



Republic of the Philippines
Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES
Peñaranda St., Brgy. Taft (Pob.), Surigao City
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PHILIPPINE BIDDING DOCUMENTS

Procurement of Office Supplies for the operation of different offices of BFAR Caraga CY 2024

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.



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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology

projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.





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INVITATION TO BID:
Bid Reference No. 010-2024
Procurement of Office Supplies for the operation of different offices
of BFAR Caraga CY 2024

1. The Bureau of Fisheries and Aquatic Resources Region XIII (BFAR XIII), through the Government Appropriations FY 2024 intends to apply the sum of **Eight Hundred Thirty-one Thousand Nine Hundred Seventy-six Pesos Only (₱831,976.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, **“Procurement of Office Supplies for the operation of different offices of BFAR Caraga CY 2024”**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

P.R. No	Lot No.	Description	Approved Budget for the Contract (ABC) (Php)	Price of Bid Docs (Php)
2024-04-641	1	Office Supplies for the operation of different offices of BFAR Caraga CY 2024	831,976.00	1,000.00

2. The BFAR XIII now invites bids for Goods indicated above. Delivery of the Goods is required within **30 Calendar Days**. Bidders should have completed, within **5 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. Instruction 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) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizen/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.

2. Prospective Bidders may obtain further information from BFAR XIII – Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from **8:00 a.m. to 5:00 p.m.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 16, 2024 – August 5, 2024** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount stated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
6. The Bureau of Fisheries and Aquatic Resources (BFAR) XIII will hold a Pre-Bid Conference on **July 23, 2024 @ 9:00am** and/or through video conferencing, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both} on or before **August 5, 2024 @ 9:00am**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **August 5, 2024 @ 9:00am** at **BFAR Caraga Regional Fisherfolk Training Center, Butuan City** and/or via **“Google Meet”** application. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. Bidders are advised to submit their bids in accordance with the BFAR XIII BAC procedure for online bidding as well as for the printed as provided under ITB Clause 10 and Clause 11.
11. The Bureau of Fisheries and Aquatic Resources (BFAR) XIII 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.
12. For further information, please refer to:

BFAR XIII - BAC Secretariat
Sitio Tawilon, Brgy. Ambago, Butuan City
Mobile # : 09094817511/09383105169
E-mail address: bac.caraga@bfar.da.gov.ph

13. You may visit the following websites:
For downloading of Bidding Documents: caraga.bfar.da.gov.ph
For online bid submission: [<https://bac.caraga@bfar.da.gov.ph/>]

Issued this 9th day of July, 2024.

Sgd. ANNA MELISSA M. TALAVERA, DPA
BAC Chairperson

The logo features a stylized sun with rays in yellow and orange at the top. Below it are green and blue wavy lines representing water or land. The text 'DEPARTMENT OF AGRICULTURE' is arched over the top, 'DA-BFAR' is in the middle, and 'Caraga Region' is in a script font at the bottom.

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Bureau of Fisheries and Aquatic Resources (BFAR) XIII wishes to receive Bids for the “Procurement of Office Supplies for the operation of different offices of BFAR Caraga CY 2024”.

The Procurement Project (referred to herein as “Project”) is composed of One (1) Lot, 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 FY 2024 in the amount of **Eight Hundred Thirty-one Thousand Nine Hundred Seventy-six Pesos Only (₱831,976.00)**.

2.2. The source of funding is **General Appropriations Act FY 2024**.

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. 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:
 - 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.
- 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. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: b. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **July 23, 2024 @ 9:00am** and/or through video-conferencing 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 Five (5) years 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.

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)**.

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 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 **120 days after the Bid Opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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. The Bidders shall submit on specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 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.

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 follows: Option1- 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

- 20.2. 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, 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**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.





