provincial Treasurer</b>	<b>As per MCO Series of 2022</b>
Date: <i>2/14/2023</i>	<b>WELLN BACONECO, MPA</b> <b>LOCAL TREASURY OFFICER</b> <b>ACTING ASSISTANT PROVINCIAL TREASURER</b>	<i>[Signature]</i> <b>CHRISTOPHER T. TAN</b> <b>PGDH-PDRMO</b>

**PROVINCIAL PLANNING & DEVELOPMENT OFFICE**  
MATTI, DIGOS CITY  
DATE: *9-50*  
**FEB 16 2023**

**PROV'L PLANNING & DEVELOPMENT OFFICE**  
MATTI, DIGOS, DAVAO DEL SUR  
DATE: *2-15-23*



**PURCHASE REQUEST**  
 PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
 Main Office - City



Request No. 2023-001  
 Date: 16 FEB 2023

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
2	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
3	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
4	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
5	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
6	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
7	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
8	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
9	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00
10	ream	PAPER, MULTIPURPOSE, 70 GSM, A4 SIZE, 500 sheets per ream	50	120.00	6,000.00

**DESSAMIE BUAL-SANCHEZ, CPA**  
 PROXIMAL SET GET OFFICER

**Provincial Budget Office**  
 CONTROL NO. 16 FEB 2023  
 DATE: 16 FEB 2023  
 ALLOTMENT BALANCE: 250,000  
 LESS THIS REQUEST: 250,000  
 REMAINING BALANCE: 0/115

**LGDF-GENERAL FUND**

**CHRISTOPHER T. TAN**  
 PROXIMAL SET GET OFFICER





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

PR Id.: OFFICE SUPPLIES/C.I.U  
 Date Submitted/Published: 02/08/2023

Department: PSWDO P.R No.: Date: FEB 28 2023

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
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0351-00-M

**CERTIFICATION**

This is to certify that the ABC set is the prevailing market price based on the precavass/market survey conducted by this office as of 02-07-23

*[Signature]*  
**GERALDINE S. LANO, RSW, MPA**  
 Provincial Social Welfare & Development Officer

Total : P 230,825.00

Purpose: FOR THE USE OF COMPREHENSIVE ASSISTANCE PROGRAM TO INDIGENTS AND OTHER MARGINALIZED SECTORS

Requested by:	Cash Availability:	Approved by:
Signature: <i>[Signature]</i>		
Printed Name: <b>GERALDINE S. LANO, RSW, MPA</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>YVONNE ROÑA CAGAS</b>
Designation: <b>Provincial Social Welfare &amp; Development Officer</b>	<b>Provincial Treasurer</b>	<b>City of Mati Governor</b>
Date: 2/14/2023 <i>[Signature]</i>	<b>ROWELL N. BACONSO, MPA</b> LOCAL TREASURER ACTING ASSISTANT	<i>[Signature]</i> <b>CHRISTOPHER T. TAN</b> PGDH-PDRMO

FEB 16 2023



PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
 MATI, DIGOS CITY



**PURCHASE REQUEST**  
 PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
 Marikina City

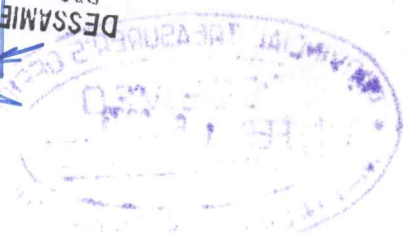


Form No. 1 of 2010  
 Date: \_\_\_\_\_

Item No.	Item and Description	Unit	Quantity	Unit Cost	Total Cost
<p><b>CERTIFICATION</b></p> <p>The undersigned hereby certifies that the items specified herein are necessary for the operation of the office and that the purchase of the same is in the best interest of the Government.</p> <p>_____                  Provincial Treasurer &amp; Development Officer</p>					

Requested by	Cash Availability	Approved by
_____ Provincial Treasurer	_____ Provincial Treasurer	_____ Provincial Treasurer

**DESSAMIE BUAT-SANCHEZ, CPA**  
 PROVINCIAL BUDGET OFFICER





A-257



# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

PR Id.: prdp-office-1.0

Date Submitted/Published: 02/02/2023

Department: PPDO P.R No.: **0352-CPM** Date: **FEB 28 2023**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	pc	Correction Tape - good quality	15	40.00	600.00
2	pc	Sticky Notes 3 x 3 cm	15	40.00	600.00
3	ream	Book Paper, 70gsm - Long - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	10	275.00	2,750.00
4	ream	Book Paper, 70gsm - A4 - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	10	250.00	2,500.00
5	ream	Book Paper, 70gsm - short - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	5	230.00	1,150.00
6	pc	Engineer's Field Book	3	180.00	540.00
7	pc	Expanded Envelope with string garter - Brown - Legal (non-plastic)	100	28.00	2,800.00
8	box	Sign Pen 0.5mm ballpoint - black (12pcs/box)	2	325.00	650.00
9	box	Folder, Brown, long - 100pcs/box	2	900.00	1,800.00
10	pcs	Marker (Highlighter) - neon green and magenta	5	36.00	180.00
11	pcs	Permanent Marker, fine, black	10	50.00	500.00
12	pcs	Record Book, 300 pages	5	140.00	700.00
13	unit	External Hard Drive, 1TB - genuine	2	3,200.00	6,400.00

**Charges:**  
CY 2023 - LGDF - 8919-21 Support to Philippine Rural Development  
Project 5-02-03-010 Office Supplies Expenses

**BIDS & AWARDS COMMITTEE (BAC)  
TECHNICAL WORKING GROUP**  
TECHNICAL SPECS AND ABC REVIEWED  
BY: *[Signature]*  
2023-02-14

