



**Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR**

Room 4, Executive Bldg., Brgy. Matti, Digos City, Davao del Sur  
Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)  
Telefax: (082) 553-9579/ Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# **BIDDING DOCUMENTS**

## *Supply/ Delivery of Office Supplies*

**PUBLIC BIDDING IB NO. G- 155-22C**



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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

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



## PGO - BIDS AND AWARDS COMMITTEE (BAC)

### INVITATION TO BID FOR Supply/Delivery of Office Supplies

1. The **Provincial Government of Davao del Sur**, through the **General Fund (PACCO), LGDF-General Fund (PEDIPO)** intends to apply the sum of **₱ 188,338.00** being the ABC to payments under the contract for **IB No. G-155-22C (PACCO, PEDIPO)**. 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: **7 working 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**  
Head of BAC Secretariat  
Office of the BAC Secretariat  
Room 4, Executive Building, Capitol Matti, Digos City

5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 26, 2022 – April 05, 2022** at the Office of the BAC Secretariat, Room 4, Executive Building, Capitol Matti, Digos City **upon accomplishing a bidder's assessment slip** pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 500.00**. The Provincial Government of Davao del Sur shall allow the bidder to present its proof of payment for the fees **upon payment of a non-refundable fee for the Bidding Documents in the amount stated above to the Provincial Treasurer's Office. An authorization from the proprietor of the company shall be presented in case the latter opted to send representative/s in his/her behalf. Only bidders who purchased the Bidding Documents with corresponding official receipt of the bidding documents will be allowed to submit bids. Eligibility/Technical and Financial documents must be book bound and properly tab at right side. The bidder will prepare (3) sets of book bound bidding documents with corresponding proper markings (Original Copy, Copy 1 and Copy 2), respectively. Any document submitted, not book bound shall be rejected outright. For the Financial Proposals not exceeding ten (10) pages may be book bound or securely stapled.**



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6. Bids must be duly received by the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City through manual submission on or before **April 05, 2022 at 9:00 A.M.** Late bids shall not be accepted.
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 **April 05, 2022 at 10:00 A.M. via Google Meet Application through this link: [meet.google.com/ajm-bxbj-yjd](https://meet.google.com/ajm-bxbj-yjd).** 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**  
**Head, BAC Secretariat**  
**Office of the BAC Secretariat**  
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11. You may visit the following websites:

**For downloading of Bidding Documents: [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)**

**March 25, 2022**

**RAUL D. RAUT, ENP**  
**(PGDH-HRMO)**  
BAC Chairperson



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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

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



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## OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)

### 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-155-22C**.

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 **2022** in the amount of **P 188,338.00**.

2.2. The source of funding is **GEN. FUND 2022 & LGDF-GEN. FUND 2022**:

### 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.



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### 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



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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)**.





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- 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);



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- 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**.



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## **OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

### **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 *[indicate date]*. 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 **April 05, 2022 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 **April 05, 2022 at 10:00 A.M.** via Google Meet Application through this link: [meet.google.com/ajm-bxbj-yjd](https://meet.google.com/ajm-bxbj-yjd). Bids will be

<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.



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## **OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

opened in the presence of bidders' representatives who choose to attend the activity.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

### **18. Domestic Preference**

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

### **19. Detailed Evaluation and Comparison of Bids**

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

### **20. Post-Qualification**



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- 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. *}*



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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

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



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***Bid Data Sheet***

<b>ITB Clause</b>	
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>P3,766.76</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>P9,416.90</b> if bid security is in Surety Bond.</p>
19.3	<i>Please see Purchase Request Nos. <b>0544-CB-22 &amp; 0545-CB-22 both dated March 21, 2022</b></i>
20.2	<i>Post-Qualification Requirements</i>
21.2	<p><b>Each Bidder shall submit:</b></p> <p><b>1. Envelope 1 (Eligibility/Technical Documents)</b> 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> 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>



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	<p>All copies must be properly marked (ORIGINAL COPY, COPY 1 AND COPY 2) Envelope 1 and Envelope 2 must be properly sealed. Envelope 1 and Envelope 2 shall be placed in one mother envelope.</p>
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# *Section IV. General Conditions of Contract*



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### **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*



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*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



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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

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



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*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>



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- i. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- j. *[Specify additional incidental service requirements, as needed.]*

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.