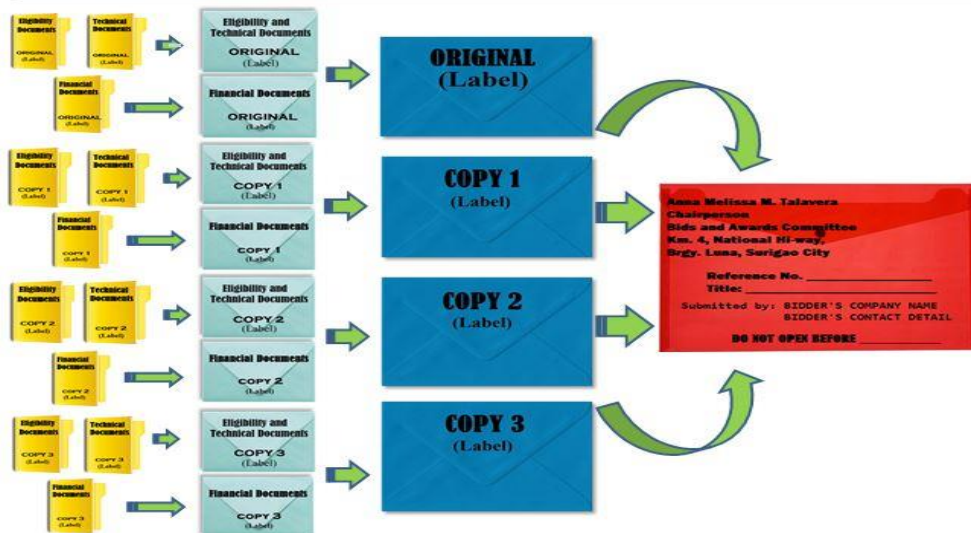
Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. procurement of Office Supplies b. completed within 5 years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP _____ 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> <ol style="list-style-type: none"> a. The amount of not less than <u>₱20,360.32</u> (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>₱50,900.80</u> (5%) of ABC if bid security is in Surety Bond.
15	<p><u>Guidelines on the Sealing and Marking</u></p> <p>A. Participating bidders/suppliers may submit their bidding documents through either of the following forms:</p> <ol style="list-style-type: none"> 1. Hardcopy/ physical document <ul style="list-style-type: none"> • Submitted directly thru the Bids and Awards Committee (BAC) Office, at the following address: <p style="text-align: center;"><u>Bids and Awards Committee (BAC) Office</u> <u>Bureau of Fisheries and Aquatic Resources XIII</u> <u>Sitio Tawilon, Brgy. Ambago, Butuan City</u></p> <p><i>Note: If the participating bidders/suppliers only submits a hardcopy of the document, and the same is discovered to be damaged or the entries thereof are not readable during the opening thereof, said participating bidders/suppliers loses his privilege to participate in the bidding.</i></p> <ol style="list-style-type: none"> 2. Electronic and hardcopy <ul style="list-style-type: none"> • The hardcopy/ physical document shall be scanned and encrypted with password (refer to Annexes - BFAR Online bidding for the procedure).

- The scanned document will be sent via email at: bac.caraga@bfar.da.gov.ph
- Bidders/suppliers may opt to submit both electronic and hardcopy in compliance with the abovementioned details.

Note: In case the electronic copy is discovered to be corrupted during opening, the back-up hardcopy will be opened as alternative option. However, in the event that both electronic copy and hardcopy are corrupted and/or not readable participating bidders/suppliers loses his privilege to participate in the bidding.

PROPER SEALING AND LABELLING OF BIDS



A. LABELLING AND MARKING INSTRUCTIONS FOR THE SUBMISSION OF HARD COPIES.

1. Main envelope shall:
 - (a) bear address to the Procuring Entity's BAC;
 - (b) bear the specific identification/Bid ref. no. of this bidding;
 - (c) contain the name of the contract/Project Title to be bid;
 - (d) bear the Company name, address and contact details of the Bidder;
 - (e) bear a warning "DO NOT OPEN BEFORE (the date and time of opening of Bids)."
2. Bidders shall enclose the First component (Eligibility and Technical documents) and Second components (Financial documents) of their bid.
3. Each Bidder shall submit one (1) original and three (3) copies of the first and second components of its bid.
4. The inner envelopes of the first and second component shall be similarly sealed and duly marked as Original, Copy 1, Copy 2 and Copy 3.
5. Each components must contain Table of Contents and all documents attached should be properly tabbed and bound.





B. FOR BIDS TO BE SUBMITTED ELECTRONICALLY/ONLINE, THE FOLLOWING PROCEDURES SHOULD BE OBSERVED:

Preparation of Bid Documents



The bidder shall prepare a final scanned copy of its Bid divided into two different files:

 Eligibility Documents & Technical Documents; and


 Financial Documents


To ensure confidentiality, authentication, integrity of the documents, the bidder shall use a two-factor security procedure consisting of an archive format compression of its bid.