**BIDS & AWARDS COMMITTEE (BAC)  
AC SECRETARIAL**  
COVERED UNDER ABC  
CONTROLLED BY: *[Signature]*  
DATE: 2/28/23

**PROVINCIAL TREASURER'S OFFICE**  
**RECEIVED**  
DATE: FEB 20 2023  
MATTI, DIGOS, DAVAO DEL SUR

**CERTIFICATION**  
This is to certify that the ABC set is the prevailing market price based on the precanvass/market survey conducted by this office as of 2/1/2023

**IMELDA P. REBUYON, EnP,**  
Provincial Planning Development Coordinator

**PROVINCIAL PLANNING & DEVELOPMENT OFFICE**  
**CONTROLLED**  
LGDF GENERAL FUND  
DATE: 17 FEB 2023  
MATTI, DIGOS, DAVAO DEL SUR

**Total : P 21,170.00**

**Purpose: For the PRDP use**

Requested by:	Cash Availability:	Approved by:
Signature: <i>[Signature]</i>		
Printed Name: <b>IMELDA P. REBUYON, EnP</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>YVONNE ROÑA CAGAS</b>
Designation: <b>Provincial Planning Development Coordinator</b>	<b>Provincial Treasurer</b>	<b>Governor</b>
Date:	<b>HOWELL N. BACONGCO, MPA</b> TREASURY OPERATIONS OFFICER ACTING ASSISTANT PROVINCIAL TREASURER	By Authority of the Governor As per EO No. 1, Series of 2022 <b>Atty. HERBERT R. GONZALES</b> Provincial Administrator

#1527

FEB 20 2023



PURCHASE REQUEST



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RECEIVED  
 FEB 20 2023  
 PROVINCIAL TREASURER'S OFFICE

DESSAMIEBUAT SANCHEZ, CPA  
 PROVINCIAL BUDGET OFFICER

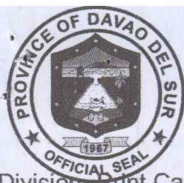
LGDF-GENERAL FUND

PROVINCIAL BUDGET OFFICE  
 CONTROL NO: 17 FEB 2023  
 DATE: 17 FEB 2023  
 ALLOTMENT BALANCE: 50,000  
 LESS THIS REQUEST: 27,170  
 REMAINING BALANCE: 22,830

FEB 20 2023

BY Authority of the Governor  
 As per EO No. Series of 2023  
 HON. HERBERT R. GONZALES  
 Provincial Administrator





# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

A-382

38

PR Id.: PEO- Planning & Prog. Division Print Cartridge  
Date Submitted/Published: 02/15/2023

Department: PEO P.R No.: **0353-CB-177** Date: **FEB 28 2023**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	pcs	PRINT CARTRIDGE, black MP C2503HS (genuine)	3	5,710.00	17,130.00
2	pcs	PRINT CARTRIDGE, magenta MP C2503HS (genuine)	2	11,220.00	22,440.00
3	pcs	PRINT CARTRIDGE, yellow MP C2503HS (genuine)	2	11,220.00	22,440.00
4	pcs	PRINT CARTRIDGE, Cyan MPC2503HS (genuine) <b>-X-X-X-X- FOR USE OF GESTETNER IM C2000 -X-X-X-X-</b>	2	11,220.00	22,440.00
5	pcs	PRINT CARTRIDGE, black MP C2503HS (genuine)	3	5,710.00	17,130.00
6	pcs	PRINT CARTRIDGE, magenta MP C2503HS (genuine)	2	11,220.00	22,440.00
7	pcs	PRINT CARTRIDGE yellow MP C2503HS (genuine)	2	11,220.00	22,440.00
8	pcs	PRINT CARTRIDGE, cyan MP C2503HS (genuine) <b>-X-X-X-X FOR USE OF GESTETNER MP C2004ex -X-X-X-X-</b>	2	11,220.00	22,440.00
9	cart	INK CARTRIDGE, yellow P2V70A, 730 300 (genuine)	1	8,260.00	8,260.00
10	cart	INK CARTRIDGE, magenta P2V69A, 730 300 (genuine)	1	8,260.00	8,260.00
11	cart	INK CARTRIDGE, cyan P2V68A, 730 300 (genuine)	1	8,260.00	8,260.00
12	cart	INK CARTRIDGE, photo black P2V61A, 730 300 (genuine)	1	8,260.00	8,260.00
13	cart	INK CARTRIDGE, gray 3ED50A, 730 300 (genuine)	1	8,260.00	8,260.00
14	cart	INK CARTRIDGE, matte black 3ED51A, 730 300 (genuine) <b>-X-X-X-X- FOR USE OF HP DesignJet T2600dr -X-X-X-X-</b>	1	8,260.00	8,260.00
15	units	<b>UNINTERRUPTIBLE POWER SUPPLY (UPS)</b> - 3000VA - Input Voltage: 220-240V Voltage Range: 140-300Vac Frequency: 50/60Hz (Auto-sensing) - Output Voltage (Battery): 220-240V Frequency (Battery): 50/60Hz + 1% Waveform (Battery): Simulated Sine Wave Transfer Time: 4ms Typical Outlet Type: 4 NEMA 5-15R Protection: Overload, Short Circuit, Over Discharge and Over Charge - Battery Typical back - up Time: 5-15 minutes Sealed Lead- acid Battery: 12V 5AH *1 Typical Recharge Time: 6 hours - Management Auto Recharge: Yes Auto Restart: Yes  <b>-X-</b>  Charges: 8751-1 PEO Planning & Prog. Division 5-02-03-010 Office Supplies Expense	3	8,000.00	24,000.00

