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

# PROCUREMENT MANAGEMENT OFFICE BIDS AND AWARDS COMMITTEE



Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5348 (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-185-23C**

**September 25, 2023**

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



PROCUREMENT MANAGEMENT OFFICE  
BIDS AND AWARDS COMMITTEE

Mobile Nos. 0905-229-0526/0908-332-2024 (Goods), 0948-768-5848 (Infra)

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

Email Add.: bac.davaodelsur2@gmail.com (Goods)

sbacdavaodelsur@gmail.com (Infra)

I Love Davao del Sur

## INVITATION TO BID FOR G-185-23C

## Supply/Delivery of Office Supplies

1. The **Provincial Government of Davao del Sur**, through the **General Fund** intends to apply the sum of **₱ 205,273.00** being the ABC to payments under the contract for **IB No. G-185-23C (SP-Secretariat, PEO-Motorpool, 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 **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.*
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 **September 26, 2023 – October 03, 2023** at the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City **upon accomplishing a bidder's assessment slip** pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 500.00**. The Provincial Government of Davao del Sur shall allow the bidder to present its proof of payment for the fees **upon payment of a non-refundable fee for the Bidding Documents in the amount stated above to the Provincial Treasurer's Office. An authorization from the proprietor of the company shall be presented in case the latter opted to send representative/s in his/her behalf. Only bidders who purchased the Bidding Documents with corresponding official receipt of the bidding documents will be allowed to submit bids. Eligibility/Technical and Financial documents must be book bound and properly tab at right side. The bidder will prepare (3) sets of book bound bidding documents with corresponding proper markings (Original Copy, Copy 1 and Copy 2), respectively. Any document submitted, not book bound shall be rejected outright. For the Financial Proposals not exceeding ten (10) pages may be book bound or securely stapled.**



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 October 03, 2023**) - Room 4, Procurement Management Office (Goods), Capitol Building, Matti, Digos City.
  - Date of Opening (**October 03, 2023**) - Ralota Hall Davao del Sur Coliseum, Province of Davao del Sur.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
8. Bid opening shall be on **October 03, 2023 at 9:00 A.M. Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **Provincial Government of Davao del Sur** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:  
**The BAC Chairperson**  
**Provincial Government of Davao del Sur**  
**Email: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**  
  
**MS. NORJANNA M. CAMAGUIN, MPA**  
**Chief Administrative Officer**  
**Head, BAC Secretariat**  
**Procurement Management Office**  
**Rm. 4 Executive Building, Barangay Matti, Digos City**  
**Email Address: [bac.davaodelsur2@gmail.com](mailto:bac.davaodelsur2@gmail.com)**  
**Mobile Nos. 0905-229-0526 (Globe) / 0908-332-2024 (Smart)**  
**Telefax: (082) 553-9579**
11. You may visit the following websites:  
  
**For downloading of Bidding Documents :**
  - [www.davaodelsur.gov.ph](http://www.davaodelsur.gov.ph)
  - [shorturl.at/kyCK0](http://shorturl.at/kyCK0)

**September 25, 2023**

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

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



## 1. Scope of Bid

The Provincial Government of Davao del Sur wishes to receive Bids for the **Supply/Delivery of Office Supplies** with identification number **G-185-23C**.

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of **P 205,273.00**.

2.2. The source of funding is **General Fund**:

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

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

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

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

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



- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

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

a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*

i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and

ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

7.1. **Subcontracting is not allowed.**

## 8. Pre-Bid Conference

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



## 9. Clarification and Amendment of Bidding Documents

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

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

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

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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



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

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

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

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

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

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

### **14. Bid Security**



- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **January 31, 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 Procurement Management Office Room 4, Executive Building, Capitol Matti, Digos City on or before **October 03, 2023 at 9:00 A.M.** Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

## 17. Opening and Preliminary Examination of Bids

- 17.1. Bid Opening shall be on **October 03, 2023 at 9:00 A.M., Ralota Hall, Gov. Douglas Ra. Cagas Cultural Sports and Business Complex, Barangay Matti, Digos City, Davao Del Sur**. Bids will be opened in the presence of bidders' representatives who choose to attend the activity.
- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

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

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



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

## 19. Detailed Evaluation and Comparison of Bids

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

## 20. Post-Qualification

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



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



## *Bid Data Sheet*

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="padding-left: 40px;">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 style="padding-left: 40px;">a. The amount of not less than <b>P 4,105.46</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="padding-left: 40px;">b. The amount of not less than <b>P 10,265.65</b> if bid security is in Surety Bond.</p>
19.3	<p><i>Please see Purchase Request Nos.:</i></p> <p><b>1329-CB-23 dated September 22, 2023</b></p> <p><b>1330-CB-23 dated September 22, 2023</b></p> <p><b>1331-CB-23 dated September 22, 2023</b></p>
20.2	<b><i>Post-Qualification Requirements: Latest Income Tax Returns, Business Tax Returns for the last 6 months</i></b>
21.2	<p><b>1.Envelope 1 (Eligibility/Technical Documents)</b></p> <p>One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b>.</p> <p><b>2. Envelope 2 (Financial Proposal)</b></p> <p>One (1) <b>ORIGINAL COPY</b>, another copy for <b>COPY 1</b>, and another copy for <b>COPY 2</b></p> <p>Such documents shall be duly signed by the bidders or its duly authorized representative/s.</p> <p>Eligibility/Technical and Financial Proposal <b>must be book bound</b> and properly tab at the right side. <b>Any documents submitted not book bound shall be rejected outright.</b> For the Financial Proposal not exceeding ten (10) pages maybe book bound or securely stapled.</p> <p>All copies must be <b>properly marked (ORIGINAL COPY, COPY 1 AND COPY 2)</b></p> <p><b>Envelope 1 and Envelope 2 must be properly sealed. Envelope 1 and Envelope 2 will be placed in one sealed mother envelope.</b></p>





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

PR Id: PR.OFFICE.SPSEC.LAST  
 Date Submitted/Published: 09/13/2023

Department: SP P.R No.: **1329-CB-M** Date: **SEP 22 2023**  
 Section: Secretariat

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	REAM	BOND PAPER ORDINARY, SHORT, SUB.16	10	260.00	2,600.00
2	REAM	BOND PAPER ORDINARY, LONG, SUB.16	50	280.00	14,000.00
3	REAM	BOOK PAPER, LEGAL, 70GSM	25	320.00	8,000.00
4	REAM	BOOK PAPER, LEGAL, 80GSM	15	350.00	5,250.00
5	SET	BATTERY, AAA	5	140.00	700.00
6	SET	BATTERY, AA	5	140.00	700.00
7	PC	PRINTER INK, T664, BLACK, GENUINE FOR EPSON PRINTER L210, L360	5	410.00	2,050.00
8	PC	PRINTER INK, 003, BLACK, GENUINE FOR EPSON PRINTER L5290	10	410.00	4,100.00
9	PC	PRINTER INK, 003, MAGENTA, GENUINE FOR EPSON PRINTER L5290	5	410.00	2,050.00
10	PC	PRINTER INK, 003, YELLOW, GENUINE FOR EPSON PRINTER L5290	5	410.00	2,050.00
11	PC	PRINTER INK, 003, CYAN, GENUINE FOR EPSON PRINTER L5290	5	410.00	2,050.00
12	BOX	PAPER FASTENER, NON-SHARP EDGE	30	90.00	2,700.00
13	PC	FLASH DRIVE, 8GB CAPACITY	5	360.00	1,800.00
14	PC	BALLPEN, BLACK (50PC.) & BLUE (50PC.)	100	15.00	1,500.00

Charges:  
 1022-SP SECRETARIAT OFFICE SUPPLIES (5-02-03-010)  
**BIDS & AWARDS COMMITTEE (BAC)**  
**TECHNICAL WORKING GROUP**  
 TECHNICAL SPECS AND ABC REVIEWED  
 2023-09-13

**PROCUREMENT MANAGEMENT OFFICE**  
 COVERED UNDER ABC  
 CONTROLLED BY  
 DATE: 9-22-23  
 1329 CB A

**CERTIFICATION**  
 This is to certify that the ABC set is the prevailing market price based on the precanvass/market survey conducted by this office as of 9/11/23  
 MARIA LUISA C. VILLAHERMOSA  
 Secretary to the Sanggunian

**G-185-230**  
 Total: 205,123.00  
 Mt: 10-3-23

**PROVINCIAL TREASURER'S OFFICE**  
**RECEIVED**  
 TIME 10:27  
 DATE SEP 18 2023  
 SIGNATURE  
 MATTI, DIGOS, DAVAO DEL SUR

Total : P 49,550.00

Purpose: FOR THE USE OF SANGGUNIANG PANLALAWIGAN-SECRETARIAT, THIS PROVINCE.