**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.



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	<p><b>Packaging –</b></p> <p>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.</p> <p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description 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>



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





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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

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

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: **G-155-22C is 7 Working Days**

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 0544-CB-22 (PAGCO)				
1	Bookpaper A4 (210 x 297mm) (atleast 70 gsm) *can be recycled/can be reused* *preferably made of recycled materials, if not, it must be sourced-out from a well managed tree (ECF) *packaging must be recycled*	200	reams		
2	Bookpaper Legal/F4 (216 x 330mm) (atleast 70 gsm) *can be recycled/can be reused* *preferably made of recycled materials, if not, it must be sourced-out from a well managed tree (ECF) *packaging must be recycled*	200	reams		
3	Calculator 12 digits display (good and classy quality)	10	pc		
4	Brown Folder (size:legal) (100 pcs per ream)	5	ream		
5	Duct Tape - 2 inches (atleast 2 meters long) any color	50	pc		
6	Paper Clip - Big 50mm length, 120gms per box	10	box		
7	Cartridge for HP printer #678 black (genuine)	15	pc		
8	Staple Wire #35	50	box		
9	Note paper with a gluey top (size: small, atleast .5 inch x 2 inches, multicolor)	20	pad		
10	Fingertip moistener - atleast 10g per piece (good quality)	30	pc		
	*****				

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: **G-155-22C is 7 Working Days**

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
PR# 0545-CB-22 (PEDIPO)					
1	Multi-copy Paper 70gsm (LEGAL) -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 (CFC) -packaging must be recyclable	15	ream		
2	Multi-copy 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 (CFC) -packaging must be recyclable	12	ream		
3	Correction tape, 1pc in individual plastic, at least 8M	15	pc		
4	Fastener, metal 70mm between prongs 50sets/box	2	box		
5	Glue, All purpose, 240g	2	bot.		
6	Marker, whiteboard, (Blue 6, Black 6)	12	pc		
7	Record Book 300 pages -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 (CFC) -packaging must be recyclable	10	pc		
8	Record Book 500 pages -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 (CFC) -packaging must be recyclable	10	pc		
9	Marker, permanent, bullet type (Blue 6, Black 6)	12	pc		
10	Stamp pad #3	3	pc		
11	Stamp pad Ink, purple or violet	2	bot.		
12	Puncher, heavy duty	2	pc		
13	Pencil No. 2	1	dozen		
14	Calculator, Big Heavy duty 12D Branded	4	pc		
15	Sign pen, Black gel ink 0.5 needle tip	15	pc		
16	Sign pen, Blue gel ink 0.5 needle tip	15	pc		
17	Scissors, heavy duty, big	3	pc		
18	Flash drive, 64GB, good quality	4	pc		
19	Notepad, stick-on 3x4, 100 sheets per pad	8	pad		
20	Notepad, stick-on 3x3, 100 sheets per pad	8	pad		
21	Paper clips, big, plastic coated	2	box		
22	Paper clips, small, plastic coated	1	box		
23	Yellow paper	5	pad		
24	Paper Fastener, Plastic, 50's/box	2	box		
25	Data File Box (legal size)	5	pc		
26	Multi-copy 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 (CFC) -packaging must be recyclable	5	ream		
27	Ballpen, good quality (Black 15, Blue 15)	30	pc		
28	Stapler with remover, heavy duty #35	4	pc		

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**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: **G-155-22C is 7 Working Days**