**BIDS & AWARDS COMMITTEE (BAC)**  
**BAC SECRETARIA**  
COVERED UNDER RA 9202  
CONTROLLED BY  
DATE: *2/28/23*

*0353* *OM* *J. J. J.*

**PROVINCIAL TREASURER'S OFFICE**  
MATTI, DIGOS CITY, DAVAO DEL SUR  
RECEIVED  
TIME: *9:52*  
DATE: **FEB 23 2023**  
BY: *N*

Total: **P 242,460.00**

Purpose: **For use in the PEO Planning & Prog. Division**

Requested by: *[Signature]* Cash Availability: Approved by:

Printed Name: <b>ANGELIE R. GELLA</b> Designation: <b>PGADH- Ass't. Provincial Engineer OIC-</b> Provincial Engineer as per Memo. Order No. 22-2023	<b>FARAH GEMMA V. BIDAN, CPA</b> Provincial Treasurer <i>[Signature]</i> <b>ROWELL N. BACONGCO, MBA</b> LOCAL TREASURY OPERATIONS OFFICER ACTING ASSISTANT PROVINCIAL TREASURER	<b>YVONNE ROÑA CAGAS</b> By Authority of the Governor AS per Memo. No. 4 Series of 2022 <i>[Signature]</i> <b>CHRISTOPHER T. TAN</b> REGIONAL PERFORMO
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**TERMS AND CONDITIONS**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDDEE, shall be responsible for the source(s) of his supplies/equipment shall be delivers in accordance with schedule, quantity and specifications of the award and purchase order. Failure by the AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATIVE AWARDDEE.
3. AWARDDEE shall be pick up purchase order(s) issued in his favor within three(3) days after receipt of notice of that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for the order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from the AWARDDEE. The Procurement Service shall then purchase the required item(s) from such other source(s) as it may determine, with difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All deliveries by suppliers shall be subject to inspection and acceptance by the PGO and PGSO and the requisitioner. All necessary laboratory tests undertaken by the Provincial Government of Davao del Sur on the item(s) shall be account of the supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
7. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) /product(s) therefore that may be discovered by the Inspectorate Team of the Provincial Government with three (3) months after acceptance of the same shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that affect.
8. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/goods purchased shall be deducted each of delay in the delivery of the product(s) /goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's accounts.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the <Name of Procuring Entity>
11. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

**INSTRUCTION TO THE USER:**

DESSAMIEBUAT-SANCHEZ, CPA  
PROVINCIAL BUDGET OFFICER

GENERAL FUND

REMAINING BALANCE:	_____
LESS THIS REQUEST:	_____
ALLOTMENT BALANCE:	450,000
DATE:	23 FEB 2023
CONTROL NO.:	63V
Provincial Budget Office	





# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

08

P.R Id.: PEO- Planning & Prog. Division- Print Cartridge  
Date Submitted/Published: **02/15/2023**

Department: PEO  
Section:


P.R No.: **0353-06/M**

Date: **FEB 28 2023**

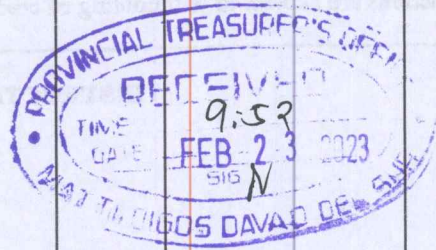
ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
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### CERTIFICATION

This is to certify that the ABC set is the prevailing market price based on the precavass/market survey conducted by this office as of **2/23/2023**

  
**ANGELIE R. GELLA**

PGADH- Ass't. Provincial Engineer OIC- Provincial Engineer as per Memo.  
Order No. 22-2023



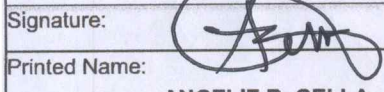
**Total :** **P 242,460.00**

**Purpose:** For use in the PEO Planning & Prog. Division

**Requested by:**

**Cash Availability:**

**Approved by:**

Signature: 

Printed Name: **ANGELIE R. GELLA**

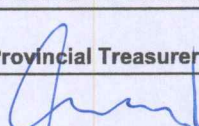
**FARAH GEMMA V. BIDAN, CPA**

**YVONNE ROÑA CAGAS**

Designation: **PGADH- Ass't. Provincial Engineer OIC- Provincial Engineer as per Memo. Order No. 22-2023**

**Provincial Treasurer**

By Authority of the Governor  
Date per Memo. 4, February 2023

  
**ROWELL N. BACONGCO, MPA**  
**LOCAL TREASURY OPERATIONS OFFICER IV**  
**ACTING ASSISTANT PROVINCIAL TREASURER**

  
**CHRISTOPHER T. TAN**  
**PGADH-PORRMO**



**TERMS AND CONDITIONS**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDEE, shall be responsible for the source(s) of his supplies/equipment shall be delivered in accordance with schedule, quantity and specifications of the award and purchase order. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATIVE AWARDEE.
3. AWARDEE shall be pick up purchase order(s) issued in his favor within three(3) days after receipt of notice of that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for the order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from the AWARDEE. The Procurement Service shall then purchase the required item(s) from such other source(s) as it may determine, with difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All deliveries by suppliers shall be subject to inspection and acceptance by the PGO and PGSO and the requisitioner. All necessary laboratory tests undertaken by the Provincial Government of Davao del Sur on the item(s) shall be account of the supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
7. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) /product(s) therefore that may be discovered by the inspectorate Team of the Provincial Government within three (3) months after acceptance of the same shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that affect.
8. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/goods purchased shall be deducted each of delay in the delivery of the product(s) /goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's accounts.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the <Name of Procuring Entity>
11. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

