



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

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE

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

*I Love Davao del Sur*

## BIDDING DOCUMENTS

### *Supply/Delivery of Office Supplies*

**PUBLIC BIDDING IB NO. G-063-24**

**February 27, 2024**

*[Handwritten signature]*



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





## INVITATION TO BID FOR G-063-24

### Supply/Delivery of Office Supplies

1. The **Provincial Government of Davao del Sur**, through the **LGDF-General Fund** intends to apply the sum of **₱ 300,000.00** being the ABC to payments under the contract for **IB No. G-063-24 (PGO-OSP)**. 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**. *Complete delivery shall be strictly observed by the supplier and no partial delivery shall be allowed except in meritorious cases such as fortuitous event, or by act of the Government or upon the approval of the Head of the Procuring Entity.*

Bidders should have completed, **for the last 3 years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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

*\*The packaging must bear the Provincial Logo (NOT FOR SALE)*

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

➤ Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Provincial Government of Davao del Sur** and inspect the Bidding Documents at the address given below during **8:00 A.M. – 4:00 P.M., Monday to Friday**:

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

5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 27, 2024 – March 05, 2024** at the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City **upon accomplishing a bidder's assessment slip** pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 500.00**. The Provincial Government of Davao del Sur shall allow the bidder to present its proof of payment for the fees **upon payment of a non-refundable fee for the Bidding Documents in the amount stated above to the Provincial Treasurer's Office. An authorization from the proprietor of the company shall be presented in case the latter opted to send representative/s in his/her behalf. Only bidders who purchased the Bidding Documents with corresponding official receipt of the bidding documents will be allowed to submit bids. Eligibility/Technical and Financial documents must be book bound and properly tab at right side. The bidder will prepare (3) sets of book bound bidding documents with corresponding proper markings (Original Copy, Copy 1 and Copy 2), respectively. Any document submitted, not book bound shall be rejected outright. For the Financial Proposals not exceeding ten (10) pages may be book bound or securely stapled.**



## Section 34. Xxx Process of Post-Qualification

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

Xxx


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

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

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

6. Bids must be duly received at the following through manual submission. Late bids shall not be accepted:
  - Advance dropping (before **March 05, 2024**) - Room 4, Procurement Management Office (Goods), Capitol Building, Matti, Digos City.
  - Date of Opening (**March 05, 2024**) - 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 05, 2024 at 9:00 A.M. Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:  
**The BAC Chairperson**  
**Provincial Government of Davao del Sur**  
**Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**  
  
**MS. NORJANNA M. CAMAGUIN, MPA**  
**Chief Administrative Officer**  
**Head, BAC Secretariat**  
**Procurement Management Office**  
**Rm. 4 Executive Building, Barangay Matti, Digos City**  
**Email Address: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**  
**Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)**  
**Telefax: (082) 553-9579**
11. You may visit the following websites:  
  
**For downloading of Bidding Documents :**
  - [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)
  - [shorturl.at/kyCK0](http://shorturl.at/kyCK0)

**February 26, 2024**

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



***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-063-24**.

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 300,000.00**

2.2. The source of funding is **LGDF-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 **March 05, 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

- 16.1. Bids must be delivered to the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City on or before **March 05, 2024 at 9:00 A.M.** Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.


## 17. Opening and Preliminary Examination of Bids

- 17.1. Bid Opening shall be on **March 05, 2024 at 9:00 A.M., Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur**. Bids will be opened in the presence of bidders' representatives who choose to attend the activity.
- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

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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.





- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by ITB Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as:  
  