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
29	Staple wire #35	4	box		
30	Brown Folder Long (legal 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 at least Elemental Chlorine Free (CFC) -packaging must be recyclable	50	pc		
31	Photopaper 10pcs/pack	2	pack		
32	Permanent Marker Refill Ink, 30ml (Black 1, Blue 1)	2	bot		
33	Ruler, metal, 18 inches	2	pc		
34	Alcohol 70%, 500ml	8	bot.		
35	Tissue 3ply 12 rolls/pack -preferably use of biodegradable raw materials -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (CFC) -packaging must be recyclable	3	pack		
36	Binder clips 2"/51mm 12 pcs/box	2	box		
38	Marker, flourescent (3pcs/set)	3	set		
39	Sharpener, big	2	pc		
40	Expandable Folder (texture: Glossy) color: Green, legal 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 at least Elemental Chlorine Free (CFC) -packaging must be recyclable	20	pc		
41	Expanded Envelope Colored with tie/garter -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 (CFC) -packaging must be recyclable	20	pc		
42	Self-inking stamp, medium size 1.) - (GLENN M. INAS, J.D.) PGDH - PEDIPO 2.) - (PEDIPO) RECEIVED Date: _____ Time: _____ By: _____ MATTI, DIGOS, DAVAO DEL SUR	2	pc		
43	Tape dispenser, big, table top	1	pc		
44	Scotch tape 1"	3	pc		
45	Cutter Knife, heavy duty	1	pc		
46	PRINTER Specifications: -3 in 1 Printer (Print- Scan - Copy) -Printing speed: 15pages/min colour, 33pages/min monochrome -Color: Black, Cyan, Yellow, Magenta  Warranty: 1 year of parts and services Delivery: 30 calendar days  Green Specifications: -ICT equipment which fulfills at least Energy Star 6.1 Computer and 7.0 for monitor criteria	2	unit		

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: **G-155-22C is 7 Working Days**

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	-In case of desktop computers: The supplier shall supply products which memory, hard disk and CD drive are readily accessible and can be changed easily for upgrades -with a visible on/off switch -availability of replacement batteries and power supplies is guaranteed for at least 5 years after end of of production. -in recyclable packages				
	*****				



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**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

# *Section VII. Technical Specifications*

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

IAEB NO.:

Date of Opening: April 05, 2022

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory)	Qty	Unit	Statement of Compliance
	PR# 0544-CB-22 (PACGO)				
1	Bookpaper A4 (210 x 297mm) (atleast 70 gsm) *can be recycled/can be reused* *preferably made of recycled materials, if not, it must be sourced-out from a well managed tree (ECF) *packaging must be recycled*		200	reams	
2	Bookpaper Legal/F4 (216 x 330mm) (atleast 70 gsm) *can be recycled/can be reused* *preferably made of recycled materials, if not, it must be sourced-out from a well managed tree (ECF) *packaging must be recycled*		200	reams	
3	Calculator 12 digits display (good and classy quality)		10	pc	
4	Brown Folder (size:legal) (100 pcs per ream)		5	ream	
5	Duct Tape - 2 inches (atleast 2 meters long) any color		50	pc	
6	Paper Clip - Big 50mm length, 120gms per box		10	box	
7	Cartridge for HP printer #678 black (genuine)		15	pc	
8	Staple Wire #35		50	box	
9	Note paper with a gluey top (size: small, atleast .5 inch x 2 inches, multicolor)		20	pad	
10	Fingertip moistener - atleast 10g per piece (good quality)		30	pc	
	*****				

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**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

IAEB NO.: \_\_\_\_\_ Date of Opening: April 05, 2022 Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory)	Qty	Unit	Statement of Compliance
	PR# 0545-CB-22 (REDIPO)				
1	Multi-copy Paper 70gsm (LEGAL) -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 (CFC) -packaging must be recyclable		15	ream	
2	Multi-copy 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 (CFC) -packaging must be recyclable		12	ream	
3	Correction tape, 1pc in individual plastic, at least 8M		15	pc	
4	Fastener, metal 70mm between prongs 50sets/box		2	box	
5	Glue, All purpose, 240g		2	bot.	
6	Marker, whiteboard, (Blue 6, Black 6)		12	pc	
7	Record Book 300 pages -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 (CFC) -packaging must be recyclable		10	pc	
8	Record Book 500 pages -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 (CFC) -packaging must be recyclable		10	pc	
9	Marker, permanent, bullet type (Blue 6, Black 6)		12	pc	
10	Stamp pad #3		3	pc	
11	Stamp pad Ink, purple or violet		2	bot.	
12	Puncher, heavy duty		2	pc	
13	Pencil No. 2		1	dozen	
14	Calculator, Big Heavy duty 12D Branded		4	pc	
15	Sign pen, Black gel ink 0.5 needle tip		15	pc	
16	Sign pen, Blue gel ink 0.5 needle tip		15	pc	
17	Scissors, heavy duty, big		3	pc	
18	Flash drive, 64GB, good quality		4	pc	
19	Notepad, stick-on 3x4, 100 sheets per pad		8	pad	
20	Notepad, stick-on 3x3, 100 sheets per pad		8	pad	
21	Paper clips, big, plastic coated		2	box	
22	Paper clips, small, plastic coated		1	box	
23	Yellow paper		5	pad	
24	Paper Fastener, Plastic, 50's/box		2	box	
25	Data File Box (legal size)		5	pc	
26	Multi-copy 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 (CFC) -packaging must be recyclable		5	ream	
27	Ballpen, good quality (Black 15, Blue 15)		30	pc	
28	Stapler with remover, heavy duty #35		4	pc	