**INSTRUCTION TO THE USER:**

PROVINCIAL BUDGET OFFICER  
JESSAMIE BUAT-SANCHEZ, CPA

HOWELL A. SACCOMBO, MPA  
LOCAL TRADING OPERATIONS OFFICER



*Section IV. General  
Conditions of  
Contract*



## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

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

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

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

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

## 4. Inspection and Tests

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



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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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



***Section V. Special  
Conditions of  
Contract***



## *Special Conditions of Contract*

GCC Clause	
1	<p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is <b>PGSO Warehouse</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> <li>e. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>f. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>g. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>h. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>i. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>j. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>



**Spare Parts –**

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

*Select appropriate requirements and delete the rest.*

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

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

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

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

**Packaging –**

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

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

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

Name of the Procuring Entity  
Name of the Supplier  
Contract Description



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

2



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



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

PGO - BIDS AND AWARDS COMMITTEE

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-045-23C is 10 calendar days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0350-CB-23 (QSP (Muslim Affairs))				
1	Double side tape, 1.5cm	20	Pieces		
2	Envelop Legal size 500pcs/per box	3	Box		
3	Ball pen, Water gel pen 0.7 (25pcs/box) (black ink)	31	box		
4	Stapler, #35, Standard heavy duty type with remover	2	Pieces		
5	Masking tape (2 inches width)	20	Pieces		
6	Sign pen , black, liquid/gel ink, 0.5mm needle tip (12pcs/per box)	5	Box		
7	Permanent marker 12pcs/per box, black	10	Box		
8	Packing tape 2 inches	30	Pieces		
9	Scissors big, stainless steel size: 7 inches	3	Pieces		
10	Certificate holder (A4 size)	80	Pieces		
11	Card Holder Transparent Soft Waterproof Name Tags with Lanyard (vertical 54 x 58mm, 54 x 90mm)	150	Pieces		
12	Manila paper	300	Pieces		
13	Push pin	10	Box		
14	Metal paper clip, metal type 33mm	10	Box		
15	Permanent marker ink refill 30ml	10	Bottle		
16	Highlighter (Assorted)	10	Pieces		
17	Envelop, Expanding (Legal) (Plastic w/holder and lock)	19	Pieces		
18	Folder w/tab, Legal (100pieces per box)	1	Box		
19	Vellum board A4 size 10pcs/per pack	20	Pack		
20	Notebook 80 leaves, yarned)	50	Pieces		
21	Parchment Paper , A4 size, 10 pcs per pack	40	Pack		
22	Photo paper , A4 size, 12 sheets per pack	10	Pack		
23	Paper Multicopy, A4 size, 80gsm	10	Ream		
24	Paper Multicopy, Legal size, 80gsm	10	Ream		
	Can be recycled / can be re-used Preferably made of recycled materials, if not, it must be sourced out from a well managed tree planation Preferably at least elemental chlorine free(ECF) Packaging must be recyclable				
	*****				

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

PGO - BIDS AND AWARDS COMMITTEE

Schedule of Requirements

The delivery schedule as per IB NO.: G-045-23C is 10 calendar days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0352-CB-23(PPDO)				
1	Correction Tape - good quality	15	pc		
2	Sticky Notes 3 x 3 cm	15	pc		
3	Book Paper, 70gsm - Long - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	10	ream		
4	Book Paper, 70gsm - A4 - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	10	ream		
5	Book Paper, 70gsm - short - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable	5	ream		
6	Engineer's Field Book	3	pc		
7	Expanded Envelope with string garter - Brown - Legal (non-plastic)	100	pc		
8	Sign Pen 0.5mm ballpoint - black (12pcs/box)	2	box		
9	Folder, Brown, long - 100pcs/box	2	box		
10	Marker (Highlighter) - neon green and magenta	5	pcs		
11	Permanent Marker, fine, black	10	pcs		
12	Record Book, 300 pages	5	pcs		
13	External Hard Drive, 1TB - genuine	2	unit		
	*****				

2



**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-045-23C is 10 calendar days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0353-CB-23(PEO)				
1	PRINT CARTRIDGE, black MP C2503HS (genuine)	3	pcs		
2	PRINT CARTRIDGE, magenta MP C2503HS (genuine)	2	pcs		
3	PRINT CARTRIDGE, yellow MP C2503HS (genuine)	2	pcs		
4	PRINT CARTRIDGE, Cyan MPC2503HS (genuine)	2	pcs		
	-X-X-X-X- FOR USE OF GESTETNER IM C2000 -X-X-X-X-				
5	PRINT CARTRIDGE, black MP C2503HS (genuine)	3	pcs		
6	PRINT CARTRIDGE, magenta MP C2503HS (genuine)	2	pcs		
7	PRINT CARTRIDGE yellow MP C2503HS (genuine)	2	pcs		
8	PRINT CARTRIDGE, cyan MP C2503HS (genuine)	2	pcs		
	-X-X-X-X FOR USE OF GESTETNER MP C2004ex -X-X-X-X-				
9	INK CARTRIDGE, yellow P2V70A, 730 300 (genuine)	1	cart		
10	INK CARTRIDGE, magenta P2V69A, 730 300 (genuine)	1	cart		
11	INK CARTRIDGE, cyan P2V68A, 730 300 (genuine)	1	cart		
12	INK CARTRIDGE, photo black P2V61A, 730 300 (genuine)	1	cart		
13	INK CARTRIDGE, gray 3ED50A, 730 300 (genuine)	1	cart		
14	INK CARTRIDGE, matte black 3ED51A, 730 300 (genuine)	1	cart		
	-X-X-X-X- FOR USE OF HP DesignJet T2600dr -X-X-X-X-				
15	UNINTERRUPTIBLE POWER SUPPLY (UPS) - 3000VA - Input Voltage: 220-240V Voltage Range: 140-300Vac Frequency: 50/60Hz (Auto-sensing) - Output Voltage (Battery): 220-240V Frequency (Battery): 50/60Hz ± 1% Waveform (Battery): Simulated Sine Wave Transfer Time: 4ms Typical Outlet Type: 4 NEMA 5-15R Protection: Overload, Short Circuit, Over Discharge and Over Charge - Battery Typical back - up Time: 5-15 minutes Sealed Lead- acid Battery: 12V 5AH *1 Typical Recharge Time: 6 hours - Management Auto Recharge: Yes Auto Restart: Yes	3	units		
	-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-				
	*****				



