



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

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

# **BIDDING DOCUMENTS**

*Supply/Delivery of Office  
Supplies*

**PUBLIC BIDDING IB NO. G-376-22C**

**October 26, 2022**

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

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



Republic of the Philippines  
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Office of the Governor  
Procurement Management Office  
Bids and Awards Committee (BAC)

## INVITATION TO BID FOR G-376-22C

### Supply/Delivery of Office Supplies

1. The **Provincial Government of Davao del Sur**, through the **LGDF-General Fund (PSWDO) and Special Education Fund (PGO-SEF) and General Fund (VGO)** intends to apply the sum of **₱868,197.00** being the ABC to payments under the contract for **IB No. G-376-22C (PSWDO, PGO-SEF, VGO)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Provincial Government of Davao del Sur** now invites bids for the above Procurement Project. Delivery of the Goods is required by **10 calendar days**. Bidders should have completed, **for the last 3 years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Provincial Government of Davao del Sur** and inspect the Bidding Documents at the address given below during **8:00 A.M. – 4:00 P.M., Monday to Friday**:

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

5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 27, 2022 – November 03, 2022** at the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City **upon accomplishing a bidder's assessment slip** pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 1,000.00**. The Provincial Government of Davao del Sur shall allow the bidder to present its proof of payment for the fees **upon payment of a non-refundable fee for the Bidding Documents in the amount stated above to the Provincial Treasurer's Office. An authorization from the proprietor of the company shall be presented in case the latter opted to send representative/s in his/her behalf. Only bidders who purchased the Bidding Documents with corresponding official receipt of the bidding documents will be allowed to submit bids. Eligibility/Technical and Financial documents must be book bound and properly tab at right side. The bidder will prepare (3) sets of book bound bidding documents with corresponding proper markings (Original Copy, Copy 1 and Copy 2), respectively. Any document submitted, not book bound shall be rejected outright. For the Financial Proposals not exceeding ten (10) pages may be book bound or securely stapled.**




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6. Bids must be duly received at the following through manual submission. Late bids shall not be accepted:
  - Advance dropping (**before November 03, 2022**) - Room 4, Office of the BAC Secretariat, Capitol Building, Matti, Digos City.
  - Date of Opening (**November 03, 2022**) - 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 **November 03, 2022 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**  
**Procurement Management Office**  
**Rm. 4 Executive Building, Barangay Matti, Digos City**  
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**Telefax: (082) 553-9579**
11. You may visit the following website:

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

**October 26 , 2022**

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





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

# *Section II.*

# *Instructions to*

# *Bidders*



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

### 1. Scope of Bid

The **Provincial Government of Davao del Sur** wishes to receive Bids for the **Supply/Delivery of Office Supplies** with identification number **G-376-22C**.

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

### 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2022** in the amount of **P 868,197.00**.

2.2. The source of funding is **LGDF-General Fund, Special Education Fund, General Fund 2022**:

### 3. Bidding Requirements

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

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

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

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

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

### 5. Eligible Bidders

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



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

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





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

- 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



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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:



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

- 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 *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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



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

- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

### 15. Sealing and Marking of Bids

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

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

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

### 16. Deadline for Submission of Bids

- 16.1. Bids must be delivered to the Office of the BAC Secretariat Room 4, Executive Building, Capitol Matti, Digos City on or before **November 03, 2022 at 9:00 A.M.** Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

### 17. Opening and Preliminary Examination of Bids

- 17.1. Bid Opening shall be on **November 03, 2022 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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- 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*



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*Framework Agreement will be used:}]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,}the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:}]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}



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# *Section III. Bid Data Sheet*



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***Bid Data Sheet***

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid for the <b>last 3 years</b>, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said SLCC must be at least twenty five percent (25%) of the ABC. Other conditions set forth under Section 23.4.1.3 of the 2016 Revised IRR of R.A. 9184 shall also be observed.</p>
7.1	<b><i>Subcontracting is not allowed.</i></b>
12	The price of the Goods shall be quoted DDP [ <i>state place of destination</i> ] or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>P 17,363.94</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>P 43,409.85</b> if bid security is in Surety Bond.</p>
19.3	<p><i>Please see Purchase Request Nos.:</i></p> <p><b>2003-CB-22 dated October 26, 2022</b></p> <p><b>2004-CB-22 dated October 26, 2022</b></p> <p><b>2005-CB-22 dated October 26, 2022</b></p>
20.2	<i>Post-Qualification Requirements</i>
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 and properly tab at the right side. Any documents submitted not book bound shall be rejected</b></p>