Requested by:	Cash Availability:	Approved by:
Signature: Printed Name: <b>MARIA LUISA C. VILLAHERMOSA</b> Designation: <b>Secretary to the Sanggunian</b> Date:	Signature: Printed Name: <b>FARAH GEMMA V. BIDAN, CPA</b> Designation: <b>Provincial Treasurer</b>	Signature: Printed Name: <b>RIAFE GAGAS FERNANDEZ</b> Designation: <b>Vice Governor</b>
	Signature: Printed Name: <b>ROWELL N. BACONGCO, MPA</b> Designation: <b>Local Treasury Operations Officer IV</b> Date: <b>Acting Assistant Provincial Treasurer</b>	

2924 SEP 18 2023



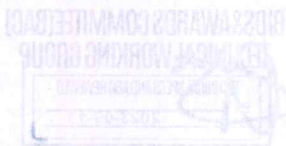
**PURCHASE REQUEST**  
 PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
 Marikina City



PR No. 001  
 Date: 10/10/18

Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
2	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
3	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
4	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
5	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
6	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
7	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
8	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
9	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
10	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
11	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
12	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
13	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
14	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
15	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
16	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
17	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
18	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
19	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00
20	PC	PRINTING MACHINE FOR PERSON PRINTER	1	18.00	18.00

1000 (SECRETARIAL) OFFICE SUPPLIES (8-W-03-04)



CERTIFICATION  
 I hereby certify that the above items are necessary for the office and are within the approved budget for the year 2018.  
 MARIA LUISA V. MARIANO  
 Provincial Treasurer

10/10/18  
 10/10/18  
 10/10/18



**GENERAL FUND**

Provincial Budget Office  
 CONTROL NO: 2699  
 DATE: 9-11-18  
 Allotment Balance: 228,118  
 Less this request: 41,500  
 Remaining Balance: 178,618

FOR THE USE OF SANGUNIANG PANGALANG SECRETARIAT, THE PROVINCE	Approved by:	Checked by:	Prepared by:
RAJ GEMBA V. BIDAN, CPA Provincial Treasurer			RAJ GEMBA V. BIDAN, CPA Provincial Treasurer
RAJ GEMBA V. BIDAN, CPA Provincial Treasurer			RAJ GEMBA V. BIDAN, CPA Provincial Treasurer





# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City



PR Id.: Motorpool Office Supplies 2  
Date Submitted/Published: 07/27/2023

Department: PEO P.R.No.: 1330-Cb-m SEP Date:                     

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	reams	Paper, Multicopy, A4 size, 70GSM -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled	20	240.00	4,800.00
2	reams	Paper, Multicopy, Legal size, 70GSM -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled	25	265.00	6,625.00
3	books	Record Book, 216 x 279 mm, 300 pages -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled	30	300.00	9,000.00
4	books	Record Book, 135 x 210 mm, 300 pages -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled	10	120.00	1,200.00
5	books	Columnar Book (24 Columns)	10	70.00	700.00
6	pads	Yellow pad, at least 80 leaves, 60 GSM, 215 x 330 mm	10	38.00	380.00
7	packs	Photo Paper, A4 size, 12 sheets/pack	3	116.00	348.00
8	bundles	Folder with White Tab, Legal, 50 pcs/bundle	8	490.00	3,920.00
9	box	Envelope, Document, Legal, 500 pcs/box	1	2,100.00	2,100.00
10	box	Envelope, Expanding, Kraft, Legal, 100 pcs/box	1	1,600.00	1,600.00
11	box	Envelope, Mailing, White, Premium, Legal, 500 pcs/box	1	464.00	464.00
12	pads	Note pad, Stick On, 76 x 76 mm, asstd. colors	12	45.00	540.00
13	pcs	Clip Board, Wooden, Long Size	5	111.00	555.00
14	pcs	Ball Pen, Smooth Ink, 0.5 mm, Blue	50	8.00	400.00
15	pcs	Ball Pen, Smooth Ink, 0.5 mm, Red	25	8.00	200.00
16	pcs	Ball Pen, Smooth Ink, 0.5 mm, Black	200	8.00	1,600.00
17	boxes	Sign Pen, 0.5 mm, Blue, 12 pcs/box	3	307.00	921.00
18	boxes	Sign Pen, 0.5 mm, Black, 12 pcs/box	8	307.00	2,456.00
19	boxes	Pencil, Lead, with Eraser, Medium, 12 pcs/box	2	112.00	224.00
20	pcs	Eraser, for Pencil, White, Dust-Free, medium size	5	15.00	75.00
21	pcs	Pencil Sharpener	2	10.00	20.00
22	box	Marker, Whiteboard, Chisel-tip, Blue, 12 pcs/ box	1	795.00	795.00
23	box	Marker, Whiteboard, Chisel-tip, Black, 12 pcs/ box	1	795.00	795.00
24	box	Marker, Whiteboard, Chisel-tip, Red, 12 pcs/ box	1	795.00	795.00
25	pcs	Eraser, for Whiteboard, medium size	2	47.00	94.00
26	boxes	Marker, Permanent, Chisel-tip, Black, 12 pcs/ box	2	576.00	1,152.00
27	bottles	Ink, Permanent Marker Refill, 30mL, Black	2	96.00	192.00
28	pcs	Marker (Highlighter), Chisel-tip, Neon Green	4	50.00	200.00
29	pcs	Marker (Highlighter), Chisel-tip, Pink	4	50.00	200.00
30	pcs	Marker (Highlighter), Chisel-tip, Orange	4	50.00	200.00
31	pcs	Stamp Pad, No. 3, blue or violet	5	45.00	225.00
32	bottles	Ink, for Stamp Pad, 30mL, blue or violet	5	26.00	130.00
33	pcs	Scissors, Multipurpose, Asymmetrical, Heavy Duty, 8"	6	120.00	720.00
34	pcs	Cutter/ Utility Knife, for General Purpose, medium	6	160.00	960.00
<b>Total :</b>					<b>P 104,593.00</b>

**Purpose:** For use in Motorpool Division Office

<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature:		
Printed Name: <b>LEONERL MARCH P. SUARION</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>YVONNE ROÑA CAGAS</b>
Designation: <b>Provincial Engineer</b>	<b>Provincial Treasurer</b>	<b>Governor</b>
Date:	 ROWELL N. BACONGCO, MPA Local Treasury Operations Officer IV Acting Assistant Provincial Treasurer	 By Authority of the Governor As per EO No. 1 Series of 2022 HERNANDEZ Provincial Administrator