***Section VII. Technical  
Specifications***



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

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

AEB NO.:

Date of Opening: March 09, 2023

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of two (2) Brands	Qty	Unit	Statement of Compliance
	PR#0350-CB-23 (OSP (Muslim Affairs))				
1	Double side tape, 1.5cm		20	Pieces	
2	Envelop Legal size 500pcs/per box		3	Box	
3	Ball pen, Water gel pen 0.7 (25pcs/box) (black ink)		31	box	
4	Stapler, #35, Standard heavy duty type with remover		2	Pieces	
5	Masking tape (2 inches width)		20	Pieces	
6	Sign pen , black, liquid/gel ink, 0.5mm needle tip (12pcs/per box)		5	Box	
7	Permanent marker 12pcs/per box, black		10	Box	
8	Packing tape 2 inches		30	Pieces	
9	Scissors big, stainless steel size: 7 inches		3	Pieces	
10	Certificate holder (A4 size)		80	Pieces	
11	Card Holder Transparent Soft Waterproof Name Tags with Lanyard (vertical 54 x 58mm,54 x 90mm)		150	Pieces	
12	Manila paper		300	Pieces	
13	Push pin		10	Box	
14	Metal paper clip, metal type 33mm		10	Box	
15	Permanent marker ink refill 30ml		10	Bottle	
16	Highlighter (Assorted)		10	Pieces	
17	Envelop, Expanding (Legal) (Plastic w/holder and lock)		19	Pieces	
18	Folder w/tab, Legal (100pieces per box)		1	Box	
19	Vellum board A4 size 10pcs/per pack		20	Pack	
20	Notebook 80 leaves, yarned)		50	Pieces	
21	Parchment Paper , A4 size, 10 pcs per pack		40	Pack	
22	Photo paper , A4 size, 12 sheets per pack		10	Pack	
23	Paper Multicopy, A4 size, 80gsm		10	Ream	
24	Paper Multicopy, Legal size, 80gsm		10	Ream	
	Can be recycled / can be re-used Preferably made of recycled materials, if not, it must be sourced out from a well managed tree plantation Preferably at least elemental chlorine free(ECF) Packaging must be recyclable				
	*****				

2







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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB NO.: \_\_\_\_\_ Date of Opening: March 09, 2023 Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of two (2) Brands	Qty	Unit	Statement of Compliance
	PR#0352-CB-23 (PPDO)				
1	Correction Tape - good quality		15	pc	
2	Sticky Notes 3 x 3 cm		15	pc	
3	Book Paper, 70gsm - Long - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		10	ream	
4	Book Paper, 70gsm - A4 - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		10	ream	
5	Book Paper, 70gsm - short - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		5	ream	
6	Engineer's Field Book		3	pc	
7	Expanded Envelope with string garter - Brown - Legal (non-plastic)		100	pc	
8	Sign Pen 0.5mm ballpoint - black (12pcs/box)		2	box	
9	Folder, Brown, long - 100pcs/box		2	box	
10	Marker (Highlighter) - neon green and magenta		5	pcs	
11	Permanent Marker, fine, black		10	pcs	
12	Record Book, 300 pages		5	pcs	
13	External Hard Drive, 1TB - genuine		2	unit	
	*****				

2.



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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

IAEB NO.:

Date of Opening: March 09, 2023

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of two (2) Brands	Qty	Unit	Statement of Compliance
	PR#0353-CB-23 (PEO)				
1	PRINT CARTRIDGE, black MP C2503HS (genuine)		3	pcs	
2	PRINT CARTRIDGE, magenta MP C2503HS (genuine)		2	pcs	
3	PRINT CARTRIDGE, yellow MP C2503HS (genuine)		2	pcs	
4	PRINT CARTRIDGE, Cyan MPC2503HS (genuine)		2	pcs	
	-X-X-X-X- FOR USE OF GESTETNER IM C2000 -X-X-X-X-				
5	PRINT CARTRIDGE, black MP C2503HS (genuine)		3	pcs	
6	PRINT CARTRIDGE, magenta MP C2503HS (genuine)		2	pcs	
7	PRINT CARTRIDGE yellow MP C2503HS (genuine)		2	pcs	
8	PRINT CARTRIDGE, cyan MP C2503HS (genuine)		2	pcs	
	-X-X-X-X FOR USE OF GESTETNER MP C2004ex -X-X-X-X-				
9	INK CARTRIDGE, yellow P2V70A, 730 300 (genuine)		1	cart	
10	INK CARTRIDGE, magenta P2V69A, 730 300 (genuine)		1	cart	
11	INK CARTRIDGE, cyan P2V68A, 730 300 (genuine)		1	cart	
12	INK CARTRIDGE, photo black P2V61A, 730 300 (genuine)		1	cart	
13	INK CARTRIDGE, gray 3ED50A, 730 300 (genuine)		1	cart	
14	INK CARTRIDGE, matte black 3ED51A, 730 300 (genuine)		1	cart	
	-X-X-X-X- FOR USE OF HP DesignJet T2600dr -X-X-X-X-				
15	UNINTERRUPTIBLE POWER SUPPLY (UPS) - 3000VA - Input Voltage: 220-240V Voltage Range: 140-300Vac Frequency: 50/60Hz (Auto-sensing) - Output Voltage (Battery): 220-240V Frequency (Battery): 50/60Hz ± 1% Waveform (Battery): Simulated Sine Wave Transfer Time: 4ms Typical Outlet Type: 4 NEMA 5-15R Protection: Overload, Short Circuit, Over Discharge and Over Charge - Battery Typical back - up Time: 5-15 minutes Sealed Lead- acid Battery: 12V 5AH *1 Typical Recharge Time: 6 hours - Management Auto Recharge: Yes Auto Restart: Yes		3	units	
	-X-				
	*****				