Step 1. Scan the original copy of the Eligibility Documents & Technical Documents and Financial Documents, save as a PDF file and comply with the label format below:

1. "BFAR Bid Reference No. _____ (Name of Bidder): Legal & Technical Documents"


Example


 BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Legal & Technical Documents

 BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Legal & Technical Documents

2. "BFAR Bid Reference No. _____ (Name of Bidder): Financial Documents"

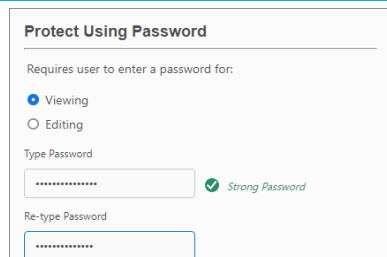
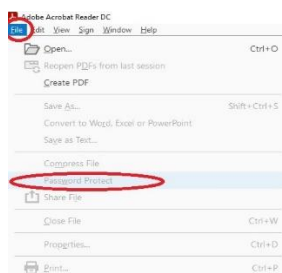
Example

 BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Financial Documents

 BFAR BID REFERENCE NO.2022-1 (TOYOTA PHILS.): Financial Documents

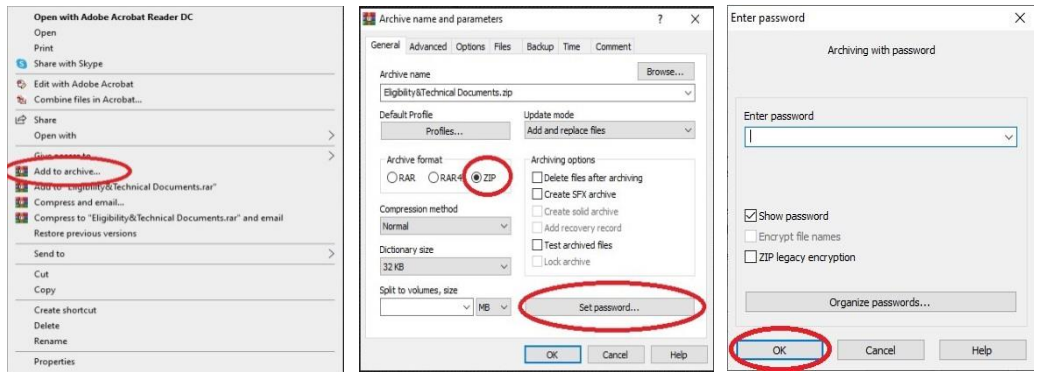
Adding a password to a .PDF file using Adobe Acrobat Reader DC.

1. Open the PDF file
2. Choose **File > Protect Using Password**



1. Select to set the password for Viewing the PDF
2. Type and retype your password
3. Click **Apply**.

Step 2. To archive and compress the file using the WinRAR Application



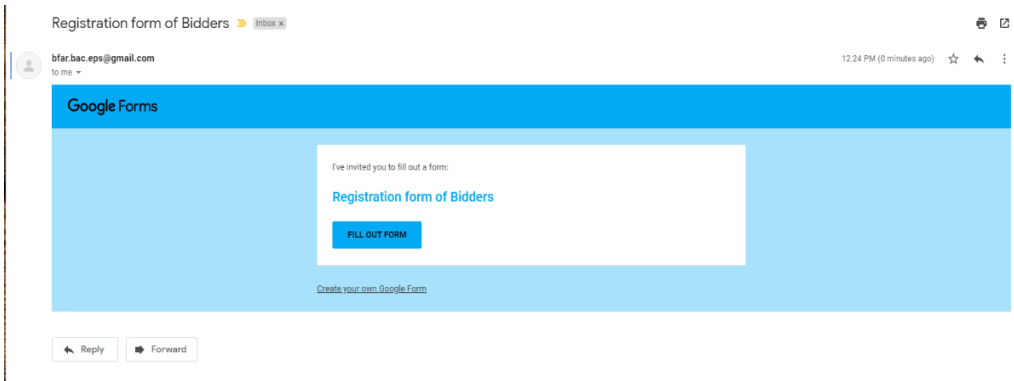
1. Right click the password protected .PDF file.
2. Select "Add to archive."
3. In the Archive name and parameters dialog box, select "Radio button ZIP" and click "Set password."
4. Type your password and Click "Ok button."