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***

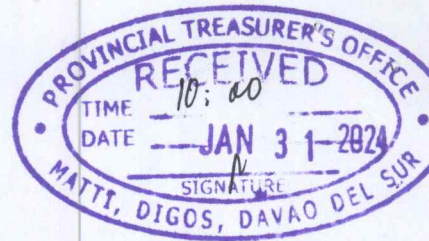
ITB Clause			
5.3	For this purpose, contracts similar to the Project shall be: <p>a. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid for the <b>last 3 years</b>, and whose value, adjusted to current prices using the Philippine Statistics Authority (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	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <p>a. The amount of not less than <b>P 6,000.00</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 15,000.00</b> if bid security is in Surety Bond.</p>		
19.3	<i>Please see Purchase Request No.:</i> <b>0284-CB-24 dated February 22, 2024</b>		
20.2	<b>Post-Qualification Requirements: Latest Income Tax Returns, Business Tax Returns for the last 6 months</b>		
21.2	<p><b>1.Envelope 1 (Eligibility/Technical Documents)</b></p> <p>One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b>.</p> <p><b>2. Envelope 2 (Financial Proposal)</b></p> <p>One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b></p> <p>Such documents shall be duly signed by the bidders or its duly authorized representative/s.</p> <p>Eligibility/Technical and Financial Proposal <b>must be book bound</b> and properly tab at the right side. <b>Any documents submitted not book bound shall be rejected outright.</b> For the Financial Proposal not exceeding ten (10) pages maybe book bound or securely stapled.</p> <p>All copies must be <b>properly marked (ORIGINAL COPY, COPY 1 AND COPY 2)</b></p> <p><b>Envelope 1 and Envelope 2 must be properly sealed. Envelope 1 and Envelope 2 will be placed in one sealed mother envelope.</b></p>		







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



PR Id.: ANTI-OFFICE SUPPLIES 2024  
Date Submitted/Published: 01/16/2024

Department: PGO-OSP      P.R No.: 0284-Cb W      Date: FEB 22 2024  
Section:

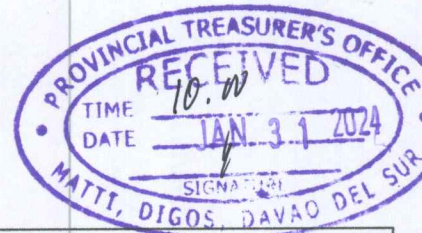
Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	Box	Ballpen, Water gel Pen 0.7 (25pcs/box) (black ink)	25	250.00	6,250.00
2	Box	Sign pen, black, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)	30	540.00	16,200.00
3	Box	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)	3	540.00	1,620.00
4	Box	Pencil, Lead with eraser, 12 pieces per box	5	130.00	650.00
5	Piece	3 Grid Desk Stationery Storage Pen Holder Specification: 20.5*10.5*9.5cm Material: iron Included: 1 x pen holder	2	250.00	500.00
6	Box	Permanent marker (black, pointed, Refillable ) 12 pieces per box *Broad point marker for general everyday use 2.0mm tip gives a line width of approx. 1.00mm	15	960.00	14,400.00
7	Piece	File case envelope, Plastic, Legal size (13pockets) Lock and handle	6	250.00	1,500.00
8	Bottle	Ink for EPSON Printer-664 (Black) GENUINE	15	400.00	6,000.00
9	Bottle	Ink for EPSON Printer-664 (Yellow) GENUINE	10	400.00	4,000.00
10	Bottle	Ink for EPSON Printer-664 (Cyan) GENUINE	10	400.00	4,000.00
11	Bottle	Ink for EPSON Printer-664 (Magenta) GENUINE	10	400.00	4,000.00
12	Box	Binder Clip (size: 51mm)(12pc/pack)	3	120.00	360.00
13	Box	Binder Clip (size: 41mm)(12pc/pack)	3	80.00	240.00
14	Box	Binder Clip (size: 32mm)(12pc/pack)	3	60.00	180.00
15	Box	Binder Clip (size: 25mm)(12pc/pack)	3	50.00	150.00
16	Piece	Puncher (heavy duty), 2 hole	2	250.00	500.00
17	Piece	Adhesive Tape (Transparent Big) 2inches width	20	90.00	1,800.00
18	Piece	Adhesive Tape (Transparent Big) 1inches width	20	45.00	900.00
19	Piece	Correction Tape 8mm	30	45.00	1,350.00
20	Piece	Scissors (big) stainless steel size: 7 inches	3	120.00	360.00
21	Piece	Stapler heavy-duty (no. 35) with remover	6	650.00	3,900.00
22	Box	Fastener metal (50 sets)	10	90.00	900.00
23	Piece	Adhesive index highlighter tab assorted color 45 x 13mm	5	45.00	225.00
24	Pack	Index Card (50pcs/pack)	3	120.00	360.00
25	Piece	Double-sided tape (1.5 cm)	5	80.00	400.00
26	Piece	Double-sided Foam tape (1 inch)	5	50.00	250.00
27	Piece	Packing Tape (2 inches width)	5	90.00	450.00
28	Piece	Masking Tape (1-inch width)	60	50.00	3,000.00
29	Piece	Masking Tape (2 inches width)	20	90.00	1,800.00
30	Piece	Duct Tape (2 inches width)	5	120.00	600.00
31	Box	Staple wire (heavy-duty No. 35)	20	80.00	1,600.00
32	Box	Laminating film (A4 size 100 pcs/box)	1	1,500.00	1,500.00
33	Pack	Photo Paper (A4), 12 sheets per pack	5	120.00	600.00
34	Pad	Stick Note (Big) size: 3x4	20	90.00	1,800.00
35	Pad	Stick Note (Small) size: 3x3	20	65.00	1,300.00
36	Piece	Notebook( 80 leaves, yarned)	50	60.00	3,000.00
37	Piece	Notebook 80 leaves (top spring wire)	5	60.00	300.00
38	Set	1 Dated Stamp w/ Stamp and Ink	3	120.00	360.00
39	Piece	Highlighter (Assorted)	15	45.00	675.00
40	Piece	Flash Drive (16GB)	5	450.00	2,250.00
41	Piece	Tape Dispenser (L:21.5 x W:10.3 x D:8.5 (cm) Green)	2	250.00	500.00
42	Piece	Calculator, compact, electronic, 12 digit cap	2	550.00	1,100.00
43	Piece	Envelop, and Expand (Legal) kraft *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	30	2,500.00	75,000.00
Total :					P 300,000.00