2024 N





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

PR Id.: Motorpool Office Supplies 2  
 Date Submitted/Published: 07/27/2023

Department: PEO P.R.No.: 1330-Cb-M Date: SEP 22 2023  
 Section: Motorpool

ItemNo.	Unit	Item and Description	Qty	Unit Cost	Total Cost
35	pcs	Correction Tape, 5mm x 8m	30	28.00	840.00
36	pcs	Stapler, Standard Type, No. 35 (26/6), Heavy Duty	8	350.00	2,800.00
37	boxes	Staple Wire, for Heavy Duty Stapler No. 35, Standard, 500 pcs/box	20	75.00	1,500.00
38	pcs	Staple Remover, Handheld, Plier-type	3	100.00	300.00
39	boxes	Fastener, Vinyl/Plastic, size 8, 50 sets/box	10	47.00	470.00
40	pcs	Puncher, 2-hole, for paper, Heavy Duty	4	300.00	1,200.00
41	boxes	Paper Clip, Vinyl/Plastic coated, 33 mm, rust resistant, 100 pcs/box	3	18.00	54.00
42	boxes	Paper Clip, Vinyl/Plastic coated, 50 mm, rust resistant, 100 pcs/box	3	35.00	105.00
43	boxes	Binder Clip, Back fold, 25mm, 12 pcs/box	3	47.00	141.00
44	boxes	Binder Clip, Back fold, 32mm, 12 pcs/box	3	36.00	108.00
45	boxes	Binder Clip, Back fold, 50mm, 12 pcs/box	3	116.00	348.00
46	packs	Push Pin, 100 pcs/pack, asstd. colors	3	49.00	147.00
47	bottles	Glue, Multipurpose, non-toxic, 130g	10	60.00	600.00
48	rolls	Tape, Transparent, 1 inch	10	32.00	320.00
49	rolls	Tape, Masking, 1 inch	15	49.00	735.00
50	rolls	Tape, Double-sided, 1 inch	5	41.00	205.00
51	pcs	Tape Dispenser, for 1-inch width tapes, Heavy Duty	2	203.00	406.00
52	pcs	Ruler, Plastic, 30 cm or 1 ft	2	15.00	30.00
53	pcs	Ruler, Metal, 30 cm or 1 ft	2	59.00	118.00
54	pcs	Desk Tray, 3 layers, Long, Steel	8	650.00	5,200.00
55	pcs	Data File Box, 250mm x 90mm x 295mm	5	230.00	1,150.00
56	pcs	Calculator, Compact	2	495.00	990.00
57	unit	External Hard Drive, 1 TB, USB 3.0	1	4,200.00	4,200.00
58	pcs	Flash Drive, 64 GB (genuine) ~4.5-5.5 V from USB port & compatible with USB 1.1/2.0	3	620.00	1,860.00
59	pcs	Toner, KYOCERA (Mi2640 idw/L) (genuine)	3	9,610.00	28,830.00
60	bottles	Ink, #003, Black, (Genuine) for EPSON PRINTER, L3210	12	350.00	4,200.00
61	bottles	Ink, #003, Cyan (Genuine) for EPSON PRINTER, L3210	3	350.00	1,050.00
62	bottles	Ink, #003, Magenta (Genuine) for EPSON PRINTER, L3210	3	350.00	1,050.00
63	bottles	Ink, #003, Yellow (Genuine) for EPSON PRINTER, L3210	3	350.00	1,050.00

**Charges:**  
 8754 PEO Motorpool Division 5-02-03-010 Office Supplies Expenses

**BIDS&AWARDS COMMITTEE(BAC)**  
**TECHNICAL WORKING GROUP**  
 TECHNICAL SPECS AND ABC REVIEWED  
 2023-08-29

PROCUREMENT MANAGEMENT OFFICE  
 COVERED UNDER APP 20 23  
 CONTROLLED BY  
 DATE: 9-22-23  
 1330 Cb ✓

**CERTIFICATION**

This is to certify that the ABC set is the prevailing market price based on the precanvass/market survey conducted by this office as of 5/10/23

LEONERL MARCH P. SUARIO  
 Provincial Engineer

PROVINCIAL TREASURER'S OFFICE  
**RECEIVED**  
 TIME 2-10  
 DATE SEP 19 2023  
 SIGNATURE

**Total :** P 104,593.00

**Purpose:** For use in Motorpool Division Office

<b>Requested by:</b> Signature: Printed Name: LEONERL MARCH P. SUARIO Designation: Provincial Engineer Date:	<b>Cash Availability:</b> FARAH GENMA V. BIDAN, CPA Provincial Treasurer ROWELL N. BACONGCO, MPA Local Treasury Operations Officer IV Acting Assistant Provincial Treasurer	<b>Approved by:</b> YVONNE ROÑA CAGAS Governor By Authority of the Governor As per EO No. 1, Series of 2022 Atty. HELENTA R. GONZALES Provincial Administrator
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Provincial Budget Office

CONTROL NO: 22132  
DATE: 9-1-23

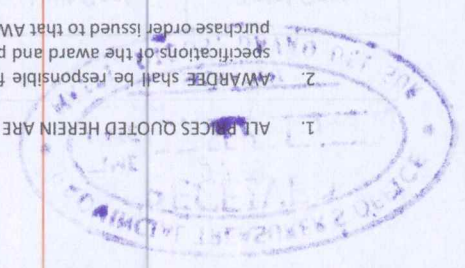
ALLOTMENT BALANCE: 109,701  
LESS THIS REQUEST: 109,503  
REMAINING BALANCE: 108

~~DESSA... SANCHEZ, CPA  
PROVINCIAL BUDGET OFFICER~~

**GENERAL FUND**

INSTRUCTIONS TO THE USER:

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





1403 # 759



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

PR Id.: OFFICE SUPPLIES 3RD QUART.

Date Submitted/Published: 09/04/2023

Department: PEDIPO

P.R.No.: 1331-DB-M

Date: SEP 22 2023

Section:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	PCS	STAPLER #35	10	90.00	900.00
2	PCS	PACKING TAPE, WIDTH:48MM	20	120.00	2,400.00
3	PCS	CUTTER KNIFE	10	200.00	2,000.00
4	PCS	SCISSORS	10	140.00	1,400.00
5	PCS	CERTIFICATE HOLDER, (8.5"X 11")	45	100.00	4,500.00
6	PCS	PERMANENT MARKER ( BLACK)	20	100.00	2,000.00
7	PCS	PLASTIC EXPANDABLE ENVELOP WITH HOLDER-LONG	10	180.00	1,800.00
8	PCS	MASKING TAPE, WIDTH : 48MM	10	100.00	1,000.00
9	PCS	CORRECTION TAPE 5MM X 10MM	30	70.00	2,100.00
10	PCS	RECORD BOOK 300 PAGES	20	160.00	3,200.00
11	PCS	STICKY NOTES ( 76X127MM)- 100 SHEETS PER PACK	35	70.00	2,450.00
12	PCS	PUNCHER HEAVY DUTY	3	260.00	780.00
13	PCS	CALCULATOR 12 DIGITS	5	680.00	3,400.00
14	SET	HIGHLIGHTER 3 COLORS PER SET	15	100.00	1,500.00
15	PCS	DESK ORGANISER MESH	10	960.00	9,600.00
16	PACKS	VELLUM BOARD SHORT <i>white</i>	30	120.00	3,600.00
17	PACKS	VELLUM BOARD LONG <i>white</i>	30	140.00	4,200.00
18	PCS	DOUBLE SIDED TAPE	15	70.00	1,050.00
19	PCS	MULTI- PURPOSE GLUE- 130G	10	130.00	1,300.00
20	PCS	FOAM DOUBLE SIDED ADHESIVE TAPE 24MM X 5M	15	130.00	1,950.00

Charges:  
 OFFICE SUPPLIES-5-02-03-010-GEN.FUND RESPONSIBILITY  
 CENTER: 8941



PROCUREMENT MANAGEMENT OFFICE  
 COVERED UNDER APP 20 23  
 CONTROLLED BY: *G-R-23*  
 DATE: 1331 CB A

**CERTIFICATION**

This is to certify that the ABC set is the prevailing market price based on the precavass/market survey conducted by this office as of *09-01-23*