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



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10	
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)	
	<b>PR# 0350-CB-23 (OSP (Muslim Affairs))</b>									
1	Double side tape, 1.5cm		20							
2	Envelope Legal size 500pcs/per box		3							
3	Ball pen, Water gel pen 0.7 (25pcs/box) (black ink)		31							
4	Stapler, #35, Standard heavy duty type with remover		2							
5	Masking tape (2 inches width)		20							
6	Sign pen , black, liquid/gel ink, 0.5mm needle tip (12pcs/per box)		5							
7	Permanent marker 12pcs/per box, black		10							
8	Packing tape 2 inches		30							
9	Scissors big, stainless steel size: 7 inches		3							
10	Certificate holder (A4 size)		80							
11	Card Holder Transparent Soft Waterproof Name Tags with Lanyard (vertical 54 x 58mm, 54 x 90mm)		150							
12	Manila paper		300							
13	Push pin		10							



## Price Schedule for Goods Offered from Within the Philippines

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

### For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination-(col 9) x(col 4)
14	Metal paper clip, metal type 33mm		10						
15	Permanent marker ink refill 30ml		10						
16	Highlighter (Assorted)		10						
17	Envelope, Expanding (Legal) (Plastic w/holder and lock)		19						
18	Folder w/tab, Legal (100pieces per box)		1						
19	Vellum board A4 size 10pcs/per pack		20						
20	Notebook 80 leaves, yarned)		50						
21	Parchment Paper , A4 size, 10 pcs per pack		40						
22	Photo paper , A4 size, 12 sheets per pack		10						
23	Paper Multicopy, A4 size, 80gsm		10						
24	Paper Multicopy, Legal size, 80gsm		10						
	Can be recycled / can be re-used Preferably made of recycled materials, if not, it must be sourced out from a well managed tree plantation Preferably at least elemental chlorine free(ECF) Packaging must be recyclable								



## Price Schedule for Goods Offered from Within the Philippines

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

### For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination (col 9) x(col 4)
	Charges: SUPPORT TO MUSLIM COMMUNITIES ACCCOUNT CODE: 5-02-03-010 RESPONSIBILITY CENTER: 7919-27 Purpose: TO BE USE IN NCMF PROGRAM								

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]*

### For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	<b>PR# 0351-CB-23(PSWDO)</b>								
1.	PAPER, MULTI-COPY, 70GSM., A4 SIZE -can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation - preferably atleast Elemental Chlorine Free (ECF) -packaging must be recyclable		225						
2.	PAPER, MULTI-COPY, 70GSM., Legal SIZE 50 can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation - preferably atleast Elemental Chlorine Free (ECF) -packaging must be recyclable		50						
3.	Record Book, 500 pages, 215mm X 275mm width		25						
4.	Packaging tape clear, 72mmX30mm		10						
5.	Double Tape tissue, 1X10M		10						
6.	Packaging Tape, tan 2X30M		10						
7.	Mailing Envelope, premium long, 500pcs./box		2						
8.	Stapler heavy, duty, NO.3 (24/6) NO.35 (26/6)		15						
9.	Push pin, assorted color, 50pcs./pack		10						
10.	Fruit Crate, 21X16X12, assorted color		50						



## Price Schedule for Goods Offered from Within the Philippines

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

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### For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination (col 9) X(col 4)
11.	Sticky Note, 3X3, assorted color		20						
12.	Paper Fastener, size 8, non rust metal, jumbo 50pcs./box		10						
13.	Ink #003,EPSON PRINTER, L3110, black, genuine		10						
14.	Ink #003,EPSON PRINTER, L3110, cyan, genuine		1						
15.	Ink #003,EPSON PRINTER, L3110, yellow, genuine		1						
16.	Ink #003,EPSON PRINTER, L3110, magenta, genuine		1						
17.	File Maker Pro, water resistant cover,, wide long w/slide rail		100						
18.	Desk tray, 3 layers, long (steel)		10						
19	Ballpen, smooth ink, 0.5mm, black		200						
20.	Sign pen, 0.7mm, black, gel		100						
21.	Data File box, ,(250mmX90mmX295mm)		20						
22.	FOLDER EXPANDABLE, LONG,carton		200						
23.	Correction Tape, (8mm) single/pack		40						
24.	Columnar notebook , 24 columns, maroon cover		20						
25.	Stamp pad, good quality No.2		5						







## Price Schedule for Goods Offered from Within the Philippines

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

### For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination (col 9) x(col 4)
	Charges: (C.Y. 2023 LGDF GEN. FUND) COMPREHENSIVE ASSISTANCE PROGRAM TO INDIGENTS AND OTHER MARGINALIZED SECTORS ACCOUNT CODE: 5-02-03-010 7919-15 OFFICE SUPPLIES EXPENSES Purpose: FOR THE USE OF COMPREHENSIVE ASSISTANCE PROGRAM TO INDIGENTS AND OTHER MARGINALIZED SECTORS								