Purpose: TO BE USED FOR ANTI-ILLEGAL PROGRAM		
Requested by:	Cash Availability:	Approved by:
Signature:		
Printed Name: JEREMIAS P. REBUYON	FARAH GEMMA V. BIDAN, CPA	YVONNE ROÑA CAGAS
Designation: OIC - OFFICE OF SPECIAL PROGRAM	Provincial Treasurer	Provincial Governor
Date: 6-06-24 15-3-24	NERF DAVE S. LADROMA, CPA, MPA Local Treasury Operations Officer III Acting Assistant Provincial Treasurer	By Authority of the Governor As per EO No. 1 Series of 2022





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



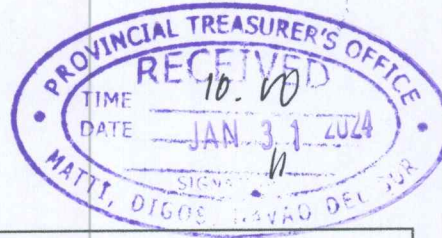
PR Id.: ANTI-OFFICE SUPPLIES 2024  
Date Submitted/Published: 01/16/2024

Department: PGO-OSP		P.R No.:		Date:	
Section:		0284 - CB-M		FEB 22 2024	
ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
44	Piece	Envelop, Expanding (Legal) (Plastic w/ holder and Lock) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	10	120.00	1,200.00
45	Ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	165	280.00	46,200.00
46	Ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm Long 8.5 x 13 *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	165	300.00	49,500.00
47	Pack	Paper Board; (A4) 10 sheets per pack *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	10	120.00	1,200.00
48	Piece	Office Record Book (8.5inches x 11 inches, 500pages) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	25	250.00	6,250.00
49	Piece	Office Record Book (300 pages)Thickness: 0.07mm (min), Size: 205mm x 265mm (min) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	25	230.00	5,750.00
50	Piece	Office Record Book (500 pages) Thickness: 0.07mm (min), Size: 205mm x 265mm (min) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	25	250.00	6,250.00
51	Piece	Ruler, 30 cm (plastic)	5	20.00	100.00
52	Bottle	Pen ink Refill (Black) 30 ml * Refill (Permanent-type marker) *Ink: Oil-based *Content: 30ml *Weight: 91.0g	5	120.00	600.00
53	Ream	Newsprint Paper (long) *Low-cost printing paper for publications and other info materials *Attr: Sub-16, 48 gsm *Packaging Size: 480 pcs per ream	30	280.00	8,400.00
54	Piece	Clear Book (Data) Spiral long *20 Sheets *Refillable Clear Book *27 ring binders	5	120.00	600.00
55	Pack	Clear Book long Refill 10 Sheets per pack *binding edge fit to 27 ring binders	9	80.00	720.00
56	Piece	File organizer *Magazine Holder Stand Size: long	10	250.00	2,500.00
57	Pack	White Mail Envelop Long 10pcs per pack **preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	20	20.00	400.00
58	Piece	SD Card (1tb)	1	3,500.00	3,500.00
Total :					P 300,000.00
Purpose: TO BE USED FOR ANTI-ILLEGAL PROGRAM					
Requested by:		Cash Availability:		Approved by:	
Signature:					
Printed Name:					
JEREMIAS P. REBUYON		FARAH GEMMA V. BIDAN, CPA		YVONNE ROÑA CAGAS	
Designation:		Provincial Treasurer		Governor:	
OIC -OFFICE OF SPECIAL PROGRAM					
Date:					
		NERF DAVE S. LABRORA, CPA, MPA Local Treasury Operations Officer III Acting Assistant Provincial Treasurer		By Authority of the Governor As per EO No. 1, Series of 2022	
				Atty. HERBERT R. GONZALES Provincial Administrator	