GLENN M. INAS  
 PGDH-PEDIPO

*[Signature]*  
 GRACE LOUISA DELA CRUZ, RR, MPA  
 Acting SAO - PEDIPO

Total : P 51,130.00

Purpose: FOR THE USE OF THE PROVINCIAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE

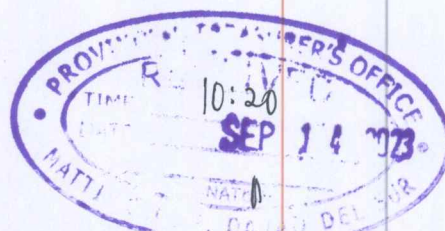
Requested by:	Cash Availability:	Approved by:
Signature: <i>[Signature]</i>		
Printed Name: GLENN M. INAS	FARAH GEMMA V. BIDAN, CPA	YVONNE ROÑA CAGAS
Designation: PGDH-PEDIPO	Provincial Treasurer	Government
Date:	ROWELL N. BACONGCO, MPA Local Treasury Operations Officer IV Acting Assistant Provincial Treasurer	CHRISTOPHER T. TAN PGDH-PDRMO

PAGE 1 OF 1 PAGE/S

REQUISITION BY:	2023-09-04
REQUISITION APPROVED:	2023-09-04
REQUISITION FINANCED:	2023-09-04
DATE:	
COMMENTS:	

2023

SEP 14 2023





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



Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	PCS	FOUR DOUBLE-SIDED ARCHIVE TAPES 3MM X 114MM X 18M	10	180.00	1,800.00
2	PCS	MULTI-PURPOSE OHP 110G	10	130.00	1,300.00
3	PCS	FOUR SINGLE TAPES	10	70.00	700.00
4	PACKS	VELLUM BOARD LONG	10	140.00	1,400.00
5	PACKS	VELLUM BOARD SHORT	10	120.00	1,200.00
6	PCS	DESK ORGANIZER	10	150.00	1,500.00
7	SET	HIGH CENTER COLOURS FOR SET	10	150.00	1,500.00
8	PCS	DESK ORGANIZER	10	150.00	1,500.00
9	PCS	STICKY PUT 21 X 12 X 1MM - 100 SHEETS PER PACK	10	150.00	1,500.00
10	PCS	RED-YO BOARD 240 PAGES	10	150.00	1,500.00
11	PCS	CONSTRUCTION TAPES 3MM X 10MM	10	150.00	1,500.00
12	PCS	MARKING TAPES 10MM X 10MM	10	150.00	1,500.00
13	PCS	PLASTIC SPREADER BENT TOP WITH HOLDERS	10	150.00	1,500.00
14	PCS	PERMANENT MARKER BLACK	10	150.00	1,500.00
15	PCS	ROTARY CUTTER HOLLER 180MM X 100MM	10	150.00	1,500.00
16	PCS	SCISSORS	10	150.00	1,500.00
17	PCS	CUT KNIFE	10	150.00	1,500.00
18	PCS	RAID WEARE WITH HANDLE	10	150.00	1,500.00
19	PCS	STAPLER	10	150.00	1,500.00
20	PCS	STAPLER	10	150.00	1,500.00
21	PCS	STAPLER	10	150.00	1,500.00
22	PCS	STAPLER	10	150.00	1,500.00
23	PCS	STAPLER	10	150.00	1,500.00
24	PCS	STAPLER	10	150.00	1,500.00
25	PCS	STAPLER	10	150.00	1,500.00
26	PCS	STAPLER	10	150.00	1,500.00
27	PCS	STAPLER	10	150.00	1,500.00
28	PCS	STAPLER	10	150.00	1,500.00
29	PCS	STAPLER	10	150.00	1,500.00
30	PCS	STAPLER	10	150.00	1,500.00
31	PCS	STAPLER	10	150.00	1,500.00
32	PCS	STAPLER	10	150.00	1,500.00
33	PCS	STAPLER	10	150.00	1,500.00
34	PCS	STAPLER	10	150.00	1,500.00
35	PCS	STAPLER	10	150.00	1,500.00
36	PCS	STAPLER	10	150.00	1,500.00
37	PCS	STAPLER	10	150.00	1,500.00
38	PCS	STAPLER	10	150.00	1,500.00
39	PCS	STAPLER	10	150.00	1,500.00
40	PCS	STAPLER	10	150.00	1,500.00
41	PCS	STAPLER	10	150.00	1,500.00
42	PCS	STAPLER	10	150.00	1,500.00
43	PCS	STAPLER	10	150.00	1,500.00
44	PCS	STAPLER	10	150.00	1,500.00
45	PCS	STAPLER	10	150.00	1,500.00
46	PCS	STAPLER	10	150.00	1,500.00
47	PCS	STAPLER	10	150.00	1,500.00
48	PCS	STAPLER	10	150.00	1,500.00
49	PCS	STAPLER	10	150.00	1,500.00
50	PCS	STAPLER	10	150.00	1,500.00

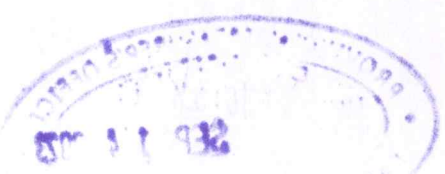
TECHNICAL WORKING GROUP  
 BUDGETING COMMITTEE

CERTIFICATION  
 I hereby certify that the ABC is the correct and true copy of the original survey conducted by the office of the Provincial Engineer.  
 Provincial Engineer  
 DAVAO DEL SUR

DESSAINT ANTONIO-SANCHEZ, CPA  
 PROVINCIAL BUDGET OFFICER

**GENERAL FUND**

CONTROL NO: 2687  
 DATE: 9-14-23  
 ALLOTMENT BALANCE: ₱ 65,900.00  
 LESS THIS REQUEST: 51,130.00  
 REMAINING BALANCE: 14,770.00





***Section IV. General  
Conditions of  
Contract***







## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

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

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, **Section IV (Technical Specifications)** shall specify what inspections and/or







tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

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

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

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







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







## *Special Conditions of Contract*

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

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**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><i>Credit Basis.</i></b>
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>







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







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

PGO - BIDS AND AWARDS COMMITTEE

Schedule of Requirements

The delivery schedule as per IB NO.: G-185-23C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 1329-CB-23(SP - Secretarial)				
1	BOND PAPER ORDINARY,SHORT,SUB.16	10	REAM		
2	BOND PAPER ORDINARY,LONG,SUB.16	50	REAM		
3	BOOK PAPER, LEGAL, 70GSM	25	REAM		
4	BOOK PAPER,LEGAL, 80GSM	15	REAM		
5	BATTERY, AAA	5	SET		
6	BATTERY, AA	5	SET		
7	PRINTER INK, T664,BLACK,GENUINE FOR EPSON PRINTER L210,L360	5	PC		
8	PRINTER INK, 003, BLACK, GENUINE FOR EPSON PRINTER L5290	10	PC		
9	PRINTER INK,003,MAGENTA,GENUINE FOR EPSON PRINTER L5290	5	PC		
10	PRINTER INK,003,YELLOW,GENUINE FOR EPSON PRINTER L5290	5	PC		
11	PRINTER INK, 003,CYAN,GENUINE FOR EPSON PRINTER L5290	5	PC		
12	PAPER FASTENER, NON-SHARP EDGE	30	BOX		
13	FLASH DRIVE, 8GB CAPACITY	5	PC		
14	BALLPEN,BLACK(50PC.) & BLUE(50PC.)	100	PC		
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Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
Matti, Digos City