**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

IAEB NO.:

Date of Opening: April 05, 2022

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory)	Qty	Unit	Statement of Compliance
29	Staple wire #35		4	box	
30	Brown Folder Long (legal 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 at least Elemental Chlorine Free (CFC) -packaging must be recyclable		50	pc	
31	Photopaper 10pcs/pack		2	pack	
32	Permanent Marker Refill Ink, 30ml (Black 1, Blue 1)		2	bot	
33	Ruler, metal, 18 inches		2	pc	
34	Alcohol 70%, 500ml		8	bot.	
35	Tissue 3ply 12 rolls/pack -preferably use of biodegradable raw materials -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (CFC) -packaging must be recyclable		3	pack	
36	Binder clips 2"/51mm 12 pcs/box		2	box	
38	Marker, flourescent (3pcs/set)		3	set	
39	Sharpener, big		2	pc	
40	Expandable Folder (texture: Glossy) color: Green, legal 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 at least Elemental Chlorine Free (CFC) -packaging must be recyclable		20	pc	
41	Expanded Envelope Colored with tie/garter -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 (CFC) -packaging must be recyclable		20	pc	
42	Self-inking stamp, medium size 1.) - (GLENN M. INAS, J.D.) PGDH - PEDIPO 2.) - (PEDIPO) RECEIVED Date: _____ Time: _____ By: _____ MATTI, DIGOS, DAVAO DEL SUR		2	pc	
43	Tape dispenser, big, table top		1	pc	
44	Scotch tape 1"		3	pc	
45	Cutter Knife, heavy duty		1	pc	
46	PRINTER Specifications: -3 in 1 Printer (Print- Scan - Copy) -Printing speed: 15pages/min colour, 33pages/min monochrome -Color: Black, Cyan, Yellow, Magenta  Warranty: 1 year of parts and services Delivery: 30 calendar days  Green Specifications:		2	unit	





**Republic of the Philippines  
PROVINCE OF DAVAO DEL SUR**

Room 4, Executive Bldg., Brgy. Matti, Digos City, Davao del Sur  
Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)  
Telefax: (082) 553-9579/ Website: [www.davaodelsur.gov.ph/pgo-bac](http://www.davaodelsur.gov.ph/pgo-bac)  
Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)

**OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)**

***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 4) x (col 9)
	<b>PR# 0544-CB-22 (PACCO)</b>								
1	Bookpaper A4 (210 x 297mm) (atleast 70 gsm) *can be recycled/can be reused* *preferably made of recycled materials, if not, it must be sourced-out from a well managed tree (ECF) *packaging must be recycled*		200						
2	Bookpaper Legal/F4 (216 x 330mm) (atleast 70 gsm) *can be recycled/can be reused* *preferably made of recycled materials, if not, it must be sourced-out from a well managed tree (ECF) *packaging must be recycled*		200						
3	Calculator 12 digits display (good and classy quality)		10						
4	Brown Folder (size:legal) (100 pcs per ream)		5						
5	Duct Tape - 2 inches (atleast 2 meters long) any color		50						
6	Paper Clip - Big 50mm length, 120gms per box		10						
7	Cartridge for HP printer #678 black (genuine)		15						
8	Staple Wire #35		50						
9	Note paper with a gluey top (size: small, atleast .5 inch x 2 inches, multicolor)		20						

**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 4) x (col 9)
10	Fingertip moistener - atleast 10g per piece (good quality)  Charges: 5 02 03 010 - Office Supplies Expense Purpose: For the use of the Provincial Accountant's Office.		30						