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



PR Id.: ANTI-OFFICE SUPPLIES 2024  
Date Submitted/Published: 01/16/2024

Department: PGO-OSP		P.R No.: 0284-CB-M		Date: FEB 22 2024	
Section:					
ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost

<p>Charges: Account Code: 5-02-03-010 Responsibility Center: 7919-17 Charges: Anti-illegal Drug Program LGDF-Gen. Fund CY-2024</p> <p><b>BIDS&amp;AWARDS COMMITTEE(BAC) TECHNICAL WORKING GROUP</b></p> <p>TECHNICAL SPECS AND ABC REVIEWED 2024-01-30</p> <p><b>PROCUREMENT MANAGEMENT OFFICE</b> <b>COVERED UNDER APP 2024</b> <b>CONTROLLED BY:</b> [Signature] <b>DATE:</b> 02-22-24 0284 - CB</p> <p><b>PR Certification:</b> This is to certify that the ABC set is based on the attached pre-canvass conducted by the Authorized Canvasser of this Office as of 01/15/2024</p> <p>Not applicable for the procurement of: Rice, Cell Cards, Catering Services, Fuel/Drugs and Medicines</p> <p><b>JEREMIAS P. REBUYON</b> OIC -OFFICE OF SPECIAL PROGRAM</p>					
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Total :		P 300,000.00	
Purpose: TO BE USED FOR ANTI-ILLEGAL PROGRAM			
Requested by:		Cash Availability:	Approved by:
Signature: [Signature]			
Printed Name: JEREMIAS P. REBUYON		FARAH GEMMA V. BIDAN, CPA	YVONNE ROÑA CAGAS
Designation: OIC -OFFICE OF SPECIAL PROGRAM		Provincial Treasurer	Governor
Date:		By Authority of the Governor As per EO No. 1, Series of 2022	



274

JAN 31 2024

Atty. HERBERT R. ZONZALES  
Provincial Administrator



**Provincial Budget Office**

CONTROL NO: 729

DATE: 1-31-24

ALLOTMENT BALANCE: 400,000

LESS THIS REQUEST: 300,000

REMAINING BALANCE: 100,000

**LGDF-GENERAL FUND**

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

Item	Description	Unit	Rate	Amount
1	...	...	...	...
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***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 <u>PGSO warehouse</u>.</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>		