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-185-23C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 1330-CB-23 (PEO - Motorpool)				
1	Paper, Multicopy, A4 size, 70GSM -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled	20	reams		
2	Paper, Multicopy, Legal size, 70GSM -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled	25	reams		
3	Record Book, 216 x 279 mm, 300 pages -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled	30	books		
4	Record Book, 135 x 210 mm, 300 pages -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled	10	books		
5	Columnar Book (24 Columns)	10	books		
6	Yellow pad, at least 80 leaves, 60 GSM, 215 x 330 mm	10	pads		
7	Photo Paper, A4 size, 12 sheets/pack	3	packs		
8	Folder with White Tab, Legal, 50 pcs/bundle	8	bundles		
9	Envelope, Document, Legal, 500 pcs/box	1	box		
10	Envelope, Expanding, Kraft, Legal, 100 pcs/box	1	box		
11	Envelope, Mailing, White, Premium, Legal, 500 pcs/box	1	box		
12	Note pad, Stick On, 76 x 76 mm, asstd. colors	12	pads		
13	Clip Board, Wooden, Long Size	5	pcs		
14	Ball Pen, Smooth Ink, 0.5 mm, Blue	50	pcs		
15	Ball Pen, Smooth Ink, 0.5 mm, Red	25	pcs		
16	Ball Pen, Smooth Ink, 0.5 mm, Black	200	pcs		
17	Sign Pen, 0.5 mm, Blue, 12 pcs/box	3	boxes		
18	Sign Pen, 0.5 mm, Black, 12 pcs/box	8	boxes		
19	Pencil, Lead, with Eraser, Medium, 12 pcs/box	2	boxes		
20	Eraser, for Pencil, White, Dust-Free, medium size	5	pcs		
21	Pencil Sharpener	2	pcs		
22	Marker, Whiteboard, Chisel-tip, Blue, 12 pcs/ box	1	box		
23	Marker, Whiteboard, Chisel-tip, Black, 12 pcs/ box	1	box		
24	Marker, Whiteboard, Chisel-tip, Red, 12 pcs/ box	1	box		
25	Eraser, for Whiteboard, medium size	2	pcs		
26	Marker, Permanent, Chisel-tip, Black, 12 pcs/ box	2	boxes		
27	Ink, Permanent Marker Refill, 30mL, Black	2	bottles		
28	Marker (Highlighter), Chisel-tip, Neon Green	4	pcs		
29	Marker (Highlighter), Chisel-tip, Pink	4	pcs		
30	Marker (Highlighter), Chisel-tip, Orange	4	pcs		
31	Stamp Pad, No. 3, blue or violet	5	pcs		
32	Ink, for Stamp Pad, 30mL, blue or violet	5	bottles		
33	Scissors, Multipurpose, Asymmetrical, Heavy Duty, 8"	6	pcs		
34	Cutter/ Utility Knife, for General Purpose, medium	6	pcs		
35	Correction Tape, 5mm x 8m	30	pcs		
36	Stapler, Standard Type, No. 35 (26/6), Heavy Duty	8	pcs		
37	Staple Wire, for Heavy Duty Stapler No. 35, Standard, 500 pcs/box	20	boxes		
38	Staple Remover, Handheld, Plier-type	3	pcs		
39	Fastener, Vinyl/Plastic, size 8, 50 sets/box	10	boxes		
40	Puncher, 2-hole, for paper, Heavy Duty	4	pcs		
41	Paper Clip, Vinyl/Plastic coated, 33 mm, rust resistant, 100 pcs/box	3	boxes		
42	Paper Clip, Vinyl/Plastic coated, 50 mm, rust resistant, 100 pcs/box	3	boxes		
43	Binder Clip, Back fold, 25mm, 12 pcs/box	3	boxes		

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

PGO - BIDS AND AWARDS COMMITTEE

Schedule of Requirements

The delivery schedule as per IB NO.: G-185-23C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
44	Binder Clip, Back fold, 32mm, 12 pcs/box	3	boxes		
45	Binder Clip, Back fold, 50mm, 12 pcs/box	3	boxes		
46	Push Pin, 100 pcs/pack, asstd. colors	3	packs		
47	Glue, Multipurpose, non-toxic, 130g	10	bottles		
48	Tape, Transparent, 1 inch	10	rolls		
49	Tape, Masking, 1 inch	15	rolls		
50	Tape, Double-sided, 1 inch	5	rolls		
51	Tape Dispenser, for 1-inch width tapes, Heavy Duty	2	pcs		
52	Ruler, Plastic, 30 cm or 1 ft	2	pcs		
53	Ruler, Metal, 30 cm or 1 ft	2	pcs		
54	Desk Tray, 3 layers, Long, Steel	8	pcs		
55	Data File Box, 250mm x 90mm x 295mm	5	pcs		
56	Calculator, Compact	2	pcs		
57	External Hard Drive, 1 TB, USB 3.0	1	unit		
58	Flash Drive, 64 GB (genuine) ~4.5-5.5 V from USB port & compatible with USB 1.1/2.0	3	pcs		
59	Toner, KYOCERA (Mi2640 idw/L) (genuine)	3	pcs		
60	Ink, #003, Black, (Genuine) for EPSON PRINTER, L3210	12	bottles		
61	Ink, #003, Cyan (Genuine) for EPSON PRINTER, L3210	3	bottles		
62	Ink, #003, Magenta (Genuine) for EPSON PRINTER, L3210	3	bottles		
63	Ink, #003, Yellow (Genuine) for EPSON PRINTER, L3210	3	bottles		
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Republic of the Philippines  
 PROVINCE OF DAVAO DEL SUR  
 Mati, Digos City

PGO - BIDS AND AWARDS COMMITTEE

Schedule of Requirements

The delivery schedule as per IB NO.: G-185-23C

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 1331-CB-23(PEDIPO)				
1	STAPLER #35	10	PCS		
2	PACKING TAPE, WIDTH:48MM	20	PCS		
3	CUTTER KNIFE	10	PCS		
4	SCISSORS	10	PCS		
5	CERTIFICATE HOLDER, (8.5"X 11")	45	PCS		
6	PERMANENT MARKER ( BLACK)	20	PCS		
7	PLASTIC EXPANDABLE ENVELOP WITH HOLDER-LONG	10	PCS		
8	MASKING TAPE, WIDTH : 48MM	10	PCS		
9	CORRECTION TAPE 5MM X 10MM	30	PCS		
10	RECORD BOOK 300 PAGES	20	PCS		
11	STICKY NOTES ( 76X127MM)- 100 SHEETS PER PACK	35	PCS		
12	PUNCHER HEAVY DUTY	3	PCS		
13	CALCULATOR 12 DIGITS	5	PCS		
14	HIGHLIGHTER 3 COLORS PER SET	15	SET		
15	DESK ORGANISER MESH	10	PCS		
16	VELLUM BOARD SHORT white	30	PACKS		
17	VELLUM BOARD LONG white	30	PACKS		
18	DOUBLE SIDED TAPE	15	PCS		
19	MULTI- PURPOSE GLUE- 130G	10	PCS		
20	FOAM DOUBLE SIDED ADHESIVE TAPE 24MM X 5M	15	PCS		
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***Section VII. Technical  
Specifications***







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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB NO.:

Date of Opening: October 03, 2023

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory)	Qty	Unit	Statement of Compliance
	PR# 1329-CB-23(SP - Secretariat)				
1	BOND PAPER ORDINARY,SHORT,SUB.16		10	REAM	
2	BOND PAPER ORDINARY,LONG,SUB.16		50	REAM	
3	BOOK PAPER, LEGAL, 70GSM		25	REAM	
4	BOOK PAPER,LEGAL, 80GSM		15	REAM	
5	BATTERY, AAA		5	SET	
6	BATTERY, AA		5	SET	
7	PRINTER INK, T664,BLACK,GENUINE FOR EPSON PRINTER L210,L360		5	PC	
8	PRINTER INK, 003, BLACK, GENUINE FOR EPSON PRINTER L5290		10	PC	
9	PRINTER INK,003,MAGENTA,GENUINE FOR EPSON PRINTER L5290		5	PC	
10	PRINTER INK,003,YELLOW,GENUINE FOR EPSON PRINTER L5290		5	PC	
11	PRINTER INK, 003,CYAN,GENUINE FOR EPSON PRINTER L5290		5	PC	
12	PAPER FASTENER, NON-SHARP EDGE		30	BOX	
13	FLASH DRIVE, 8GB CAPACITY		5	PC	
14	BALLPEN,BLACK( 50PC.) & BLUE(50PC.)		100	PC	
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Republic of the Philippines  
**PROVINCE OF DAVAO DEL SUR**  
Matti, Digos City