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

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

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

**outright.** For the Financial Proposal not exceeding ten (10) pages maybe book bound or securely stapled.

All copies must be **properly marked (ORIGINAL COPY, COPY 1 AND COPY 2)**

**Envelope 1 and Envelope 2 must be properly sealed. Envelope 1 and**

**Envelope 2 will be placed in one sealed mother envelope.**

2

A-707  
678



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

PR Id.: DAY CARE OFFICE SUPPLIES  
Date Submitted/Published: 09/27/2022

Department: PSWDO P.R No.: **2003-06-22** Date: **OCT 26 2022**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1.	pieces	Notebook, 80 leaves, 48gsm, 48mmX200mm	1200	22.00	26,400.00
2.	box	Crayons, 8 colors, non toxic	1200	32.00	38,400.00
3.	pieces	Expanding Plastic Envelope, w/handle, durable push lock, long	1200	87.00	104,400.00
4.	pieces	Pencil, #2	1200	9.00	10,800.00
5.	bottle	Ink #003,EPSON PRINTER, L3110, black, genuine	20	370.00	7,400.00
6.	bottle	Ink #003,EPSON PRINTER, L3110, cyan, genuine	13	370.00	4,810.00
7.	bottle	Ink #003,EPSON PRINTER, L3110, magenta, genuine	13	370.00	4,810.00
8.	bottle	Ink #003,EPSON PRINTER, L3110, yellow, genuine	13	370.00	4,810.00
9.	bottle	Ink #BTD60, BROTHER PRINTER, DCP-T710W2 black, genuine	2	420.00	840.00
10.	bottle	Ink #BT5000, BROTHER PRINTER, DCP-T710W2 magenta, genuine	1	420.00	420.00
11.	bottle	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Cyan, genuine	1	420.00	420.00
12.	bottle	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Yellow, genuine	1	420.00	420.00
13.	pieces	USB, 32 GB	35	650.00	22,750.00
14.	pack	Paper for Certificates, long, pale cream, 90gsm, 100 sheets/pack	10	550.00	5,500.00
15.	pack	Paper for Certificates, A4 size, pale cream, 90gsm, 100 sheets/pack	10	540.00	5,400.00
16.	bottle	Ink #664,EPSON PRINTER, L220, black, genuine	5	395.00	1,975.00
17.	bottle	Ink #664,EPSON PRINTER, L220, cyan, genuine	1	395.00	395.00
18.	bottle	Ink #664,EPSON PRINTER, L220, magenta, genuine	1	395.00	395.00
19.	bottle	Ink #664,EPSON PRINTER, L220, yellow, genuine	1	395.00	395.00
20.	piece	Paper cutter,12X15, heavy duty	2	1,500.00	3,000.00

Charges:  
(LGDF GEN FUND) SUPPORT TO DAY CARE SERVICE PROGRAM  
ACCOUNT CODE: 5-02-03-010 OFFICE SUPPLIES EXPENSE 7919-06

BIDS&AWARDS COMMITTEE(BAC)  
TECHNICAL WORKING GROUP  
TECHNICAL SPECS AND ABC REVIEWED  
BY: [Signature]  
2022-10-04

BIDS & AWARDS COMMITTEE (BAC)  
AC SECRETARIA  
COVERED UNDER [Signature]  
CONTROLLED BY: [Signature]  
DATE: 10/25/2022

**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 **9-27-22**

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

PLANNING & DEVELOPMENT OFFICE  
CONTROLLED  
LOCAL GOVT FUND  
DATE: 07 OCT 2022  
MATTI, DIGOS, DAVAO DEL SUR

G-376-22C  
Total: 868,197.00  
1st: 11-3-22

Total: P 243,740.00

Purpose: FOR THE USE OF DAY CARE SERVICE PROGRAM.

Requested by: Signature: [Signature] Printed Name: <b>GERALDINE S. LANO, RSW, MPA</b> Designation: <b>Provincial Social Welfare &amp; Development Officer</b> Date: <b>OCT 06 2022</b>	Cash Availability: Signature: [Signature] Printed Name: <b>FARAH GEMMA V. BIDAN, CPA</b> Designation: <b>Provincial Treasurer</b> Date: <b>2644 OCT 10 2022</b>	Approved by: Signature: [Signature] Printed Name: <b>YVONNE ROÑA CAGAS</b> Designation: <b>Governor</b> Date: <b>By Authority of the Governor As per EO No. 1, Series of 2022</b> <b>Atty. HERBERT R. GONZALES</b> Provincial Administrator
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PROVINCIAL TREASURER'S OFFICE  
RECEIVED  
TIME 10:18  
DATE OCT 10 2022  
SIG

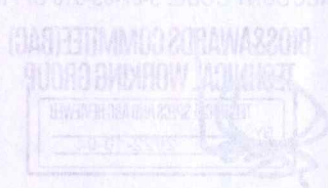
**PURCHASE REQUEST**  
PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Davao City



Procurement Form No. 001-2013  
Date Submitted: 01/27/2013

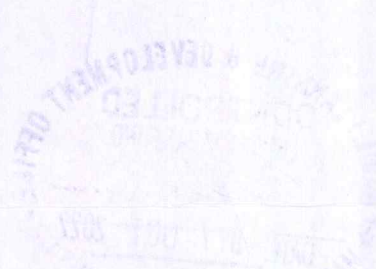
Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
2	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
3	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
4	piece	Printer Epson L320 black genuine	1	800.00	800.00
5	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
6	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
7	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
8	piece	Printer Epson L320 black genuine	1	800.00	800.00
9	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
10	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
11	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
12	piece	Printer Epson L320 black genuine	1	800.00	800.00
13	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
14	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
15	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
16	piece	Printer Epson L320 black genuine	1	800.00	800.00
17	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
18	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
19	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
20	piece	Printer Epson L320 black genuine	1	800.00	800.00
21	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
22	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
23	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
24	piece	Printer Epson L320 black genuine	1	800.00	800.00
25	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
26	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
27	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
28	piece	Printer Epson L320 black genuine	1	800.00	800.00
29	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
30	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
31	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
32	piece	Printer Epson L320 black genuine	1	800.00	800.00
33	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
34	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
35	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
36	piece	Printer Epson L320 black genuine	1	800.00	800.00
37	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
38	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
39	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
40	piece	Printer Epson L320 black genuine	1	800.00	800.00
41	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
42	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
43	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
44	piece	Printer Epson L320 black genuine	1	800.00	800.00
45	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
46	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
47	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
48	piece	Printer Epson L320 black genuine	1	800.00	800.00
49	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
50	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
51	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
52	piece	Printer Epson L320 black genuine	1	800.00	800.00
53	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
54	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
55	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
56	piece	Printer Epson L320 black genuine	1	800.00	800.00
57	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
58	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
59	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
60	piece	Printer Epson L320 black genuine	1	800.00	800.00
61	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
62	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
63	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
64	piece	Printer Epson L320 black genuine	1	800.00	800.00
65	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
66	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
67	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
68	piece	Printer Epson L320 black genuine	1	800.00	800.00
69	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
70	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
71	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
72	piece	Printer Epson L320 black genuine	1	800.00	800.00
73	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
74	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
75	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
76	piece	Printer Epson L320 black genuine	1	800.00	800.00
77	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
78	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
79	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
80	piece	Printer Epson L320 black genuine	1	800.00	800.00
81	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
82	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
83	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
84	piece	Printer Epson L320 black genuine	1	800.00	800.00
85	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
86	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
87	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
88	piece	Printer Epson L320 black genuine	1	800.00	800.00
89	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
90	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
91	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
92	piece	Printer Epson L320 black genuine	1	800.00	800.00
93	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
94	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
95	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
96	piece	Printer Epson L320 black genuine	1	800.00	800.00
97	piece	Printer Epson L320 yellow genuine	1	800.00	800.00
98	piece	Printer Epson L320 cyan genuine	1	800.00	800.00
99	piece	Printer Epson L320 magenta genuine	1	800.00	800.00
100	piece	Printer Epson L320 black genuine	1	800.00	800.00