# *Section VI. Schedule of Requirements*

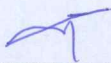


PGO - BIDS AND AWARDS COMMITTEE

Schedule of Requirements

The delivery schedule as per IB NO.: G-063-24

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0284-CB-24 (PGO-OSP)				
1	Ballpen, Water gel Pen 0.7 (25pcs/box) (black ink)	25	Box		
2	Sign pen, black, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)	30	Box		
3	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)	3	Box		
4	Pencil, Lead with eraser, 12 pieces per box	5	Box		
5	3 Grid Desk Stationery Storage Pen Holder Specification: 20.5*10.5*9.5cm Material: iron Included: 1 x pen holder	2	Piece		
6	Permanent marker (black, pointed, Refillable ) 12 pieces per box *Broad point marker for general everyday use 2.0mm tip gives a line width of approx. 1.00mm	15	Box		
7	File case envelope, Plastic, Legal size (13pockets) Lock and handle	6	Piece		
8	Ink for EPSON Printer-664 (Black) GENUINE	15	Bottle		
9	Ink for EPSON Printer-664 (Yellow) GENUINE	10	Bottle		
10	Ink for EPSON Printer-664 (Cyan) GENUINE	10	Bottle		
11	Ink for EPSON Printer-664 (Magenta) GENUINE	10	Bottle		
12	Binder Clip (size: 51mm)(12pc/pack)	3	Box		
13	Binder Clip (size: 41mm)(12pc/pack)	3	Box		
14	Binder Clip (size: 32mm)(12pc/pack)	3	Box		
15	Binder Clip (size: 25mm)(12pc/pack)	3	Box		
16	Puncher (heavy duty), 2 hole	2	Piece		
17	Adhesive Tape (Transparent Big) 2inches width	20	Piece		
18	Adhesive Tape (Transparent Big) 1inches width	20	Piece		
19	Correction Tape 8mm	30	Piece		
20	Scissors (big) stainless steel size: 7 inches	3	Piece		
21	Stapler heavy-duty (no. 35) with remover	6	Piece		
22	Fastener metal (50 sets)	10	Box		
23	Adhesive index highlighter tab assorted color 45 x 13mm	5	Piece		
24	Index Card (50pcs/pack)	3	Pack		
25	Double-sided tape (1.5 cm)	5	Piece		
26	Double-sided Foam tape (1 inch)	5	Piece		
27	Packing Tape (2 inches width)	5	Piece		
28	Masking Tape (1-inch width)	60	Piece		
29	Masking Tape (2 inches width)	20	Piece		
30	Duct Tape (2 inches width)	5	Piece		
31	Staple wire (heavy-duty No. 35)	20	Box		
32	Laminating film (A4 size 100 pcs/box)	1	Box		
33	Photo Paper (A4), 12 sheets per pack	5	Pack		
34	Stick Note (Big) size: 3x4	20	Pad		
35	Stick Note (Small) size: 3x3	20	Pad		
36	Notebook( 80 leaves, yarned)	50	Piece		
37	Notebook 80 leaves (top spring wire)	5	Piece		
38	1 Dated Stamp w/ Stamp and Ink	3	Set		
39	Highlighter (Assorted)	15	Piece		
40	Flash Drive (16GB)	5	Piece		
41	Tape Dispenser (L:21.5 x W:10.3 x D:8.5 (cm) Green)	2	Piece		
42	Calculator, compact, electronic, 12 digit cap	2	Piece		
43	Envelop, and Expand (Legal) kraft *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	30	Piece		
44	Envelop, Expanding (Legal) (Plastic w/ holder and Lock) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation	10	Piece		
45	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	165	Ream		