Note: Passwords must be 8-16 characters and contain both numbers and letters/ special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not allowed.

Submitting of the Bidding Documents

Bidders shall submit their Bids through Google Form at any time before the closing date and time specified in the Bidding Documents.

Step 1. BAC Secretariat will send the Invitation link of Registration Form, thru _____



Step 2. Upon received, click the **FILL OUT FORM**.

Step 3. Bidder must fill in the following required information

Step 4. Click the **Add file** to upload Scanned Copy of Official Receipt (OR)

Step 5. After uploading of the Scanned Copy of OR, the bidder shall click **Submit** button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).

Registration form of Bidders

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? [Switch account](#)

* Required

Email address *

Your email

Company Name *

Your answer

Company Address *

Your answer

Authorized Representative *

Your answer

Company Contact No. *

Your answer

Bid Reference *

Your answer

Bid Title *

Your answer

Upload the Scanned Official Receipt (OR) *

Submitted files

Registration - BFAR BAC.PNG

A copy of your responses will be emailed to the address you provided.

Submit

Step 7. Upon verification of the Official Receipt (OR), the BAC Secretariat shall send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Step 8. The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the "Online Submission of the Bid".

Online Submission of Bid Documents

bfar.bac.eps@gmail.com to me

12:23 PM (2 minutes ago)

Google Forms

I've invited you to fill out a form:

Online Submission of Bid Documents

The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020 (Procurement Guideline on Online Bidding)

Upload all the requirements

a. Compressed and password-protected of Eligibility & Technical Documents

b. Compressed and password-protected of Financial Documents

FILL OUT FORM

Create your own Google Form

Reply Forward

Step 9. Upon received, click the **FILL OUT FORM**.

Step 10. Click the **Add file** button to upload the compressed and password-protected files of Eligibility & Technical and Financial Documents

Step 11. Click the **Submit** button to complete the process. A copy of the response will be automatically emailed to the address provided by the bidder which can be saved or printed by the bidder, as proof of the official time of the submission and receipt of bids.

Online Submission of Bid Documents

The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)

Upload all the requirements

- Compressed and password-protected of Eligibility & Technical Documents
- Compressed and password-protected of Financial Documents

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [@gmail.com?](#) [Switch account](#)

* Required

Email address *

Your email

Eligibility & Technical Documents *

[Add file](#)

Financial Documents *

[Add file](#)

A copy of your responses will be emailed to the address you provided.

[Submit](#)

Submitted files

- BFAR BID REFERENCE No.2020-1(LIVESTORNG INC.)Eligibility & Technical Document - BFAR BAC.zip
- BFAR BID REFERENCE No.2020-1(LIVESTORNG INC.)Financial Document - BFAR BAC.zip

IMPORTANT REMINDERS DURING BID OPENING PROCESS

1. Bidders are encouraged to attend the bid opening online via Google Meet Application. The password for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening.
2. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, the BAC Secretariat shall open the submitted hard copy of the bidding documents.
3. The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility & Technical documents, second disclose the password for the Eligibility & Technical documents (.PDF File). The Secretariat will share screen via Google Meet during accessing the submitted Bid.
4. If the bidder fails to provide the correct password after the third attempt, the BAC Secretariat shall open the submitted hard copy of the bidding documents.

19.3

No further instruction.

20.2	<p>1. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <ul style="list-style-type: none"> i. 2023 Income Tax Return with proof of payment; and ii. VAT Returns (Form 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months of 2024.
21.2	<i>No further instruction.</i>





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**.

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

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 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

- 5.1 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.
- 5.2 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>The winning bidder or his duly authorized representative shall sign the Contract Agreement at BFAR Caraga - Masao Aquaculture Center, Sitio Tawilon, Brgy. Ambago, Butuan City.</p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered to BFAR Satellite Station, Masao, Butuan City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <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 OIC, General Services Unit - JEFFREY G. PAELMAO.</p> <p>Incidental Services –</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> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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 e. 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.
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Spare Parts-

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

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplies, 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 in Section VI (Schedule of Requirements) and the costs 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.