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 4) x (col 9)
	<b>PR# 0545-CB-22 (PEDIPO)</b>								
1	Multi-copy Paper 70gsm (LEGAL) -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 (CFC) -packaging must be recyclable		15						
2	Multi-copy 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 (CFC) -packaging must be recyclable		12						
3	Correction tape, 1pc in individual plastic, at least 8M		15						
4	Fastener, metal 70mm between prongs 50sets/box		2						
5	Glue, All purpose, 240g		2						
6	Marker, whiteboard, (Blue 6, Black 6)		12						
7	Record Book 300 pages -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 (CFC) -packaging must be recyclable		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 Price delivered Final Destination (col 4) x (col 9)
8	Record Book 500 pages -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 (CFC) -packaging must be recyclable		10						
9	Marker, permanent, bullet type (Blue 6, Black 6)		12						
10	Stamp pad #3		3						
11	Stamp pad Ink, purple or violet		2						
12	Puncher, heavy duty		2						
13	Pencil No. 2		1						
14	Calculator, Big Heavy duty 12D Branded		4						
15	Sign pen, Black gel ink 0.5 needle tip		15						
16	Sign pen, Blue gel ink 0.5 needle tip		15						
17	Scissors, heavy duty, big		3						
18	Flash drive, 64GB, good quality		4						
19	Noteepad, stick-on 3x4, 100 sheets per pad		8						

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

**For Goods Offered from Within the Philippines**

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 4) x (col 9)
20	Noteepad, stick-on 3x3, 100 sheets per pad		8						
21	Paper clips, big, plastic coated		2						
22	Paper clips, small, plastic coated		1						
23	Yellow paper		5						
24	Paper Fastener, Plastic, 50's/box		2						
25	Data File Box (legal size)		5						
26	Multi-copy 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 (CFC) -packaging must be recyclable		5						
27	Ballpen, good quality (Black 15, Blue 15)		30						
28	Stapler with remover, heavy duty #35		4						
29	Staple wire #35		4						
30	Brown Folder Long (legal 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 at least Elemental Chlorine Free (CFC)		50						



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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9)
	-packaging must be recyclable								
31	Photopaper 10pcs/pack		2						
32	Permanent Marker Refill Ink, 30ml (Black 1, Blue 1)		2						
33	Ruler, metal, 18 inches		2						
34	Alcohol 70%, 500ml		8						
35	Tissue 3ply 12 rolls/pack -preferably use of biodegradable raw materials -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (CFC) -packaging must be recyclable		3						
36	Binder clips 2"/51mm 12 pcs/box		2						
38	Marker, fluorescent (3pcs/set)		3						
39	Sharpener, big		2						
40	Expandable Folder (texture: Glossy) color: Green, legal 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 at least Elemental Chlorine Free (CFC) -packaging must be recyclable		20						

**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 4) x (col 9)
41	Expanded Envelope Colored with tie/garter -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 (CFC) -packaging must be recyclable		20						
42	Self-inking stamp, medium size 1.) - (GLENN M. INAS, J.D.) 2.) - (PEDIPO) RECEIVED Date: _____ Time: _____ By: _____ MATTI, DIGOS, DAVAO DEL SUR _____ PGDH		2						
43	Tape dispenser, big, table top		1						
44	Scotch tape 1"		3						
45	Cutter Knife, heavy duty		1						
46	PRINTER Specifications: -3 in 1 Printer (Print- Scan - Copy) -Printing speed: 15pages/min colour, 33pages/min monochrome -Color: Black, Cyan, Yellow, Magenta Warranty: 1 year of parts and services Delivery: 30 calendar days		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 Price delivered Final Destination (col 4) x (col 9)
	Green Specifications: -ICT equipment which fulfills at least Energy Star 6.1 Computer and 7.0 for monitor criteria -In case of desktop computers: The supplier shall supply products which memory, hard disk and CD drive are readily accessible and can be changed easily for upgrades -with a visible on/off switch -availability of replacement batteries and power supplies is guaranteed for at least 5 years after end of of production. -In recyclable packages								
	Charges: MOOE- Office Supplies Expense (5-02-03-010) Purpose: For the use of Investment Promotions Office.								