## PGO - BIDS AND AWARDS COMMITTEE

The delivery schedule as per IB NO.: G-063-24





# *Section VII. Technical Specifications*



Republic of the Philippines PROVINCE OF DAVAO DEL SUR Matti, Digos City					
PGO - BIDS AND AWARDS COMMITTEE					
Technical Specifications					
AEB NO.: 12FQE12		Date of Opening: March 05, 2024			Quotation: By Item
Item No.	Item and Description	Brand Name (Mandatory) maximum of three (3) brands	Qty	Unit	Statement of Compliance
	PR# 0284-CB-24 (PGO-OSP)				
1	Ballpen, Water gel Pen 0.7 (25pcs/box) (black ink)		25	Box	
2	Sign pen, black, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)		30	Box	
3	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)		3	Box	
4	Pencil, Lead with eraser, 12 pieces per box		5	Box	
5	3 Grid Desk Stationery Storage Pen Holder Specification: 20.5*10.5*9.5cm Material: iron Included: 1 x pen holder		2	Piece	
6	Permanent marker (black, pointed, Refillable ) 12 pieces per box *Broad point marker for general everyday use 2.0mm tip gives a line width of approx. 1.00mm		15	Box	
7	File case envelope, Plastic, Legal size (13pockets) Lock and handle		6	Piece	
8	Ink for EPSON Printer-664 (Black) GENUINE		15	Bottle	
9	Ink for EPSON Printer-664 (Yellow) GENUINE		10	Bottle	
10	Ink for EPSON Printer-664 (Cyan) GENUINE		10	Bottle	
11	Ink for EPSON Printer-664 (Magenta) GENUINE		10	Bottle	
12	Binder Clip (size: 51mm)(12pc/pack)		3	Box	
13	Binder Clip (size: 41mm)(12pc/pack)		3	Box	
14	Binder Clip (size: 32mm)(12pc/pack)		3	Box	
15	Binder Clip (size: 25mm)(12pc/pack)		3	Box	
16	Puncher (heavy duty), 2 hole		2	Piece	
17	Adhesive Tape (Transparent Big) 2inches width		20	Piece	
18	Adhesive Tape (Transparent Big) 1inches width		20	Piece	
19	Correction Tape 8mm		30	Piece	
20	Scissors (big) stainless steel size: 7 inches		3	Piece	
21	Stapler heavy-duty (no. 35) with remover		6	Piece	
22	Fastener metal (50 sets)		10	Box	
23	Adhesive index highlighter tab assorted color 45 x 13mm		5	Piece	
24	Index Card (50pcs/pack)		3	Pack	
25	Double-sided tape (1.5 cm)		5	Piece	
26	Double-sided Foam tape (1 inch)		5	Piece	
27	Packing Tape (2 inches width)		5	Piece	
28	Masking Tape (1-inch width)		60	Piece	
29	Masking Tape (2 inches width)		20	Piece	
30	Duct Tape (2 inches width)		5	Piece	
31	Staple wire (heavy-duty No. 35)		20	Box	
32	Laminating film (A4 size 100 pcs/box)		1	Box	
33	Photo Paper (A4), 12 sheets per pack		5	Pack	
34	Stick Note (Big) size: 3x4		20	Pad	
35	Stick Note (Small) size: 3x3		20	Pad	
36	Notebook( 80 leaves, yarned)		50	Piece	
37	Notebook 80 leaves (top spring wire)		5	Piece	
38	1 Dated Stamp w/ Stamp and Ink		3	Set	
39	Highlighter (Assorted)		15	Piece	
40	Flash Drive (16GB)		5	Piece	
41	Tape Dispenser (L:21.5 x W:10.3 x D:8.5 (cm) Green)		2	Piece	
42	Calculator, compact, electronic, 12 digit cap		2	Piece	
43	Envelop, and Expand (Legal) kraft *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		30	Piece	
44	Envelop, Expanding (Legal) (Plastic w/ holder and Lock) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		10	Piece	



Item No.	Item and Description	Brand Name (Mandatory) maximum of three (3) brands	Qty	Unit	Statement of Compliance
45	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		165	Ream	
46	Paper, Multicopy, 80gsm, size: 216mm x 330mm Long 8.5 x 13 *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		165	Ream	
47	Paper Board; (A4) 10 sheets per pack *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		10	Pack	
48	Office Record Book (8.5inches x 11 inches, 500pages) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		25	Piece	
49	Office Record Book (300 pages)Thickness: 0.07mm (min), Size: 205mm x 265mm (min) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		25	Piece	
50	Office Record Book (500 pages) Thickness: 0.07mm (min), Size: 205mm x 265mm (min) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		25	Piece	
51	Ruler, 30 cm (plastic)		5	Piece	
52	Pen ink Refill (Black) 30 ml * Refill (Permanent-type marker) *Ink: Oil-based *Content: 30ml *Weight: 91.0g		5	Bottle	
53	Newsprint Paper (long) *Low-cost printing paper for publications and other info materials *Attr: Sub-16, 48 gsm *Packaging Size: 480 pcs per ream		30	Ream	
54	Clear Book (Data) Spiral long *20 Sheets *Refillable Clear Book *27 ring binders		5	Piece	
55	Clear Book long Refill 10 Sheets per pack *binding edge fit to 27 ring binders		9	Pack	
56	File organizer *Magazine Holder Stand Size: long		10	Piece	
57	White Mail Envelop Long 10pcs per pack **preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		20	Pack	
58	SD Card (1tb)		1	Piece	
	*****				