Spare parts or components shall be supplied as promptly as possible, but in any case, within (*Please refer below*) 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 Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications Any relevant HAZCHEM classifications
	<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>Transportation –</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>Intellectual Property Rights –</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.
2.2	<p>“The terms of payment shall be as follows: ”30 calendar days after complete delivery.”</p> <p>A delivery schedule with the required volume of the items will be provided and sent by the Head of Procuring Entity represented by the General Services Unit, as stated in Sec. VI. Schedule of Requirements.</p>
4	<p>The inspections and tests that will be conducted are:</p> <hr/>



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item #	Description	Qty	Total	Delivered, Weeks/Months
1	ACRYLIC DESK STAND NAME PLATE HOLDER , clear transparent, size 12" L x 4" W x 4" H, thickness 1.5mm FAD RPIMO	20 units 20 units	40 units	30 Calendar Days
2	AIR FRESHNER for toilet(bathroom fresh, mild lavender 7 mL x 2/pack)2-in-1 PFO-SDS	6 bottles	6 bottles	
3	AIR FRESHENER , (scented gel - ocean fresh) 200g FAD PFO-SDN MTOS	12 bottles 3 bottles 5 bottles	20 bottles	
4	AIR FRESHNER , scented ,500ml FAD RFTFCF PFO-PDI PFO-SDS	11 bottles 24 bottles 6 bottles 4 bottles	45 bottles	
5	ALCOHOL , 1 gallon with up to 5 hours protection with triple action moisturizer,Vitamin E and Tea Tree Oil, 70% Solution, Antiseptic and Disinfectant FAD CMSH PFO-SDS FRMS PTOS	2 gallons 6 gallons 1 gallon 5 gallons 1 gallon	15 gallons	
6	ALCOHOL , denatured CMSH	1 gallon	1 gallon	
7	ALCOHOL , Isopropyl, 70% solution, antiseptic disinfectant with moisturizers		13 gallons	

	FAD CMSH PFO-SDN PFO-ADS MTOS	4 gallons 2 gallons 1 gallon 4 gallons 2 gallons		
8	ALCOHOL , Ethyl, 70% solution, antiseptic disinfectant with moisturizers SAAD RPMO RPIMO	3 gallons 1 gallon	4 gallons	
9	BALLPEN , (black), 50 pcs/box FAD RFTFCD PFO-AD'N SAAD CMSH PFO-SDN PFO-ADS PFO-PDI PFO-SDS MTOS FPSSD PFO-AD'N GAD	9 boxes 15 boxes 4 boxes 2 boxes 2 boxes 5 boxes 5 boxes 6 boxes 2 boxes 8 boxes 5 boxes 1 box	64 boxes	
10	BALLPEN , (Black Liquid Gel Ink 0.5) FAD	8 dozens	8 dozens	
11	BALLPEN , (blue) 50 pcs/box FAD PFO-AD'N SAAD CMSH PFO-SDN FIQS PFO-SDS MTOS FPSSD PFO-AD'N	2 boxes 4 boxes 2 boxes 2 boxes 4 boxes 1 box 2 boxes 1 box 5 boxes	23 boxes	
12	BATTERY WITH CHARGER , rechargeable, (AA), 4 pcs /set RFTFCD PFO-ADS FPSSD PFO-AD'N	2 sets 2 sets 1 set 2 sets	7 sets	
13	BATTERY WITH CHARGER , rechargeable, (AAA), 4 pcs /set		5 sets	

	FAD FPSSD	4 sets 1 set		
14	BATTERY , AA,dry cell, heavy duty size AA PFO-SDN PFO-SDS	10 pieces 12 pieces	22 pieces	
15	BATTERY , dry cell, heavy duty, size AAA PFO-SDS	12 pieces	12 pieces	
16	BINDER CLIP , 41mm FAD FRLS	2 boxes 6 boxes	8 boxes	
17	ERASER , for blackboard and whiteboard FAD	2 pieces	2 pieces	
18	BOND PAPER , Legal,8.5x13", multi-purpose, GSM70 FAD RFTFC SAAD RPMO ERMCSOC RPIMO PFO-AD'N SAAD CM SH PFO-SDN PFO-ADS PFO-PDI FIQS PFO-SDS MTOS FRLS PTOS FPSSD PFO-AD'N	277 reams 36 reams 20 reams 10 reams 35 reams 6 reams 20 reams 40 reams 20 reams 30 reams 40 reams 20 reams 20 reams 8 reams 13 reams 48 reams 15 reams	658 reams	
19	BOND PAPER , letter size, GSM80, subs20; 8.5x11" FAD RPIMO CM SH PFO-SDS FPSSD	50 reams 15 reams 10 reams 10 reams 20 reams	105 reams	
20	BROOM , soft tambo, (Lanut)		57 pieces	