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]*

For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	<b>PR# 0352-CB-23 (PPDO)</b>								
1	Correction Tape - good quality		15						
2	Sticky Notes 3 x 3 cm		15						
3	Book Paper, 70gsm - Long - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		10						
4	Book Paper, 70gsm - A4 - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		10						
5	Book Paper, 70gsm - short - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		5						
6	Engineer's Field Book		3						
7	Expanded Envelope with string garter - Brown - Legal (non-plastic)		100						

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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)
8	Sign Pen 0.5mm ballpoint - black (12pcs/box)		2						
9	Folder, Brown, long - 100pcs/box		2						
10	Marker (Highlighter) - neon green and magenta		5						
11	Permanent Marker, fine, black		10						
12	Record Book, 300 pages		5						
13	External Hard Drive, 1TB - genuine		2						
Charges: CY 2023 - LGDF - 8919-21 Support to Philippine Rural Development Project 5-02-03-010 Office Supplies Expenses Purpose: For the PRDP use									

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]*

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	<b>PR# 0353-CB-23 (PEO)</b>								
1	PRINT CARTRIDGE, black MP C2503HS (genuine)		3						
2	PRINT CARTRIDGE, magenta MP C2503HS (genuine)		2						
3	PRINT CARTRIDGE, yellow MP C2503HS (genuine)		2						
4	PRINT CARTRIDGE, Cyan MPC2503HS (genuine)		2						
	<b>-X-X-X-X- FOR USE OF GESTETNER IM C2000 -X-X-X-X-</b>								
5	PRINT CARTRIDGE, black MP C2503HS (genuine)		3						
6	PRINT CARTRIDGE, magenta MP C2503HS (genuine)		2						
7	PRINT CARTRIDGE yellow MP C2503HS (genuine)		2						
8	PRINT CARTRIDGE, cyan MP C2503HS (genuine)		2						
	<b>-X-X-X-X FOR USE OF GESTETNER MP C2004ex -X-X-X-X-</b>								
9	INK CARTRIDGE, yellow P2V70A, 730 300 (genuine)		1						
10	INK CARTRIDGE, magenta P2V69A, 730 300 (genuine)		1						



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

2

**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)
11	INK CARTRIDGE, cyan P2V68A, 730 300 (genuine)		1						
12	INK CARTRIDGE, photo black P2V61A, 730 300 (genuine)		1						
13	INK CARTRIDGE, gray 3ED50A, 730 300 (genuine)		1						
14	INK CARTRIDGE, matte black 3ED51A, 730 300 (genuine)		1						
	<b>-X-X-X-X- FOR USE OF HP DesignJet T2600dr -X-X-X-X-</b>								
15	<b>UNINTERRUPTIBLE POWER SUPPLY (UPS)</b> - 3000VA - Input Voltage: 220-240V Voltage Range: 140-300Vac Frequency: 50/60Hz (Auto-sensing) - Output Voltage (Battery): 220-240V Frequency (Battery): 50/60Hz + 1% Waveform (Battery): Simulated Sine Wave Transfer Time: 4ms Typical Outlet Type: 4 NEMA 5-15R Protection: Overload, Short Circuit, Over Discharge and Over Charge - Battery Typical back - up Time: 5-15 minutes Sealed Lead- acid Battery: 12V 5AH *1 Typical Recharge Time: 6 hours - Management Auto Recharge: Yes Auto Restart: Yes		3						







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

- 2

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	<b>PR# 0350-CB-23 (OSP (Muslim Affairs))</b>							
1	Double side tape, 1.5cm		20					
2	Envelop Legal size 500pcs/per box		3					
3	Ball pen, Water gel pen 0.7 (25pcs/box) (black ink)		31					
4	Stapler, #35, Standard heavy duty type with remover		2					
5	Masking tape (2 inches width)		20					
6	Sign pen , black, liquid/gel ink, 0.5mm needle tip (12pcs/per box)		5					
7	Permanent marker 12pcs/per box, black		10					
8	Packing tape 2 inches		30					
9	Scissors big, stainless steel size: 7 inches		3					
10	Certificate holder (A4 size)		80					
11	Card Holder Transparent Soft Waterproof Name Tags with Lanyard (vertical 54 x 58mm, 54 x 90mm)		150					
12	Manilla paper		300					



**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 place (specify border point or place of destination)) or CIP named port)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
13	Push pin		10					
14	Metal paper clip, metal type 33mm		10					
15	Permanent marker ink refill 30ml		10					
16	Highlighter (Assorted)		10					
17	Envelope, Expanding (Legal) (Plastic w/holder and lock)		19					
18	Folder w/tab, Legal (100pieces per box)		1					
19	Vellum board A4 size 10pcs/per pack		20					
20	Notebook 80 leaves, yarned)		50					
21	Parchment Paper , A4 size, 10 pcs per pack		40					
22	Photo paper , A4 size, 12 sheets per pack		10					
23	Paper Multicopy, A4 size, 80gsm		10					
24	Paper Multicopy, Legal size, 80gsm		10					
Can be recycled / can be re-used Preferably made of recycled materials, if not, it must be sourced out from a well managed tree plantation Preferably at least elemental chlorine free(ECF)								