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

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

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

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



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

PR Id.: 11-22

Control No.:

Department: PACCO P.R No.: 0544-06-21 Date Controlled: MAR 21 2022 Date P.R. Prepared: 03/09/2022

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	reams	Bookpaper A4 (210 x 297mm) (atleast 70 gsm) *can be recycled/can be reused* *preferably made of recycled materials, if not, it must be sourced-out from a well managed tree (ECF) *packaging must be recycled*	200	240.00	48,000.00
2	reams	Bookpaper Legal/F4 (216 x 330mm) (atleast 70 gsm) *can be recycled/can be reused* *preferably made of recycled materials, if not, it must be sourced-out from a well managed tree (ECF) *packaging must be recycled*	200	260.00	52,000.00
3	pc	Calculator 12 digits display (good and classy quality)	10	900.00	9,000.00
4	ream	Brown Folder (size:legal) (100 pcs per ream)	5	800.00	4,000.00
5	pc	Duct Tape - 2 inches (atleast 2 meters long) any color	50	120.00	6,000.00
6	box	Paper Clip - Big 50mm length, 120gms per box	10	80.00	800.00
7	pc	Cartridge for HP printer #678 black (genuine)	15	700.00	10,500.00
8	box	Staple Wire #35	50	80.00	4,000.00
9	pad	Note paper with a gluey top (size: small, atleast .5 inch x 2 inches, multicolor)	20	60.00	1,200.00
10	pc	Fingertip moistener - atleast 10g per piece (good quality)	30	100.00	3,000.00
Charges: 5 02 03 016 Office Supplies Expense					

**BIDS & AWARDS COMMITTEE (BAC)**  
**TECHNICAL WORKING GROUP**  
 CONTROLLED  
 DATE: 2022-03-16

**BIDS & AWARDS COMMITTEE (BAC)**  
**BAC SECRETARIA**  
 COVERED UNDER APP 20  
 CONTROLLED BY: [Signature]  
 DATE: 3/16/2022

G-155-22C  
 Total: 188,338.00  
 Lt: 04-05-22

**Total :** P 138,500.00

**Purpose:** For the use of the Provincial Accountant's Office.

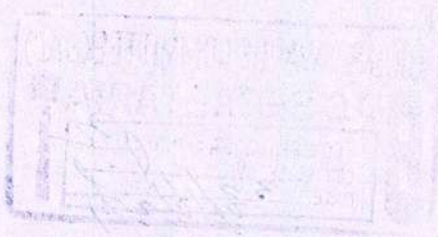
<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature: [Signature]	[Signature]	[Signature]
Printed Name: <b>MAY FERNANDO-UY, CPA</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>MARC DOUGLAS IV CHAN CAGAS</b>
Designation: <b>Provincial Accountant</b>	<b>Provincial Treasurer</b>	<b>Governor</b>
Date:	#701 MAR 16 2022	[Signature]

**PROVINCIAL TREASURER RECEIPT**  
 9:00  
 MAR 16 2022  
 N

DAVAO DEL SUR  
 PROVINCE



PROVINCIAL BUDGET OFFICE

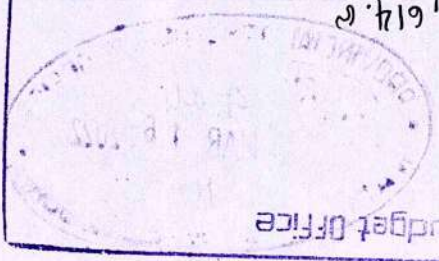


173,114.00  
138,500.00  
311,614.00

**GENERAL FUND**

JESSAMIE BUAT-SANCHEZ, CPA  
PROVINCIAL BUDGET OFFICER

ALLOTMENT	₱ 311,614.00
LESS THIS MONTH	₱ 138,500.00
REMB. THIS MONTH	₱ 173,114.00
DATE:	9.16.22
CONTROL NO.	801
Provincial Budget Office	





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

PR Id.: pledipo\_paper  
 Control No.:

Department: PEDIPO      P.R No.: **0545-06-22**      Date Controlled: **MAR 21 2022**      Date P.R. Prepared: **01/12/2022**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	ream	Multi-copy Paper 70gsm (LEGAL) -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 (CFC) -packaging must be recyclable	15	220.00	3,300.00
2	ream	Multi-copy 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 (CFC) -packaging must be recyclable	12	200.00	2,400.00
3	pc	Correction tape, 1pc in individual plastic, at least 8M	15	24.00	360.00
4	box	Fastener, metal 70mm between prongs 50sets/box	2	105.00	210.00
5	bot.	Glue, All purpose, 240g	2	125.00	250.00
6	pc	Marker, whiteboard, (Blue 6, Black 6)	12	60.00	720.00
7	pc	Record Book 300 pages -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 (CFC) -packaging must be recyclable	10	120.00	1,200.00
8	pc	Record Book 500 pages -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 (CFC) -packaging must be recyclable	10	140.00	1,400.00
9	pc	Marker, permanent, bullet type (Blue 6, Black 6)	12	75.00	900.00
10	pc	Stamp pad #3	3	120.00	360.00
11	bot.	Stamp pad Ink, purple or violet	2	130.00	260.00
12	pc	Puncher, heavy duty	2	195.00	390.00
13	dozen	Pencil No. 2	1	85.00	85.00
14	pc	Calculator, Big Heavy duty 12D Branded	4	550.00	2,200.00
15	pc	Sign pen, Black gel ink 0.5 needle tip	15	28.00	420.00
16	pc	Sign pen, Blue gel ink 0.5 needle tip	15	28.00	420.00
17	pc	Scissors, heavy duty, big	3	105.00	315.00
18	pc	Flash drive, 64GB, good quality	4	650.00	2,600.00
19	pad	Notepad, stick-on 3x4, 100 sheets per pad	8	55.00	440.00
20	pad	Notepad, stick-on 3x3, 100 sheets per pad	8	45.00	360.00
21	box	Paper clips, big, plastic coated	2	55.00	110.00
22	box	Paper clips, small, plastic coated	1	35.00	35.00
23	pad	Yellow paper	5	40.00	200.00
24	box	Paper Fastener, Plastic, 50's/box	2	55.00	110.00
25	pc	Data File Box (legal size)	5	198.00	990.00
26	ream	Multi-copy Paper 70gsm (SHORT) -can be recycled/can be re-used	5	180.00	900.00



**Total :** P 49,838.00

**Purpose:** For the use of Investment Promotions Office.

<b>Requested by:</b> Signature: _____ Printed Name: <b>GLENN M. INAS</b> Designation: <b>APGDH-General Services/OIC-PEDIPO</b> Date: <b>03/08/2022</b>	<b>Cash Availability:</b> Signature: _____ Printed Name: <b>FARAH GEMMA V. BIDAN, CPA</b> Designation: <b>Provincial Treasurer</b> Date: <b>MAR 09 2022</b>	<b>Approved by:</b> Signature: _____ Printed Name: <b>MARC DOUGLAS IV CHAN CAGAS</b> Designation: <b>Governor</b> Date: _____ <b>BY AUTHORITY OF THE GOVERNOR:</b> Signature: _____ Printed Name: <b>CHRISTOPHER T. TAM</b> Designation: <b>PGDH-PDRRM</b>
--	---	--



**FUND-GENERAL FUND**

*[Handwritten signature]*

ALLOTMENT	170,000
LESS THIS	49,838
REMAINING	120,162

DATE: 6-8-22

Provincial Budget Office

DESSAMIE BUA T - SANCHEZ, CPA  
PROVINCIAL BUDGET OFFICER

*[Handwritten signature]*



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

PR Id.: pledipo\_paper  
 Control No.:

Department: PEDIPO P.R No.: **0545-00-20** Date Controlled: **MAR 21 2022** Date P.R. Prepared: **01/12/2022**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
27	pc	-preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (CFC) -packaging must be recyclable • Ballpen, good quality (Black 15, Blue 15)	30	8.00	240.00
28	pc	• Stapler with remover, heavy duty #35	4	450.00	1,800.00
29	box	• Staple wire #35	4	55.00	220.00
30	pc	• Brown Folder Long (legal size) -can be recycled/can be re-used	50	7.00	350.00
31	pack	-preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (CFC) -packaging must be recyclable Photopaper 10pcs/pack	2	95.00	190.00
32	bot	• Permanent Marker Refill Ink, 30ml (Black 1, Blue 1)	2	122.00	244.00
33	pc	Ruler, metal, 18 inches	2	105.00	210.00
34	bot.	• Alcohol 70%, 500ml	8	110.00	880.00
35	pack	• Tissue 3ply 12 rolls/pack -preferably use of biodegradable raw materials -preferably made of recycled materials, if not, it must be sourced-out from a well-managed tree plantation -preferably at least Elemental Chlorine Free (CFC) -packaging must be recyclable	3	124.00	372.00
36	box	• Binder clips 2"/51mm 12 pcs/box	2	92.00	184.00
38	set	• Marker, fluorescent (3pcs/set)	3	60.00	180.00
39	pc	• Sharpener, big	2	12.00	24.00
40	pc	• Expandable Folder (texture: Glossy) color: Green, legal 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 at least Elemental Chlorine Free (CFC) -packaging must be recyclable	20	18.00	360.00
41	pc	• Expanded Envelope Colored with tie/garter -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 (CFC) -packaging must be recyclable	20	28.00	560.00
42	pc	Self-inking stamp, medium size 1.) - (GLENN M. INAS, J.D.) PGDH - PEDIPO 2.) - (PEDIPO) RECEIVED Date: _____ Time: _____ By: _____ MATTI, DIGOS, DAVAO DEL SUR	2	650.00	1,300.00
43	pc	Tape dispenser, big, table top	1	180.00	180.00
<b>Total :</b>					<b>P 49,838.00</b>