	FAD PFO-SDN PFO-PDI PFO-SDS MTOS PTOS PFO-AD'N	30 pieces 5 pieces 6 pieces 6 pieces 4 pieces 4 pieces 2 pieces		
21	BROOM , stick,walis tingting PFO-SDS MTOS PFO-AD'N	 6 pieces 4 pieces 6 pieces	16 pieces	
22	BRUSH ,small PFO-AD'N	 6 pieces	6 pieces	
23	CAMBRIC BOARD ,long,pink,GSM 185 FRLS	 100 pieces	100 pieces	
24	CAMBRIC BOARD ,long,white PFO-PDI	 150 pieces	150 pieces	
25	CAMBRIC BOARD ,Short RFTFCDD	 800 pieces	800 pieces	
26	CAMBRIC BOARD ,long,white,GSM 185 FRLS	 100 pieces	100 pieces	
27	CAMBRIC PAPER , A4 ,white, 10 pcs/pack PFO-ADS PFO-SDS FRMS	 20 packs 50 packs 10 packs	80 packs	
28	CAMBRIC PAPER , Legal Size, 10pcs/pack PFO-ADS	 9 packs	9 packs	
29	CAMBRIC PAPER ,Short RFTFCDD	 202 pieces	202 pieces	
30	CARBON PAPER FILM , black, legal, 10's FAD	 1 pack	1 pack	
31	CARTOLINA PAPER , assorted color PFO-SDS	 20 pieces	20 pieces	

32	CARTOLINA PAPER , light blue FRMS	100 pieces	100 pieces	
33	CARTOLINA PAPER , light green FRMS	100 pieces	100 pieces	
34	CARTOLINA PAPER , light orange FRMS	100 pieces	100 pieces	
35	CARTOLINA PAPER , pink FRMS	100 pieces	100 pieces	
36	CARTOLINA PAPER , yellow FRMS	100 pieces	100 pieces	
37	CD-RW 700MB FAD	100 pieces	100 pieces	
38	CERTIFICATE FRAME , 8"x13, wood frame with holder FAD FRMS	6 pieces 20 pieces	26 pieces	
39	CERTIFICATE JACKET , legal PFO-PDI	40 pieces	40 pieces	
40	CERTIFICATE JACKET , short RFTFCD	40 pieces	40 pieces	
41	CERTIFICATE JACKET , A4 FPSSD	20 pieces	20 pieces	
42	CORK BOARD , 4ft x 4 ft with frame PFO-SDS	1 piece	1 piece	
43	CORRECTION TAPE , 8m FAD RFTFCD SAAD RPMO ERMCSOC CMSH PFO-SDN PFO-PDI PFO-SDS MTOS FRLS	133 pieces 39 pieces 10 pieces 10 pieces 20 pieces 10 pieces 12 pieces 20 pieces 5 pieces 6 pieces	297 pieces	

	FRMS FPSSD	12 pieces 20 pieces		
44	CUP & SAUCER , white 12pcs /set FAD	2 sets	2 sets	
45	DATA FILE FOLDER , with ring (Horizontal) FAD SAAD RPMO	63 pieces 10 pieces	73 pieces	
46	DESK ORGANIZER , Metal Desk Tray 3 Layer Mesh-type, black, Size: H: 39.5 cm, L: 39 Cm, W: 26 CM FAD	5 pieces	5 pieces	
47	DETERGENT POWDER WITH FABCON , ANTIBACTERIAL (1kg/pack) FAD RFTFC CMSH PFO-SDN PFO-ADS PFO-SDS PTOS FPSSD	6 packs 10 packs 3 packs 5 packs 6 packs 6 packs 5 packs 3 packs	44 packs	
48	DETERGENT POWDER WITH FABCON , ANTIBACTERIAL (2kg/pack) FILS PFO-PDI PFO-AD'N	1 bag 6 bags 6 bags	13 bags	
49	DINNERWARE PLATE , (glass-white) 12" diameter FAD CMSH	24 pieces 6 pieces	30 pieces	
50	DISH ORGANIZER , master deluxe, 3 layer dimension L=61 cm ,W=33 cm, H=125cm FAD PFO-PDI	2 pieces 1 piece	3 pieces	
51	DISHWASHING LIQUID , (antibacterial 250ml)		45 bottles	