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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	<b>PR# 0351-CB-23 (PSWDO)</b>							
1.	PAPER, MULTI-COPY, 70GSM., A4 SIZE -can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation - preferably atleast Elemental Chlorine Free (ECF) -packaging must be recyclable		225					
2.	PAPER, MULTI-COPY, 70GSM., Legal SIZE 50 can be recycled/can be re-used -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation - preferably atleast Elemental Chlorine Free (ECF) -packaging must be recyclable		50					
3.	Record Book, 500 pages, 215mm X 275mm width		25					
4.	Packaging tape clear, 72mmX30mm		10					
5.	Double Tape tissue, 1X10M		10					
6.	Packaging Tape, tan 2X30M		10					
7.	Mailing Envelope, premium long, 500pcs./box		2					
8.	Stapler heavy, duty, NO.3 (24/6) NO.35 (26/6)		15					
9.	Push pin, assorted color, 50pcs./pack		10					



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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify place (specify border point or place of destination))	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
10.	Fruit Crate, 21X16X12, assorted color		50					
11.	Sticky Note, 3X3, assorted color		20					
12.	Paper Fastener, size 8, non rust metal, jumbo 50pcs./box		10					
13.	Ink #003,EPSON PRINTER, L3110, black, genuine		10					
14.	Ink #003,EPSON PRINTER, L3110, cyan, genuine		1					
15.	Ink #003,EPSON PRINTER, L3110, yellow, genuine		1					
16.	Ink #003,EPSON PRINTER, L3110, magenta, genuine		1					
17.	File Maker Pro, water resistant cover,, wide long w/slide rail		100					
18.	Desk tray, 3 layers, long (steel)		10					
19	Ballpen, smooth ink, 0.5mm, black		200					
20.	Sign pen, 0.7mm, black, gel		100					
21.	Data File box, (250mmX90mmX295mm)		20					
22.	FOLDER EXPANDABLE, LONG,carton		200					
23.	Correction Tape, (8mm) single/pack		40					







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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify place (specify border point or place of destination))	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	Charges: (C.Y. 2023 LGDF GEN. FUND) COMPREHENSIVE ASSISTANCE PROGRAM TO INDIGENTS AND OTHER MARGINALIZED SECTORS ACCOUNT CODE: 5-02-03-010 7919-15 OFFICE SUPPLIES EXPENSES Purpose: FOR THE USE OF COMPREHENSIVE ASSISTANCE PROGRAM TO INDIGENTS AND OTHER MARGINALIZED SECTORS							

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



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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	<b>PR# 0352-CB-23(PPDO)</b>							
1	Correction Tape - good quality		15					
2	Sticky Notes 3 x 3 cm		15					
3	Book Paper, 70gsm - Long - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		10					
4	Book Paper, 70gsm - A4 - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		10					
5	Book Paper, 70gsm - short - Can be recycled/can be re-used - preferably made of recycled materials, if not, it must be sourced -out from a well-managed tree plantation - Preferably at least Elemental Chlorine Free (ECF) packaging must be recyclable		5					
6	Engineer's Field Book		3					



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1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify place (specify border point or place of destination)) or CIP (specify 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)
7	Expanded Envelope with string garter - Brown - Legal (non-plastic)		100					
8	Sign Pen 0.5mm ballpoint - black (12pcs/box)		2					
9	Folder, Brown, long - 100pcs/box		2					
10	Marker (Highlighter) - neon green and magenta		5					
11	Permanent Marker, fine, black		10					
12	Record Book, 300 pages		5					
13	External Hard Drive, 1TB - genuine		2					
	Charges: CY 2023 - LGDF - 8919-21 Support to Philippine Rural Development Project 5-02-03-010 Office Supplies Purpose: For the PRDP use							

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

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

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

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



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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9	
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)	
	<b>PR# 0353-CB-23 (PEO)</b>								
1	PRINT CARTRIDGE, black MP C2503HS (genuine)		3						
2	PRINT CARTRIDGE, magenta MP C2503HS (genuine)		2						
3	PRINT CARTRIDGE, yellow MP C2503HS (genuine)		2						
4	PRINT CARTRIDGE, Cyan MPC2503HS (genuine)		2						
	<b>-X-X-X-X- FOR USE OF GESTETNER IM C2000 -X-X-X-X-</b>								
5	PRINT CARTRIDGE, black MP C2503HS (genuine)		3						
6	PRINT CARTRIDGE, magenta MP C2503HS (genuine)		2						
7	PRINT CARTRIDGE yellow MP C2503HS (genuine)		2						
8	PRINT CARTRIDGE, cyan MP C2503HS (genuine)		2						
	<b>-X-X-X-X FOR USE OF GESTETNER MP C2004ex -X-X-X-X-</b>								
9	INK CARTRIDGE, yellow P2V70A, 730 300 (genuine)		1						



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

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
10	INK CARTRIDGE, magenta P2V69A, 730 300 (genuine)		1					
11	INK CARTRIDGE, cyan P2V68A, 730 300 (genuine)		1					
12	INK CARTRIDGE, photo black P2V61A, 730 300 (genuine)		1					
13	INK CARTRIDGE, gray 3ED50A, 730 300 (genuine)		1					
14	INK CARTRIDGE, matte black 3ED51A, 730 300 (genuine)		1					
	<b>-X-X-X-X- FOR USE OF HP DesignJet T2600dr -X-X-X-X-</b>							
15	<b>UNINTERRUPTIBLE POWER SUPPLY (UPS)</b> - 3000VA - Input Voltage: 220-240V Voltage Range: 140-300Vac Frequency: 50/60Hz (Auto-sensing) - Output Voltage (Battery): 220-240V Frequency (Battery): 50/60Hz ± 1% Waveform (Battery): Simulated Sine Wave Transfer Time: 4ms Typical Outlet Type: 4 NEMA 5-15R Protection: Overload, Short Circuit, Over Discharge and Over Charge - Battery Typical back - up Time: 5-15 minutes Sealed Lead-acid Battery: 12V 5AH *1		3					