***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# 0284-CB-24 (PGO-OSP)</b>								
1	Ballpen, Water gel Pen 0.7 (25pcs/box) (black ink)		25						
2	Sign pen, black, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)		30						
3	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)		3						
4	Pencil, Lead with eraser, 12 pieces per box		5						
5	3 Grid Desk Stationery Storage Pen Holder Specification: 20.5*10.5*9.5cm Material: iron Included: 1 x pen holder		2						
6	Permanent marker (black, pointed, Refillable ) 12 pieces per box *Broad point marker for general everyday use 2.0mm tip gives a line width of approx. 1.00mm		15						
7	File case envelope, Plastic, Legal size (13pockets) Lock and handle		6						
8	Ink for EPSON Printer-664 (Black) GENUINE		15						
9	Ink for EPSON Printer-664 (Yellow) GENUINE		10						
10	Ink for EPSON Printer-664 (Cyan) GENUINE		10						
11	Ink for EPSON Printer-664 (Magenta) GENUINE		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 (col 9) x(col 4)
12	Binder Clip (size: 51mm)(12pc/pack)		3						
13	Binder Clip (size: 41mm)(12pc/pack)		3						
14	Binder Clip (size: 32mm)(12pc/pack)		3						
15	Binder Clip (size: 25mm)(12pc/pack)		3						
16	Puncher (heavy duty), 2 hole		2						
17	Adhesive Tape (Transparent Big) 2inches width		20						
18	Adhesive Tape (Transparent Big) 1inches width		20						
19	Correction Tape 8mm		30						
20	Scissors (big) stainless steel size: 7 inches		3						
21	Stapler heavy-duty (no. 35) with remover		6						
22	Fastener metal (50 sets)		10						
23	Adhesive index highlighter tab assorted color 45 x 13mm		5						
24	Index Card (50pcs/pack)		3						
25	Double-sided tape (1.5 cm)		5						
26	Double-sided Foam tape (1 inch)		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 Price delivered Final Destination (col 9) x (col 4)
27	Packing Tape (2 inches width)		5						
28	Masking Tape (1-inch width)		60						
29	Masking Tape (2 inches width)		20						
30	Duct Tape (2 inches width)		5						
31	Staple wire (heavy-duty No. 35)		20						
32	Laminating film (A4 size 100 pcs/box)		1						
33	Photo Paper (A4), 12 sheets per pack		5						
34	Stick Note (Big) size: 3x4		20						
35	Stick Note (Small) size: 3x3		20						
36	Notebook ( 80 leaves, yarned)		50						
37	Notebook 80 leaves (top spring wire)		5						
38	1 Dated Stamp w/ Stamp and Ink		3						
39	Highlighter (Assorted)		15						
40	Flash Drive (16GB)		5						
41	Tape Dispenser (L:21.5 x W:10.3 x D:8.5 (cm) Green)		2						



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination (col 9) x(col 4)
42	Calculator, compact, electronic, 12 digit cap		2						
43	Envelop, and Expand (Legal) kraft *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		30						
44	Envelop, Expanding (Legal) (Plastic w/ holder and Lock) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		10						
45	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		165						
46	Paper, Multicopy, 80gsm, size: 216mm x 330mm Long 8.5 x 13 *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		165						
47	Paper Board; (A4) 10 sheets per pack *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		10						
48	Office Record Book (8.5inches x 11 inches, 500pages) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		25						
49	Office Record Book (300 pages)Thickness: 0.07mm (min), size: 203mm x 293mm (mm)		25						



**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)
50	*preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation Office Record Book (500 pages) Thickness: 0.07mm (min), Size: 205mm x 265mm (min) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		25						
51	Ruler, 30 cm (plastic)		5						
52	Pen ink Refill (Black) 30 ml * Refill (Permanent-type marker) * Ink: Oil-based * Content: 30ml * Weight: 91.0g		5						
53	Newsprint Paper (long) *Low-cost printing paper for publications and other info materials *Attr: Sub-16, 48 gsm *Packaging Size: 480 pcs per ream		30						
54	Clear Book (Data) Spiral long *20 Sheets *Refillable Clear Book *27 ring binders		5						
55	Clear Book long Refill 10 Sheets per pack *binding edge fit to 27 ring binders		9						
56	File organizer *Magazine Holder Stand		10						



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

A hand-drawn diagram of a wing cross-section. It shows a curved line representing the camber line, with a straight line above it representing the leading edge and a curved line below it representing the trailing edge. The diagram is labeled with 'Leading edge' and 'Trailing edge'.

Project ID No.