ACCOUNT CODE: 5-413-910 OFFICE SUPPLIES EXPENSE TAB  
 (GOV GEN FUND) SUPPORT TO DAY CARE SERVICE PROGRAM  
 Charges



CERTIFICATION  
 This is to certify that the AOC set is a genuine model as shown on  
 their approval and survey, included by the office of the

DEPARTMENT OF LAND, RURAL AND  
 PROVINCIAL SOCIAL WELFARE & DEVELOPMENT OFFICE



Purpose: FOR THE USE OF DAY CARE SERVICE PROGRAM

Total: ₱ 243,740.00

Approved by: *[Signature]*  
 JESSAMIE BOAT-SANCHEZ, CPA  
 PROVINCIAL BUDGET OFFICER

Approved by: *[Signature]*

REMAINING BALANCE: 1,570.10

LESS THIS REQUEST: 243,740.00

ALLOTMENT BALANCE: 245,310.10

DATE: 10-7-12

CONTROL NO: 2922

Provincial Budget Office



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

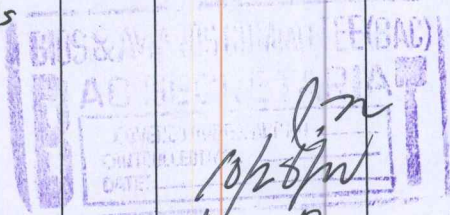
PR Id.: SEF schsup

Date Submitted/Published: 10/20/2022

Department: SEF P.R. No.: **2004-CB-N** Date: **OCT 26 2022**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	pc.	Notebook (big/yarn) 50 leaves	4500	60.00	270,000.00
2	pc.	Pencil	1500	10.00	15,000.00
3	pc.	Ruler, 12 inches, plastic	1500	18.00	27,000.00
4	pad	Pad paper (Grade 1-4) 50 leaves	1000	30.00	30,000.00
5	pad	Pad paper (Grade 5-6) 50 leaves, intermediate	500	40.00	20,000.00
6	pc.	Document bag (net) long	1500	30.00	45,000.00
7	box	Crayon, #16	1500	25.00	37,500.00
8	pc.	Ballpen (black)	1500	10.00	15,000.00
9	pc.	Drawing book (big)	500	25.00	12,500.00
10	pc.	Sharpener (assorted colors)	1500	10.00	15,000.00

**Charges:**  
 Special Education Fund PSB Res. #6-B -supplemental budget #3  
 Office Supplies 5-02-03-010  
**BIDS&AWARDS COMMITTEE(BAC)** S322201  
**TECHNICAL WORKING GROUP** Assistance to Schools  
 TECHNICAL SPECS AND ABC REVIEWED  
 BY: *[Signature]* 2022-10-21



**CERTIFICATION**

This is to certify that the ABC set is the prevailing market price based on the precarvass/market survey conducted by this office as of 10/18/22

YVONNE R. CAGAS  
 Governor

By Authority of the Governor  
 As per MO No. 3, Series of 2022

CHARLES RYAN V. CABABAT  
 Supervising Admin. Officer, PGO

*[Handwritten signatures and notes]*  
 2004 CB 9

**Total : P 487,000.00**

**Purpose:** For distribution to various public school within Davao del Sur.

<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature:	<i>[Signature]</i>	
Printed Name: YVONNE R. CAGAS	FARAH GEMMA V. BIDAN, CPA	YVONNE ROÑA CAGAS
Designation: Governor By Authority of the Governor	Provincial Treasurer	Governor By Authority of the Governor
Date: As per MO No. 3, Series of 2022	3170 OCT 24 2022	As per MO No. 3, Series of 2022
CHARLES RYAN V. CABABAT Supervising Admin. Officer, PGO		CHARLES RYAN V. CABABAT Supervising Admin. Officer, PGO



**SPECIAL EDUC. FUND**

**ESSAMIE BUAT SANCHEZ**  
PROVINCIAL BUDGET OFFICER

REMAINING BALANCE:	1,214
LESS THIS REQUEST:	487,000
ALLOWANCE	488,214
DATE: <b>OCT 2 12022</b>	
CONTROL: <b>6270</b>	
Provincial Budget Office	

\*SBS App on press





# PURCHASE REQUEST

PROVINCIAL GOVERNMENT, OF DAVAO DEL SUR  
Matti, Digos City

PR Id.: PR.OFFICESUPPLIES4.VGO

Date Submitted/Published: 10/11/2022

Department: VGO

P.R No.: **2005**

Date: **OCT 26 2022**

Section:

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
1	PIECE	BALLPEN, BLACK	170	10.00	1,700.00
3	PIECE	METAL FILE FRAME MULTI LAYER RACK	4	648.00	2,592.00
5	PIECE	WHITE MAILING ENVELOPE, LONG	200	2.00	400.00
6	PIECE	GENUINE INK PRINTER 003, BLACK	15	400.00	6,000.00
7	PIECE	GENUINE INK PRINTER 003, CYAN	4	400.00	1,600.00
8	PIECE	GENUINE INK PRINTER 003, YELLOW	4	400.00	1,600.00
9	PIECE	GENUINE INK PRINTER 003, MAGENTA	4	400.00	1,600.00
10	PIECE	SCISSORS, HEAVY DUTY, SIZE 6	3	120.00	360.00
11	PIECE	MINI RECORD BOOK, 160 PAGES	5	95.00	475.00
12	PIECE	RECORD BOOK, 500 PAGES	20	178.00	3,560.00
13	PIECE	CORRECTION TAPE, 5MMX16M	20	20.00	400.00
14	BOX	CLIP BINDER, 32MM	10	60.00	600.00
15	PIECE	WHITE FOLDER, LEGAL SIZE	100	10.00	1,000.00
17	PIECE	GENUINE INK PRINTER 664, BLACK	12	400.00	4,800.00
18	PIECE	STAPLER, STANDARD TYPE, 200 STAPLES MIN.	3	300.00	900.00
19	PIECE	GENUINE INK PRINTER 664, CYAN	6	400.00	2,400.00
20	PIECE	GENUINE INK PRINTER 664, YELLOW	6	400.00	2,400.00
21	PIECE	GENUINE INK PRINTER 664, MAGENTA	6	400.00	2,400.00
22	PIECE	USB, 32GB	5	750.00	3,750.00
23	PIECE	SIGN PEN BLUE, .5	20	35.00	700.00
24	PIECE	STICKY NOTE, 3X5	10	100.00	1,000.00
25	PIECE	STICKY NOTE, 3X3	10	60.00	600.00
26	REAM	BOOKPAPER, LEGAL SIZE, 80 GSM	25	320.00	8,000.00
27	REAM	DOCUMENT ENVELOPE, BROWN, LEGAL SIZE	1	800.00	800.00

**Charges:**  
1016 OFFICE OF THE VICE GOVERNOR 5-02-03-010 OFFICE SUPPLIES

**BIDS & AWARDS COMMITTEE (BAC)  
TECHNICAL WORKING GROUP**  
TECHNICAL SPECS AND ABC REVIEWED  
BY: *[Signature]*  
2022-10-14

**BIDS & AWARDS COMMITTEE (BAC)  
BAC SECRETARIAT**  
COVERED UNDER APP 20  
CONTROLLED BY: *[Signature]*  
DATE: *10/26/22*

**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 10/03/22

*[Signature]*  
**RIAFE CAGAS FERNANDEZ**  
VICE GOVERNOR

**PROVINCIAL TREASURER'S OFFICE**  
**RECEIVED**  
TIME: *7:10*  
DATE: **OCT 19 2022**  
MATTI, DIGOS DAVAO DEL SUR

Total :

*Net total: 849,837*  
*Total: 7137,957.00*

**Purpose: FOR THE USE OF THE OFFICE OF THE VICE GOVERNOR**

**Requested by:**

**Cash Availability:**

**Approved by:**

Signature:

Printed Name:

**RIAFE CAGAS FERNANDEZ**

**FARAH GEMMA V. BIDAN, CPA**

**RIAFE CAGAS FERNANDEZ**

Designation:

**VICE GOVERNOR**

**Provincial Treasurer**

**Vice Governor**

Date:

*2022*      **OCT 19 2022**

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



Procurement Officer: [Name]  
 Date Submitted: [Date]

Item No.	Item Description	Qty	Unit Cost	Total Cost
1	WHITE MANILA ENVELOPE 10x15	200	2.00	400.00
2	METAL FILE FRAME MULTILAYER RACK	4	248.00	992.00
3	GENUINE INK PRINTER 600 BLACK	1	490.00	490.00
4	GENUINE INK PRINTER 600 CYAN	1	490.00	490.00
5	GENUINE INK PRINTER 600 YELLOW	1	490.00	490.00
6	GENUINE INK PRINTER 600 MAGENTA	1	490.00	490.00
7	GENUINE INK PRINTER 600	1	150.00	150.00
8	GENUINE INK PRINTER 600	1	35.00	35.00
9	GENUINE INK PRINTER 600	1	18.00	18.00
10	GENUINE INK PRINTER 600	1	20.00	20.00
11	GENUINE INK PRINTER 600	1	20.00	20.00
12	GENUINE INK PRINTER 600	1	20.00	20.00
13	GENUINE INK PRINTER 600	1	20.00	20.00
14	GENUINE INK PRINTER 600	1	20.00	20.00
15	GENUINE INK PRINTER 600	1	20.00	20.00
16	GENUINE INK PRINTER 600	1	20.00	20.00
17	GENUINE INK PRINTER 600	1	20.00	20.00
18	GENUINE INK PRINTER 600	1	20.00	20.00
19	GENUINE INK PRINTER 600	1	20.00	20.00
20	GENUINE INK PRINTER 600	1	20.00	20.00
21	GENUINE INK PRINTER 600	1	20.00	20.00
22	GENUINE INK PRINTER 600	1	20.00	20.00
23	GENUINE INK PRINTER 600	1	20.00	20.00
24	GENUINE INK PRINTER 600	1	20.00	20.00
25	GENUINE INK PRINTER 600	1	20.00	20.00
26	GENUINE INK PRINTER 600	1	20.00	20.00
27	GENUINE INK PRINTER 600	1	20.00	20.00

THE OFFICE OF THE VICE GOVERNOR 8-83-02-110 OFFICE SUPPLIES



*[Handwritten signature]*

**CERTIFICATION**

I hereby certify that the ABC... [Text]



**GENERAL FUND**

REMAINING BALANCE:	129,774.25
LESS THIS REQUEST:	49,687
ATTNMENT BALANCE:	185,411.35
DATE: <b>OCT 18 2022</b>	
CONTROL No. <b>3092</b>	
Provincial Budget Office	

LARAO GEMAY Y CIBAN, CPA  
 Provincial Treasurer

Miss Governor



# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Mati, Digos City

PR Id.: PR.OFFICESUPPLIES3.VGO  
Date Submitted/Published: 09/28/2022

Department: VGO P.R No.: **NO 2005** Date: **OCT 26 2022**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
28	PC	BOOK PAPER LEGAL 80GSM	100	320.00	32,000.00
29	PC	BOOK PAPER A4 80 GSM	60	285.00	17,100.00