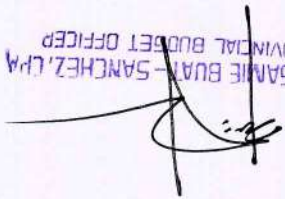
**Purpose:** For the use of Investment Promotions Office.

<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature: _____	Signature: _____	Signature: _____
Printed Name: <b>GLENN M. INAS</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>MARC DOUGLAS IV CHAN CAGAS</b>
Designation: <b>APGDH-General Services/OIC-PEDIPO</b>	<b>Provincial Treasurer</b>	<b>Governor</b>
Date: <b>09/08/2022</b>	<b>MAR 09 2022</b>	<b>CHRISTOPHER T. TAN</b> PGDH-PDRRMO





DESSAINE BUAT - SANCHEZ, CPA  
PROVINCIAL BUDGET OFFICER

A handwritten signature in black ink, consisting of several loops and a vertical line, positioned over the printed name and title.



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

PR Id.: pledipo\_paper  
 Control No.:

Department: PEDIPO P.R. No.: **0545-0-22** Date Controlled: **MAR 21 2022** Date P.R. Prepared: **01/12/2022**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
44	pc	Scotch tape 1"	3		
45	pc	Cutter Knife, heavy duty	1	28.00	84.00
46	unit	PRINTER	2	125.00	125.00
		Specifications: -3 in 1 Printer (Print- Scan - Copy) -Printing speed: 15pages/min colour, 33pages/min monochrome -Color: Black, Cyan, Yellow, Magenta  Warranty: 1 year of parts and services Delivery: 30 calendar days  Green Specifications: -ICT equipment which fulfills at least Energy Star 6.1 Computer and 7.0 for monitor criteria -In case of desktop computers: The supplier shall supply products which memory, hard disk and CD drive are readily accessible and can be changed easily for upgrades -with a visible on/off switch -availability of replacement batteries and power supplies is guaranteed for at least 5 years after end of of production. -in recyclable packages  Charges: MOOE- Office Supplies Expense (5-02-03-010)		10,700.00	21,400.00
<b>Total :</b>					<b>P 49,838.00</b>

**BIDS & AWARDS COMMITTEE (BAC)  
 TECHNICAL WORKING GROUP**  
 TECHNICAL SPECS CONTROLLED  
 BY: *[Signature]*  
 2022-03-04

**BIDS & AWARDS COMMITTEE (BAC)  
 BAC SECRETARIAT**  
 COVERED UNDER APP  
 CONTROLLED BY: *[Signature]*  
 DATE: **3/16/22**  
*[Signature]*

Purpose: **For the use of Investment Promotions Office.**

<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature: <i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name: <b>GLENN M. INAS</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>MARC DOUGLAS IV CHAN CAGAS</b>
Designation: <b>APGDH-General Services/OIC-PEDIPO</b>	<b>Provincial Treasurer</b>	<b>Governor</b>
Date: <b>03/04/2022</b>		<b>BY AUTHORITY OF THE GOVERNOR:  <i>[Signature]</i>  <b>CHRISTOPHER T. TAN</b>  <b>PGDH-PDRRMO</b></b>

**PROVINCIAL TREASURER'S OFFICE**  
**RECEIVED**  
 TIME: **2:14**  
 DATE: **MAR 04 2022**  
 MATI, DIGOS CITY, DAVAO DEL SUR  
*[Signature]*