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

AEB NO.:

Date of Opening: October 03, 2023

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
	PR# 1330-CB-23 (PEO - Motorpool)				
1	Paper, Multicopy, A4 size, 70GSM -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		20	reams	
2	Paper, Multicopy, Legal size, 70GSM -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		25	reams	
3	Record Book, 216 x 279 mm, 300 pages -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		30	books	
4	Record Book, 135 x 210 mm, 300 pages -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		10	books	
5	Columnar Book (24 Columns)		10	books	
6	Yellow pad, at least 80 leaves, 60 GSM, 215 x 330 mm		10	pads	
7	Photo Paper, A4 size, 12 sheets/pack		3	packs	
8	Folder with White Tab, Legal, 50 pcs/bundle		8	bundles	
9	Envelope, Document, Legal, 500 pcs/box		1	box	
10	Envelope, Expanding, Kraft, Legal, 100 pcs/box		1	box	
11	Envelope, Mailing, White, Premium, Legal, 500 pcs/box		1	box	
12	Note pad, Stick On, 76 x 76 mm, asstd. colors		12	pads	
13	Clip Board, Wooden, Long Size		5	pcs	
14	Ball Pen, Smooth Ink, 0.5 mm, Blue		50	pcs	
15	Ball Pen, Smooth Ink, 0.5 mm, Red		25	pcs	
16	Ball Pen, Smooth Ink, 0.5 mm, Black		200	pcs	
17	Sign Pen, 0.5 mm, Blue, 12 pcs/box		3	boxes	
18	Sign Pen, 0.5 mm, Black, 12 pcs/box		8	boxes	
19	Pencil, Lead, with Eraser, Medium, 12 pcs/box		2	boxes	
20	Eraser, for Pencil, White, Dust-Free, medium size		5	pcs	
21	Pencil Sharpener		2	pcs	
22	Marker, Whiteboard, Chisel-tip, Blue, 12 pcs/ box		1	box	
23	Marker, Whiteboard, Chisel-tip, Black, 12 pcs/ box		1	box	
24	Marker, Whiteboard, Chisel-tip, Red, 12 pcs/ box		1	box	
25	Eraser, for Whiteboard, medium size		2	pcs	
26	Marker, Permanent, Chisel-tip, Black, 12 pcs/ box		2	boxes	
27	Ink, Permanent Marker Refill, 30mL, Black		2	bottles	
28	Marker (Highlighter), Chisel-tip, Neon Green		4	pcs	
29	Marker (Highlighter), Chisel-tip, Pink		4	pcs	
30	Marker (Highlighter), Chisel-tip, Orange		4	pcs	
31	Stamp Pad, No. 3, blue or violet		5	pcs	
32	Ink, for Stamp Pad, 30mL, blue or violet		5	bottles	
33	Scissors, Multipurpose, Asymmetrical, Heavy Duty, 8"		6	pcs	
34	Cutter/ Utility Knife, for General Purpose, medium		6	pcs	
35	Correction Tape, 5mm x 8m		30	pcs	
36	Stapler, Standard Type, No. 35 (26/6), Heavy Duty		8	pcs	
37	Staple Wire, for Heavy Duty Stapler No. 35, Standard, 500 pcs/box		20	boxes	
38	Staple Remover, Handheld, Plier-type		3	pcs	
39	Fastener, Vinyl/Plastic, size 8, 50 sets/box		10	boxes	







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

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB NO.:

Date of Opening: October 03, 2023

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
40	Puncher, 2-hole, for paper, Heavy Duty		4	pcs	
41	Paper Clip, Vinyl/Plastic coated, 33 mm, rust resistant, 100 pcs/box		3	boxes	
42	Paper Clip, Vinyl/Plastic coated, 50 mm, rust resistant, 100 pcs/box		3	boxes	
43	Binder Clip, Back fold, 25mm, 12 pcs/box		3	boxes	
44	Binder Clip, Back fold, 32mm, 12 pcs/box		3	boxes	
45	Binder Clip, Back fold, 50mm, 12 pcs/box		3	boxes	
46	Push Pin, 100 pcs/pack, asstd. colors		3	packs	
47	Glue, Multipurpose, non-toxic, 130g		10	bottles	
48	Tape, Transparent, 1 inch		10	rolls	
49	Tape, Masking, 1 inch		15	rolls	
50	Tape, Double-sided, 1 inch		5	rolls	
51	Tape Dispenser, for 1-inch width tapes, Heavy Duty		2	pcs	
52	Ruler, Plastic, 30 cm or 1 ft		2	pcs	
53	Ruler, Metal, 30 cm or 1 ft		2	pcs	
54	Desk Tray, 3 layers, Long, Steel		8	pcs	
55	Data File Box, 250mm x 90mm x 295mm		5	pcs	
56	Calculator, Compact		2	pcs	
57	External Hard Drive, 1 TB, USB 3.0		1	unit	
58	Flash Drive, 64 GB (genuine) ~4.5-5.5 V from USB port & compatible with USB 1.1/2.0		3	pcs	
59	Toner, KYOCERA (Mi2640 idw/L) (genuine)		3	pcs	
60	Ink, #003, Black, (Genuine) for EPSON PRINTER, L3210		12	bottles	
61	Ink, #003, Cyan (Genuine) for EPSON PRINTER, L3210		3	bottles	
62	Ink, #003, Magenta (Genuine) for EPSON PRINTER, L3210		3	bottles	
63	Ink, #003, Yellow (Genuine) for EPSON PRINTER, L3210		3	bottles	
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Republic of the Philippines  
 PROVINCE OF DAVAO DEL SUR  
 Mati, Digos City

PGO - BIDS AND AWARDS COMMITTEE

Technical Specifications

AEB NO.:

Date of Opening: October 03, 2023

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of three (3) Brands	Qty	Unit	Statement of Compliance
	PR# 1331-CB-23 (PEDIPO)				
1	STAPLER #35		10	PCS	
2	PACKING TAPE, WIDTH:48MM		20	PCS	
3	CUTTER KNIFE		10	PCS	
4	SCISSORS		10	PCS	
5	CERTIFICATE HOLDER, (8.5"X 11")		45	PCS	
6	PERMANENT MARKER ( BLACK)		20	PCS	
7	PLASTIC EXPANDABLE ENVELOP WITH HOLDER-LONG		10	PCS	
8	MASKING TAPE, WIDTH : 48MM		10	PCS	
9	CORRECTION TAPE 5MM X 10MM		30	PCS	
10	RECORD BOOK 300 PAGES		20	PCS	
11	STICKY NOTES ( 76X127MM)- 100 SHEETS PER PACK		35	PCS	
12	PUNCHER HEAVY DUTY		3	PCS	
13	CALCULATOR 12 DIGITS		5	PCS	
14	HIGHLIGHTER 3 COLORS PER SET		15	SET	
15	DESK ORGANISER MESH		10	PCS	
16	VELLUM BOARD SHORT white		30	PACKS	
17	VELLUM BOARD LONG white		30		
18	DOUBLE SIDED TAPE		15	PCS	
19	MULTI- PURPOSE GLUE- 130G		10	PCS	
20	FOAM DOUBLE SIDED ADHESIVE TAPE 24MM X 5M		15	PCS	
	*****				