**Charges:** 5-02-03-010 1016 OFFICE OF THE VICE GOVERNOR (OFFICE SUPPLIES)

**BIDS & AWARDS COMMITTEE (BAC)**  
**TECHNICAL WORKING GROUP**  
TECHNICAL SPECS AND ABC REVIEWED  
BY: *[Signature]*  
2022-10-03

**BIDS & AWARDS COMMITTEE (BAC)**  
**AG SECRETARIA**  
COVERED UNDER AN PL  
CONTROLLED BY: *[Signature]*  
DATE: 10/26/22

**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 9/23/22

*[Signature]*  
**RIAFE CAGAS FERNANDEZ**  
VICE GOVERNOR

**PROVINCIAL TREASURER'S OFFICE**  
**RECEIVED**  
TIME: 7:49  
DATE: OCT 19 2022  
MATTI, DIGOS DAVAO DEL SUR

<b>Total :</b>		<i>Sub total: P 49,100.00</i>
<b>Purpose:</b>		<i>total: P 137,957.00</i>
<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature: <i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name: <b>RIAFE CAGAS FERNANDEZ</b>	<b>FARAH GEMMA V. BIDAN, CPA</b>	<b>RIAFE CAGAS FERNANDEZ</b>
Designation: <b>VICE GOVERNOR</b>	<b>Provincial Treasurer</b>	<b>Vice Governor</b>
Date:	<b>OCT 19 2022</b>	



**PURCHASE REQUEST**  
 PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
 Maril Digos C/P



Form No. P-1003 REVISED  
 Date: \_\_\_\_\_

Item No.	Item Description	Qty	Unit Cost	Total Cost
1	PAPER USED FOR...	100	150.00	15,000.00

*Handwritten notes:*  
 100  
 150.00  
 15,000.00



**CERTIFICATION**  
 This purchase is in accordance with the provisions of the Local Government Code of the Philippines and the rules and regulations thereunder. The purchase was approved by the Provincial Board of Davao del Sur.

FARF CAGAS FERNANDEZ  
 VICE GOVERNOR



JESSAMIE BUAT SANCHEZ, CP/ PROVINCIAL BUDGET OFFICER

**GENERAL FUND**

PROVINCIAL BUDGET OFFICE	2906
PROVINCIAL TREASURER	10-6-22
PROVINCIAL CLERK	99,024.28
PROVINCIAL ACCOUNTANT	49,180
PROVINCIAL BUDGET OFFICER	49,904.28

Approved by: \_\_\_\_\_  
 Vice Governor

Approved by: \_\_\_\_\_  
 Provincial Treasurer

Approved by: \_\_\_\_\_  
 Provincial Clerk

Approved by: \_\_\_\_\_  
 Provincial Accountant

Approved by: \_\_\_\_\_  
 Provincial Budget Officer

OCT 18 2025



# PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Matti, Digos City

Id.: PR.OFFICESUPPLIES5.VGO

Date Submitted/Published: 10/13/2022

Department:   P.R No.: **№ 2005** Date: **OCT 26 2022**

Item No.	Unit	Item and Description	Qty	Unit Cost	Total Cost
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30	REAM	BOOK PAPER LEGAL, 80 GSM  Charges: 1016 OFFICE OF THE VICE GOVERNOR 5-02-03-010 OFFICE SUPPLIES  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>BIDS &amp; AWARDS COMMITTEE (BAC) TECHNICAL WORKING GROUP</b>  <small>TECHNICAL SPECS AND ABC REVIEWED</small>  <small>BY: <i>[Signature]</i></small>  <small>2022-10-13</small> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>BIDS &amp; AWARDS COMMITTEE (BAC) BAC SECRETARY</b>  <small>COVERED UNDER ANTI-ZONING</small>  <small>CONTROLLED BY: <i>[Signature]</i></small>  <small>DATE: <i>2022-10-13</i></small> </div> </div> <p style="text-align: center;"><b>CERTIFICATION</b>            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 <u>10 05 22</u>   <i>[Signature]</i>  <b>RIAFE CAGAS FERNANDEZ</b>            VICE GOVERNOR</p> <div style="text-align: center; margin-top: 20px;"> </div>	121	320.00	38,720.00
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**Total:** Sub Total: *49,100.00*  
Total: *137,957*

**Purpose:** FOR THE USE OF THE OFFICE OF THE VICE GOVERNOR

<b>Requested by:</b>	<b>Cash Availability:</b>	<b>Approved by:</b>
Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>
Printed Name: <b>RIAFE CAGAS FERNANDEZ</b>	Printed Name: <b>FARAH GEMMA V. BIDAN, CPA</b>	Printed Name: <b>RIAFE CAGAS FERNANDEZ</b>
Designation: <b>VICE GOVERNOR</b>	Designation: <b>Provincial Treasurer</b>	Designation: <b>VICE GOVERNOR</b>
Date:	Date: <i>2022</i> <b>OCT 10 2022</b>	



PURCHASE REQUEST

PROVINCIAL GOVERNMENT OF DAVAO DEL SUR  
Mati, Digos City

Item No.	Unit	Item and Description	Unit Cost	Total Cost



RESAMIE BUAT-SANCHEZ, CPA  
PROVINCIAL BUDGET OFFICER

CONTROL NO. 6097  
 DATE: OCT 18 2022  
 PROVINCIAL BUDGET OFFICE  
 ATTORNEY GENERAL: 135,774.35  
 LESS THIS REQUEST: 28,720  
 REMAINING BALANCE: 97,054.35



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PROVINCE OF DAVAO DEL SUR**

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

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



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

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

### 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.



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

### 4. Inspection and Tests

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

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

### 5. Warranty

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

### 6. Liability of the Supplier

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

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



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

# *Section V. Special Conditions of Contract*



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

*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>

2





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

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

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

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

*Select appropriate requirements and delete the rest.*

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

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

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

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



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

	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity          Name of the Supplier          Contract Description          Final Destination          Gross weight          Any special lifting instructions          Any special handling instructions          Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>