1

[illegible]



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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP (specify 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# 0284-CB-24 (PGO-OSP)</b>							
1	Ballpen, Water gel Pen 0.7 (25pcs/box) (black ink)		25					
2	Sign pen, black, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)		30					
3	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip9 (12pcs/box)		3					
4	Pencil, Lead with eraser, 12 pieces per box		5					
5	3 Grid Desk Stationery Storage Pen Holder Specification: 20.5*10.5*9.5cm Material: iron Included: 1 x pen holder		2					
6	Permanent marker (black, pointed, Refillable ) 12 pieces per box *Broad point marker for general everyday use 2.0mm tip gives a line width of approx. 1.00mm		15					
7	File case envelope, Plastic, Legal size (13pockets) Lock and handle		6					
8	Ink for EPSON Printer-664 (Black) GENUINE		15					
9	Ink for EPSON Printer-664 (Yellow) GENUINE		10					
10	Ink for EPSON Printer-664 (Cyan) GENUINE		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 port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
11	Ink for EPSON Printer-664 (Magenta) GENUINE		10					
12	Binder Clip (size: 51mm)(12pc/pack)		3					
13	Binder Clip (size: 41mm)(12pc/pack)		3					
14	Binder Clip (size: 32mm)(12pc/pack)		3					
15	Binder Clip (size: 25mm)(12pc/pack)		3					
16	Puncher (heavy duty), 2 hole		2					
17	Adhesive Tape (Transparent Big) 2inches width		20					
18	Adhesive Tape (Transparent Big) 1inches width		20					
19	Correction Tape 8mm		30					
20	Scissors (big) stainless steel size: 7 inches		3					
21	Stapler heavy-duty (no. 35) with remover		6					
22	Fastener metal (50 sets)		10					
23	Adhesive index highlighter tab assorted color 45 x 13mm		5					
24	Index Card (50pcs/pack)		3					



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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
25	Double-sided tape (1.5 cm)		5					
26	Double-sided Foam tape (1 inch)		5					
27	Packing Tape (2 inches width)		5					
28	Masking Tape (1-inch width)		60					
29	Masking Tape (2 inches width)		20					
30	Duct Tape (2 inches width)		5					
31	Staple wire (heavy-duty No. 35)		20					
32	Laminating film (A4 size 100 pcs/box)		1					
33	Photo Paper (A4), 12 sheets per pack		5					
34	Stick Note (Big) size: 3x4		20					
35	Stick Note (Small) size: 3x3		20					
36	Notebook( 80 leaves, yarned)		50					
37	Notebook 80 leaves (top spring wire)		5					
38	1 Dated Stamp w/ Stamp and Ink		3					



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

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1	2	3	4	5	6	7	8	9
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39	Highlighter (Assorted)		15					
40	Flash Drive (16GB)		5					
41	Tape Dispenser (L:21.5 x W:10.3 x D:8.5 (cm) Green)		2					
42	Calculator, compact, electronic, 12 digit cap		2					
43	Envelop, and Expand (Legal) kraft *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		30					
44	Envelop, Expanding (Legal) (Plastic w/ holder and Lock) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		10					
45	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		165					
46	Paper, Multicopy, 80gsm, size: 216mm x 330mm Long 8.5 x 13 *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		165					
47	Paper Board; (A4) 10 sheets per 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 port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
	*preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation							
48	Office Record Book (8.5inches x 11 inches, 500pages) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		25					
49	Office Record Book (300 pages)Thickness: 0.07mm (min), Size: 205mm x 265mm (min) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		25					
50	Office Record Book (500 pages) Thickness: 0.07mm (min), Size: 205mm x 265mm (min) *preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		25					
51	Ruler, 30 cm (plastic)		5					
52	Pen ink Refill (Black) 30 ml * Refill (Permanent-type marker) *Ink: Oil-based *Content: 30ml *Weight: 91.0g		5					
53	Newsprint Paper (long) *Low-cost printing paper for publications and other info materials *Attr: Sub-16, 48 gsm *Packaging Size: 480 pcs per team		30					



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 \_\_\_\_\_

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54	Clear Book (Data) Spiral long *20 Sheets *Refillable Clear Book *27 ring binders		5					
55	Clear Book long Refill 10 Sheets per pack *binding edge fit to 27 ring binders		9					
56	File organizer *Magazine Holder Stand Size: long		10					
57	White Mail Envelop Long 10pcs per pack **preferably made of recycled materials; if not, must be sourced out from a well-managed tree plantation		20					
58	SD Card (1tb)		1					
Charges: Account Code: 5-02-03-010 Responsibility Center: 7919-17 Charges: Anti-illegal Drug Program LGDF-Gen. Fund CY-2024 Purpose: TO BE USED FOR ANTI-ILLEGAL PROGRAM								

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

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

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

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