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







## Price Schedule for Goods Offered from Within the Philippines

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

### For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	<b>PR# 1329-CB-23 (SP - Secretariat)</b>								
1	BOND PAPER ORDINARY, SHORT, SUB. 16		10						
2	BOND PAPER ORDINARY, LONG, SUB. 16		50						
3	BOOK PAPER, LEGAL, 70GSM		25						
4	BOOK PAPER, LEGAL, 80GSM		15						
5	BATTERY, AAA		5						
6	BATTERY, AA		5						
7	PRINTER INK, T664, BLACK, GENUINE FOR EPSON PRINTER L210, L360		5						
8	PRINTER INK, 003, BLACK, GENUINE FOR EPSON PRINTER L5290		10						
9	PRINTER INK, 003, MAGENTA, GENUINE FOR EPSON PRINTER L5290		5						
10	PRINTER INK, 003, YELLOW, GENUINE FOR EPSON PRINTER L5290		5						
11	PRINTER INK, 003, CYAN, GENUINE FOR EPSON PRINTER L5290		5						
12	PAPER FASTENER, NON-SHARP EDGE		30						
13	FLASH DRIVE, 8GB CAPACITY		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)
1	Paper, Multicopy, A4 size, 70GSM -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		20						
2	Paper, Multicopy, Legal size, 70GSM -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		25						
3	Record Book, 216 x 279 mm, 300 pages -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		30						
4	Record Book, 135 x 210 mm, 300 pages -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		10						
5	Columnar Book (24 Columns)		10						
6	Yellow pad, at least 80 leaves, 60 GSM, 215 x 330 mm		10						





## Price Schedule for Goods Offered from Within the Philippines

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

### For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination (col 9) x(col 4)
7	Photo Paper, A4 size, 12 sheets/pack		3						
8	Folder with White Tab, Legal, 50 pcs/bundle		8						
9	Envelope, Document, Legal, 500 pcs/box		1						
10	Envelope, Expanding, Kraft, Legal, 100 pcs/box		1						
11	Envelope, Mailing, White, Premium, Legal, 500 pcs/box		1						
12	Note pad, Stick On, 76 x 76 mm, asstd. colors		12						
13	Clip Board, Wooden, Long Size		5						
14	Ball Pen, Smooth Ink, 0.5 mm, Blue		50						
15	Ball Pen, Smooth Ink, 0.5 mm, Red		25						
16	Ball Pen, Smooth Ink, 0.5 mm, Black		200						
17	Sign Pen, 0.5 mm, Blue, 12 pcs/box		3						
18	Sign Pen, 0.5 mm, Black, 12 pcs/box		8						
19	Pencil, Lead, with Eraser, Medium, 12 pcs/box		2						
20	Eraser, for Pencil, White, Dust-Free, medium size		5						
21	Pencil Sharpener		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)
22	Marker, Whiteboard, Chisel-tip, Blue, 12 pcs/ box		1						
23	Marker, Whiteboard, Chisel-tip, Black, 12 pcs/ box		1						
24	Marker, Whiteboard, Chisel-tip, Red, 12 pcs/ box		1						
25	Eraser, for Whiteboard, medium size		2						
26	Marker, Permanent, Chisel-tip, Black, 12 pcs/ box		2						
27	Ink, Permanent Marker Refill, 30mL, Black		2						
28	Marker (Highlighter), Chisel-tip, Neon Green		4						
29	Marker (Highlighter), Chisel-tip, Pink		4						
30	Marker (Highlighter), Chisel-tip, Orange		4						
31	Stamp Pad, No. 3, blue or violet		5						
32	Ink, for Stamp Pad, 30mL, blue or violet		5						
33	Scissors, Multipurpose, Asymmetrical, Heavy Duty, 8"		6						
34	Cutter/ Utility Knife, for General Purpose, medium		6						
35	Correction Tape, 5mm x 8m		30						
36	Stapler, Standard Type, No. 35 (26/6), Heavy Duty		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 Pricedelivered FinalDestination (col 9) x(col 4)
37	Staple Wire, for Heavy Duty Stapler No. 35, Standard, 500 pcs/box		20						
38	Staple Remover, Handheld, Plier-type		3						
39	Fastener, Vinyl/Plastic, size 8, 50 sets/box		10						
40	Puncher, 2-hole, for paper, Heavy Duty		4						
41	Paper Clip, Vinyl/Plastic coated, 33 mm, rust resistant, 100 pcs/box		3						
42	Paper Clip, Vinyl/Plastic coated, 50 mm, rust resistant, 100 pcs/box		3						
43	Binder Clip, Back fold, 25mm, 12 pcs/box		3						
44	Binder Clip, Back fold, 32mm, 12 pcs/box		3						
45	Binder Clip, Back fold, 50mm, 12 pcs/box		3						
46	Push Pin, 100 pcs/pack, asstd. colors		3						
47	Glue, Multipurpose, non-toxic, 130g		10						
48	Tape, Transparent, 1 inch		10						
49	Tape, Masking, 1 inch		15						
50	Tape, Double-sided, 1 inch		5						
51	Tape Dispenser, for 1-inch width tapes, Heavy Duty		2						





## Price Schedule for Goods Offered from Within the Philippines

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

### 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)
52	Ruler, Plastic, 30 cm or 1 ft		2						
53	Ruler, Metal, 30 cm or 1 ft		2						
54	Desk Tray, 3 layers, Long, Steel		8						
55	Data File Box, 250mm x 90mm x 295mm		5						
56	Calculator, Compact		2						
57	External Hard Drive, 1 TB, USB 3.0		1						
58	Flash Drive, 64 GB (genuine) ~4.5-5.5 V from USB port & compatible with USB 1.1/2.0		3						
59	Toner, KYOCERA (MI2640 idw/L) (genuine)		3						
60	Ink, #003, Black, (Genuine) for EPSON PRINTER, L3210		12						
61	Ink, #003, Cyan (Genuine) for EPSON PRINTER, L3210		3						
62	Ink, #003, Magenta (Genuine) for EPSON PRINTER, L3210		3						
63	Ink, #003, Yellow (Genuine) for EPSON PRINTER, L3210		3						
Charges: 8754 PEO Motorpool Division 5-02-03-010 Office Supplies Expenses Purpose: For use in Motorpool Division Office									

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#1331-CB-23 (PEDIPO)</b>								
1	STAPLER #35		10						
2	PACKING TAPE, WIDTH:48MM		20						
3	CUTTER KNIFE		10						
4	SCISSORS		10						
5	CERTIFICATE HOLDER, (8.5"X 11")		45						
6	PERMANENT MARKER (BLACK)		20						
7	PLASTIC EXPANDABLE ENVELOP WITH HOLDER-LONG		10						
8	MASKING TAPE, WIDTH : 48MM		10						
9	CORRECTION TAPE 5MM X 10MM		30						
10	RECORD BOOK 300 PAGES		20						
11	STICKY NOTES ( 76X127MM)- 100 SHEETS PER PACK		35						
12	PUNCHER HEAVY DUTY		3						
13	CALCULATOR 12 DIGITS		5						





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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Pricedelivered FinalDestination (col 9) x(col 4)
14	HIGHLIGHTER 3 COLORS PER SET		15						
15	DESK ORGANISER MESH		10						
16	VELLUM BOARD SHORT white		30						
17	VELLUM BOARD LONG white		30						
18	DOUBLE SIDED TAPE		15						
19	MULTI- PURPOSE GLUE- 130G		10						
20	FOAM DOUBLE SIDED ADHESIVE TAPE 24MM X 5M		15						
Charges: OFFICE SUPPLIES-5-02-03-010-GEN.FUND RESPONSIBILITY CENTER: 8941 Purpose: FOR THE USE OF THE PROVINCIAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE									

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

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

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

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





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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9	
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)	
	<b>PR# 1329-CB-23 (SP - Secretariat)</b>								
1	BOND PAPER ORDINARY, SHORT, SUB. 16		10						
2	BOND PAPER ORDINARY, LONG, SUB. 16		50						
3	BOOK PAPER, LEGAL, 70GSM		25						
4	BOOK PAPER, LEGAL, 80GSM		15						
5	BATTERY, AAA		5						
6	BATTERY, AA		5						
7	PRINTER INK, T664, BLACK, GENUINE FOR EPSON PRINTER L210, L360		5						
8	PRINTER INK, 003, BLACK, GENUINE FOR EPSON PRINTER L5290		10						
9	PRINTER INK, 003, MAGENTA, GENUINE FOR EPSON PRINTER L5290		5						
10	PRINTER INK, 003, YELLOW, GENUINE FOR EPSON PRINTER L5290		5						
11	PRINTER INK, 003, CYAN, GENUINE FOR EPSON PRINTER L5290		5						
12	PAPER FASTENER, NON-SHARP EDGE		30						





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

2

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
13	FLASH DRIVE, 8GB CAPACITY		5					
14	BALLPEN, BLACK( 50PC.) & BLUE(50PC.)		100					
Charges: 1022-SP SECRETARIAT OFFICE SUPPLIES (5-02-03-010) Purpose: FOR THE USE OF SANGGUNIANG PANLALAWIGAN-SECRETARIAT, THIS PROVINCE.								