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

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



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

# *Section VI. Schedule of Requirements*

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-376-22C is 10 calendar days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 2003-CB-22 (PSWDO)				
1.	Notebook, 80 leaves, 48gsm, 48mmX200mm	1200	pieces		
2.	Crayons, 8 colors, non toxic	1200	box		
3.	Expanding Plastic Envelope, w/handle, durable push lock, long	1200	pieces		
4.	Pencil, #2	1200	pieces		
5.	Ink #003,EPSON PRINTER, L3110, black, genuine	20	bottle		
6.	Ink #003,EPSON PRINTER, L3110, cyan, genuine	13	bottle		
7.	Ink #003,EPSON PRINTER, L3110, magenta, genuine	13	bottle		
8.	Ink #003,EPSON PRINTER, L3110, yellow, genuine	13	bottle		
9.	Ink #BTD60, BROTHER PRINTER, DCP-T710W2 black, genuine	2	bottle		
10.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2 magenta, genuine	1	bottle		
11.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Cyan, genuine	1	bottle		
12.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Yellow, genuine	1	bottle		
13.	USB, 32 GB	35	pieces		
14.	Paper for Certificates, long, pale cream, 90gsm, 100 sheets/pack	10	pack		
15.	Paper for Certificates, A4 size, pale cream, 90gsm, 100 sheets/pack	10	pack		
16.	Ink #664,EPSON PRINTER, L220, black, genuine	5	bottle		
17.	Ink #664,EPSON PRINTER, L220, cyan, genuine	1	bottle		
18.	Ink #664,EPSON PRINTER, L220, magenta, genuine	1	bottle		
19.	Ink #664,EPSON PRINTER, L220, yellow, genuine	1	bottle		
20.	Paper cutter, 12X15, heavy duty	2	piece		
	x-x-x-x-x-x-x-x-x-x-nothingfollows-x-x-x-x-x-x-x-x-x-x				
	*****				

2

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-376-22C is 10 calendar days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 2004-CB-22(SEF)				
1	Notebook (big/yarn) 50 leaves	4500	pc.		
2	Pencil	1500	pc.		
3	Ruler, 12 inches, plastic	1500	pc.		
4	Pad paper (Grade 1-4) 50 leaves	1000	pad		
5	Pad paper (Grade 5-6) 50 leaves, intermediate	500	pad		
6	Document bag (net) long	1500	pc.		
7	Crayon, #16	1500	box		
8	Ballpen (black)	1500	pc.		
9	Drawing book (big)	500	pc.		
10	Sharpener (assorted colors)	1500	pc.		
	*****				
					2

**PGO - BIDS AND AWARDS COMMITTEE**

**Schedule of Requirements**

The delivery schedule as per IB NO.: G-376-22C is 10 calendar days

Item No.	Item and Description	Qty	Unit	Delivered	
				Weeks	Months
	PR# 2005-CB-22 (VGO)				
1	BALLPEN,BLACK	170	PIECE		
3	METAL FILE FRAME MULTI LAYER RACK	4	PIECE		
5	WHITE MAILING ENVELOPE, LONG	200	PIECE		
6	GENUINE INK PRINTER 003, BLACK	15	PIECE		
7	GENUINE INK PRINTER 003, CYAN	4	PIECE		
8	GENUINE INK PRINTER 003, YELLOW	4	PIECE		
9	GENUINE INK PRINTER 003, MAGENTA	4	PIECE		
10	SCISSORS, HEAVY DUTY, SIZE 6	3	PIECE		
11	MINI RECORD BOOK,160 PAGES	5	PIECE		
12	RECORD BOOK, 500 PAGES	20	PIECE		
13	CORRECTION TAPE, 5MMX16M	20	PIECE		
14	CLIP BINDER, 32MM	10	BOX		
15	WHITE FOLDER, LEGAL SIZE	100	PIECE		
17	GENUINE INK PRINTER 664, BLACK	12	PIECE		
18	STAPLER, STANDARD TYPE, 200 STAPLES MIN.	3	PIECE		
19	GENUINE INK PRINTER 664, CYAN	6	PIECE		
20	GENUINE INK PRINTER 664, YELLOW	6	PIECE		
21	GENUINE INK PRINTER 664, MAGENTA	6	PIECE		
22	USB, 32GB	5	PIECE		
23	SIGN PEN BLUE, .5	20	PIECE		
24	STICKY NOTE, 3X5	10	PIECE		
25	STICKY NOTE, 3X3	10	PIECE		
26	BOOKPAPER, LEGAL SIZE, 80 GSM	25	REAM		
27	DOCUMENT ENVELOPE, BROWN, LEGAL SIZE	1	REAM		
	*****				

5.



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**PROVINCE OF DAVAO DEL SUR**

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

# *Section VII. Technical Specifications*



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

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

Quotation: By Item

AEB NO.:

Date of Opening: November 03, 2022

Item No.	Item and Description	Brand Name (Mandatory) Maximum of two (2) Brands	Qty	Unit	Statement of Compliance
	PR# 2003-CB-22(PSWDO)				
1.	Notebook, 80 leaves, 48gsm, 48mmX200mm		1200	pieces	
2.	Crayons, 8 colors, non toxic		1200	box	
3.	Expanding Plastic Envelope, w/handle, durable push lock, long		1200	pieces	
4.	Pencil, #2		1200	pieces	
5.	Ink #003,EPSON PRINTER, L3110, black, genuine		20	bottle	
6.	Ink #003,EPSON PRINTER, L3110, cyan, genuine		13	bottle	
7.	Ink #003,EPSON PRINTER, L3110, magenta, genuine		13	bottle	
8.	Ink #003,EPSON PRINTER, L3110, yellow, genuine		13	bottle	
9.	Ink #BTD60, BROTHER PRINTER, DCP-T710W2 black, genuine		2	bottle	
10.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2 magenta, genuine		1	bottle	
11.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Cyan, genuine		1	bottle	
12.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Yellow, genuine		1	bottle	
13.	USB, 32 GB		35	pieces	
14.	Paper for Certificates, long, pale cream, 90gsm, 100 sheets/pack		10	pack	
15.	Paper for Certificates, A4 size, pale cream, 90gsm, 100 sheets/pack		10	pack	
16.	Ink #664,EPSON PRINTER, L220, black, genuine		5	bottle	
17.	Ink #664,EPSON PRINTER, L220, cyan, genuine		1	bottle	
18.	Ink #664,EPSON PRINTER, L220, magenta, genuine		1	bottle	
19.	Ink #664,EPSON PRINTER, L220, yellow, genuine		1	bottle	
20.	Paper cutter,12X15, heavy duty		2	piece	
	x-x-x-x-x-x-x-x-x-x-nothingfollows-x-x-x-x-x-x-x-x-x-x				
	*****				

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

**PGO - BIDS AND AWARDS COMMITTEE**

**Technical Specifications**

AEB NO.:

Date of Opening: November 03, 2022

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of two (2) Brands	Qty	Unit	Statement of Compliance
	PR# 2004-CB-22(SEF)				
1	Notebook (big/yarn) 50 leaves		4500	pc.	
2	Pencil		1500	pc.	
3	Ruler, 12 inches, plastic		1500	pc.	
4	Pad paper (Grade 1-4) 50 leaves		1000	pad	
5	Pad paper (Grade 5-6) 50 leaves, intermediate		500	pad	
6	Document bag (net) long		1500	pc.	
7	Crayon, #16		1500	box	
8	Ballpen (black)		1500	pc.	
9	Drawing book (big)		500	pc.	
10	Sharpener (assorted colors)		1500	pc.	
	*****				

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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: November 03, 2022

Quotation: By Item

Item No.	Item and Description	Brand Name (Mandatory) Maximum of two (2) Brands	Qty	Unit	Statement of Compliance
	PR# 2005-CB-22(VGO)				
1	BALLPEN, BLACK		170	PIECE	
3	METAL FILE FRAME MULTI LAYER RACK		4	PIECE	
5	WHITE MAILING ENVELOPE, LONG		200	PIECE	
6	GENUINE INK PRINTER 003, BLACK		15	PIECE	
7	GENUINE INK PRINTER 003, CYAN		4	PIECE	
8	GENUINE INK PRINTER 003, YELLOW		4	PIECE	
9	GENUINE INK PRINTER 003, MAGENTA		4	PIECE	
10	SCISSORS, HEAVY DUTY, SIZE 6		3	PIECE	
11	MINI RECORD BOOK, 160 PAGES		5	PIECE	
12	RECORD BOOK, 500 PAGES		20	PIECE	
13	CORRECTION TAPE, 5MMX16M		20	PIECE	
14	CLIP BINDER, 32MM		10	BOX	
15	WHITE FOLDER, LEGAL SIZE		100	PIECE	
17	GENUINE INK PRINTER 664, BLACK		12	PIECE	
18	STAPLER, STANDARD TYPE, 200 STAPLES MIN.		3	PIECE	
19	GENUINE INK PRINTER 664, CYAN		6	PIECE	
20	GENUINE INK PRINTER 664, YELLOW		6	PIECE	
21	GENUINE INK PRINTER 664, MAGENTA		6	PIECE	
22	USB, 32GB		5	PIECE	
23	SIGN PEN BLUE, .5		20	PIECE	
24	STICKY NOTE, 3X5		10	PIECE	
25	STICKY NOTE, 3X3		10	PIECE	
26	BOOKPAPER, LEGAL SIZE, 80 GSM		25	REAM	
27	DOCUMENT ENVELOPE, BROWN, LEGAL SIZE		1	REAM	
	*****				

7



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

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

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

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

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

2

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9)
	<b>PR# (PSWDO)</b>								
1.	Notebook, 80 leaves, 48gsm, 48mmX200mm		1200						
2.	Crayons, 8 colors, non toxic		1200						
3.	Expanding Plastic Envelope, w/handle, durable push lock, long		1200						
4.	Pencil, #2		1200						
5.	Ink #003,EPSON PRINTER, L3110, black, genuine		20						
6.	Ink #003,EPSON PRINTER, L3110, cyan, genuine		13						
7.	Ink #003,EPSON PRINTER, L3110, magenta, genuine		13						
8.	Ink #003,EPSON PRINTER, L3110, yellow, genuine		13						
9.	Ink #8TD60, BROTHER PRINTER, DCP-T710W2 black, genuine		2						
10.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2 magenta, genuine		1						
11.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Cyan, genuine		1						
12.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Yellow, genuine		1						
13.	USB, 32 GB		35						



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

2

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 4) x (col 9) x
	<b>PR# (SEF)</b>								
1	Notebook (big/yarn) 50 leaves		4500						
2	Pencil		1500						
3	Ruler, 12 inches, plastic		1500						
4	Pad paper (Grade 1-4) 50 leaves		1000						
5	Pad paper (Grade 5-6) 50 leaves, intermediate		500						
6	Document bag (net) long		1500						
7	Crayon, #16		1500						
8	Ballpen (black)		1500						
9	Drawing book (big)		500						
10	Sharpener (assorted colors)		1500						
Charges: Special Education Fund PSB Res. #6-B-Supplemental Budget #3 Office Supplies 5-02-03-010 S32201 Assistance to Schools Purpose: For distribution to various public school within Davao del Sur.									

**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)

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# (VGO)</b>								
1	BALLPEN, BLACK		170						
3	METAL FILE FRAME MULTI LAYER RACK		4						
5	WHITE MAILING ENVELOPE, LONG		200						
6	GENUINE INK PRINTER 003, BLACK		15						
7	GENUINE INK PRINTER 003, CYAN		4						
8	GENUINE INK PRINTER 003, YELLOW		4						
9	GENUINE INK PRINTER 003, MAGENTA		4						
10	SCISSORS, HEAVY DUTY, SIZE 6		3						
11	MINI RECORD BOOK, 160 PAGES		5						
12	RECORD BOOK, 500 PAGES		20						
13	CORRECTION TAPE, 5MMX16M		20						
14	CLIP BINDER, 32MM		10						
15	WHITE FOLDER, LEGAL SIZE		100						

**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)
17	GENUINE INK PRINTER 664, BLACK		12						
18	STAPLER, STANDARD TYPE, 200 STAPLES MIN.		3						
19	GENUINE INK PRINTER 664, CYAN		6						
20	GENUINE INK PRINTER 664, YELLOW		6						
21	GENUINE INK PRINTER 664, MAGENTA		6						
22	USB, 32GB		5						
23	SIGN PEN BLUE, .5		20						
24	STICKY NOTE, 3X5		10						
25	STICKY NOTE, 3X3		10						
26	BOOKPAPER, LEGAL SIZE, 80 GSM		25						
27	DOCUMENT ENVELOPE, BROWN, LEGAL SIZE		1						
Charges: 1016 OFFICE OF THE VICE GOVERNOR 5-02-03-010 OFFICE SUPPLIES Purpose: FOR THE USE OF THE OFFICE OF THE VICE GOVERNOR									

**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)

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

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

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

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

2

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

2

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (Specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	<b>PR# (PSWDO)</b>							
1.	Notebook, 80 leaves, 48gsn, 48mmX200mm		1200					
2.	Crayons, 8 colors, non toxic		1200					
3.	Expanding Plastic Envelope, w/handle, durable push lock, long		1200					
4.	Pencil, #2		1200					
5.	Ink #003,EPSON PRINTER, L3110, black, genuine		20					
6.	Ink #003,EPSON PRINTER, L3110, cyan, genuine		13					
7.	Ink #003,EPSON PRINTER, L3110, magenta, genuine		13					
8.	Ink #003,EPSON PRINTER, L3110, yellow, genuine		13					
9.	Ink #BTD60, BROTHER PRINTER, DCP-T710W2 black, genuine		2					
10.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2 magenta, genuine		1					
11.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Cyan, genuine		1					
12.	Ink #BT5000, BROTHER PRINTER, DCP-T710W2, Yellow, genuine		1					

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

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_

Project ID No. \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (Specify place (specify border point or place of destination))	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Pricedelivered DDP (col 4 x 8)
13.	USB, 32 GB		35					
14.	Paper for Certificates, long, pale cream, 90grm, 100 sheets/pack		10					
15.	Paper for Certificates, A4 size, pale cream, 90grm, 100 sheets/pack		10					
16.	Ink #664, EPSON PRINTER, L220, black, genuine		5					
17.	Ink #664, EPSON PRINTER, L220, cyan, genuine		1					
18.	Ink #664, EPSON PRINTER, L220, magenta, genuine		1					
19.	Ink #664, EPSON PRINTER, L220, yellow, genuine		1					
20.	Paper cutter, 12X15, heavy duty		2					
	x-x-x-x-x-x-x-x-nothingfollows-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x							
	Charges: (LGDF GEN FUND) SUPPORT TO DAY CARE SERVICE PROGRAM ACCOUNT CODE: 5-02-03-010 OFFICE SUPPLIES EXPENSE 7919 Purpose: FOR THE USE OF DAY CARE SERVICE PROGRAM.							



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

2

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (Specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	<b>PR# (SEF)</b>							
1	Notebook (big/yarn) 50 leaves		4500					
2	Pencil		1500					
3	Ruler, 12 inches, plastic		1500					
4	Pad paper (Grade 1-4) 50 leaves		1000					
5	Pad paper (Grade 5-6) 50 leaves, intermediate		500					
6	Document bag (net) long		1500					
7	Crayon, #16		1500					
8	Ballpen (black)		1500					
9	Drawing book (big)		500					
10	Sharpener (assorted colors)		1500					

**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)
	Charges: Special Education Fund PSB Res. #6-B - Supplemental Budget #3 Office Supplies 5-02-03-010 Purpose: For distribution to various public school within Davao del Sur.							

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# (VGO)</b>							
1	BALLPEN, BLACK		170					
3	METAL FILE FRAME MULTI LAYER RACK		4					
5	WHITE MAILING ENVELOPE, LONG		200					
6	GENUINE INK PRINTER 003, BLACK		15					
7	GENUINE INK PRINTER 003, CYAN		4					
8	GENUINE INK PRINTER 003, YELLOW		4					
9	GENUINE INK PRINTER 003, MAGENTA		4					
10	SCISSORS, HEAVY DUTY, SIZE 6		3					
11	MINI RECORD BOOK, 160 PAGES		5					
12	RECORD BOOK, 500 PAGES		20					
13	CORRECTION TAPE, 5MMX16M		20					
14	CLIP BINDER, 32MM		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)
15	WHITE FOLDER, LEGAL SIZE		100					
17	GENUINE INK PRINTER 664, BLACK		12					
18	STAPLER, STANDARD TYPE, 200 STAPLES MIN.		3					
19	GENUINE INK PRINTER 664, CYAN		6					
20	GENUINE INK PRINTER 664, YELLOW		6					
21	GENUINE INK PRINTER 664, MAGENTA		6					
22	USB, 32GB		5					
23	SIGN PEN BLUE, .5		20					
24	STICKY NOTE, 3X5		10					
25	STICKY NOTE, 3X3		10					
26	BOOKPAPER, LEGAL SIZE, 80 GSM		25					
27	DOCUMENT ENVELOPE, BROWN, LEGAL SIZE		1					

**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)
	Charges: 1016 OFFICE OF THE VICE GOVERNOR 5-02-03-010 OFFICE SUPPLIES Purpose: FOR THE USE OF THE OFFICE OF THE VICE GOVERNOR							

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

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

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

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