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

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

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

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





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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (Specify port) or CIP (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 DBP (col 4 x 8)
1	Paper, Multicopy, A4 size, 70GSM  -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		20					
2	Paper, Multicopy, Legal size, 70GSM  -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		25					
3	Record Book, 216 x 279 mm, 300 pages  -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		30					
4	Record Book, 135 x 210 mm, 300 pages  -can be recycled/ can be reused, preferably made of recycled materials, if not, it must be sourced out from a well-managed free plantation, preferably at least elemental chlorine free (ECF), packaging must be recycled		10					
5	Columnar Book (24 Columns)		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)
6	Yellow pad, at least 80 leaves, 60 GSM, 215 x 330 mm		10					
7	Photo Paper, A4 size, 12 sheets/pack		3					
8	Folder with White Tab, Legal, 50 pcs/bundle		8					
9	Envelope, Document, Legal, 500 pcs/box		1					
10	Envelope, Expanding, Kraft, Legal, 100 pcs/box		1					
11	Envelope, Mailing, White, Premium, Legal, 500 pcs/box		1					
12	Note pad, Stick On, 76 x 76 mm, asstd. colors		12					
13	Clip Board, Wooden, Long Size		5					
14	Ball Pen, Smooth Ink, 0.5 mm, Blue		50					
15	Ball Pen, Smooth Ink, 0.5 mm, Red		25					
16	Ball Pen, Smooth Ink, 0.5 mm, Black		200					
17	Sign Pen, 0.5 mm, Blue, 12 pcs/box		3					
18	Sign Pen, 0.5 mm, Black, 12 pcs/box		8					
19	Pencil, Lead, with Eraser, Medium, 12 pcs/box		2					





**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)
20	Eraser, for Pencil, White, Dust-Free, medium size		5					
21	Pencil Sharpener		2					
22	Marker, Whiteboard, Chisel-tip, Blue, 12 pcs/ box		1					
23	Marker, Whiteboard, Chisel-tip, Black, 12 pcs/ box		1					
24	Marker, Whiteboard, Chisel-tip, Red, 12 pcs/ box		1					
25	Eraser, for Whiteboard, medium size		2					
26	Marker, Permanent, Chisel-tip, Black, 12 pcs/ box		2					
27	Ink, Permanent Marker Refill, 30mL, Black		2					
28	Marker (Highlighter), Chisel-tip, Neon Green		4					
29	Marker (Highlighter), Chisel-tip, Pink		4					
30	Marker (Highlighter), Chisel-tip, Orange		4					
31	Stamp Pad, No. 3, blue or violet		5					
32	Ink, for Stamp Pad, 30mL, blue or violet		5					
33	Scissors, Multipurpose, Asymmetrical, Heavy Duty, 8"		6					





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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify place (specify border point or place of destination)) 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)
34	Cutter/ Utility Knife, for General Purpose, medium		6					
35	Correction Tape, 5mm x 8m		30					
36	Stapler, Standard Type, No. 35 (26/6), Heavy Duty		8					
37	Staple Wire, for Heavy Duty Stapler No. 35, Standard, 500 pcs/box		20					
38	Staple Remover, Handheld, Plier-type		3					
39	Fastener, Vinyl/Plastic, size 8, 50 sets/box		10					
40	Puncher, 2-hole, for paper, Heavy Duty		4					
41	Paper Clip, Vinyl/Plastic coated, 33 mm, rust resistant, 100 pcs/box		3					
42	Paper Clip, Vinyl/Plastic coated, 50 mm, rust resistant, 100 pcs/box		3					
43	Binder Clip, Back fold, 25mm, 12 pcs/box		3					
44	Binder Clip, Back fold, 32mm, 12 pcs/box		3					
45	Binder Clip, Back fold, 50mm, 12 pcs/box		3					
46	Push Pin, 100 pcs/pack, assid. colors		3					
47	Glue, Multipurpose, non-toxic, 130g		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)
48	Tape, Transparent, 1 inch		10					
49	Tape, Masking, 1 inch		15					
50	Tape, Double-sided, 1 inch		5					
51	Tape Dispenser, for 1-inch width tapes, Heavy Duty		2					
52	Ruler, Plastic, 30 cm or 1 ft		2					
53	Ruler, Metal, 30 cm or 1 ft		2					
54	Desk Tray, 3 layers, Long, Steel		8					
55	Data File Box, 250mm x 90mm x 295mm		5					
56	Calculator, Compact		2					
57	External Hard Drive, 1 TB, USB 3.0		1					
58	Flash Drive, 64 GB (genuine) ~4.5-5.5 V from USB port & compatible with USB 1.1/2.0		3					
59	Toner, KYOCERA (M12640 idw/L) (genuine)		3					
60	Ink, #003, Black, (Genuine) for EPSON PRINTER, L3210		12					





**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)
61	Ink, #003, Cyan (Genuine) for EPSON PRINTER, L3210		3					
62	Ink, #003, Magenta (Genuine) for EPSON PRINTER, L3210		3					
63	Ink, #003, Yellow (Genuine) for EPSON PRINTER, L3210		3					
	Charges: 8754 PEO Motorpool Division 5-02-03-010 Office Supplies Expenses Purpose: For use in Motorpool Division Office							

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

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

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

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





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

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9	
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)	
	<b>PR# 1331-CB-23 (PEDIPO)</b>								
1	STAPLER #35		10						
2	PACKING TAPE, WIDTH:48MM		20						
3	CUTTER KNIFE		10						
4	SCISSORS		10						
5	CERTIFICATE HOLDER, (8.5"X 11")		45						
6	PERMANENT MARKER (BLACK)		20						
7	PLASTIC EXPANDABLE ENVELOP WITH HOLDER-LONG		10						
8	MASKING TAPE, WIDTH : 48MM		10						
9	CORRECTION TAPE 5MM X 10MM		30						
10	RECORD BOOK 300 PAGES		20						
11	STICKY NOTES ( 76X127MM)- 100 SHEETS PER PACK		35						
12	PUNCHER HEAVY DUTY		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)
13	CALCULATOR 12 DIGITS		5					
14	HIGHLIGHTER 3 COLORS PER SET		15					
15	DESK ORGANISER MESH		10					
16	VELLUM BOARD SHORT white		30					
17	VELLUM BOARD LONG white		30					
18	DOUBLE SIDED TAPE		15					
19	MULTI- PURPOSE GLUE- 130G		10					
20	FOAM DOUBLE SIDED ADHESIVE TAPE 24MM X 5M		15					
	Charges: OFFICE SUPPLIES-5-02-03-010-GEN.FUND RESPONSIBILITY CENTER: 8941 Purpose: FOR THE USE OF THE PROVINCIAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE							

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

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

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

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