	FAD PFO-ADS FPSSD	27 bottles 6 bottles 12 bottles		
52	DISHWASHING LIQUID , 1L , lemon scent FAD FILS RFTFCDD CMSH PFO-PDI PFO-SDS FRMS	1 liter 12 liters 10 liters 15 liters 4 liters 5 liters 5 liters	52 liters	
53	DISHWASHING PASTE ,antibacterial 400g with sponge RFTFCDD CMSH PFO-SDN FIQS PFO-AD'N	24 pieces 10 pieces 5 pieces 6 pieces 12 pieces	57 pieces	
54	DISHWASHING SPONGE , 10 pcs/pack, heavy duty FAD CMSH FRMS	16 packs 7 packs 1 pack	24 packs	
55	DISHWASHING SPONGE , heavy duty,green and yellow color,150mm x 95mm x 30mm FAD FILS RFTFCDD	22 pieces 11 pieces 8 pieces	41 pieces	
56	DISINFECTANT AIRSPRAY , (500ml) FAD	6 bottles	6 bottles	
57	DISTILLED WATER , 10L per bottle CMSH	15 bottles	15 bottles	
58	DOCUMENT FILE BOX , (RED, 17x11.5x12 inches) FAD PFO-ADS	5 pieces 10 pieces	15 pieces	
59	DOOR MAT , (cloth)		52 pieces	

	FAD PFO-SDN PFO-SDS FPSSD	15 pieces 20 pieces 12 pieces 5 pieces		
60	DOOR MAT ,micro fiber (45cm x 60cm,anti slip PFO-AD'N	6 pieces	6 pieces	
61	DOOR MAT ,OUTDOOR ,MAIN ENTRANCE ,rubber slip, anti slip PFO-AD'N	2 pieces	2 pieces	
62	DRINKING GLASS ,clear 14oz CMSH FPSSD	6 pieces 12 pieces	18 pieces	
63	DRINKING CUP/MUG (GLASS) ,1 dozen per set CMSH	1 set	1 set	
64	DUST PAN , non-rigid ,plastic CMSH PFO-SDN PFO-SDS FPSSD PFO-AD'N	3 pieces 4 pieces 4 pieces 1 piece 2 pieces	14 pieces	
65	ENGINEERS FIELD BOOK FAD	8 pieces	8 pieces	
66	ENVELOPE ,expanding ,short CMSH	2 dozens	2 dozens	
67	ENVELOPE , brown, long FAD RFTFCD SAAD RPMO CMSH PFO-SDN PFO-SDS MTOS FRLS FRMS FPSSD PFO-AD'N	15 dozens 3 dozens 10 dozens 5 dozens 20 dozens 16 dozens 5 dozens 5 dozens 10 dozens 15 dozens 5 dozens	109 dozens	
68	ENVELOPE , expanding (legal size) (100 pcs/box) FAD	1 box	6 boxes	

	CMSH PFO-SDN PFO-SDS FRLS FPSSD	1 box 1 box 1 box 1 box 1 box		
69	ENVELOPE , expanding, brown, long FAD PFO-SDN FRMS PFO-AD'N GAD	22 dozens 3 dozens 10 dozens 4 dozens 5 dozens	44 dozens	
70	ENVELOPE , expanding, , orange, legal FIQS	9 dozens	9 dozens	
71	ENVELOPE ,brown,A4 CMSH FRLS	2 dozens 5 dozens	7 dozens	
72	ENVELOPE ,brown,short PFO-SDS PFO-AD'N	5 dozens 5 dozens	10 dozens	
73	ERASER , for pencil ,premium quality,Minimal crumbling Protective cellophane wrapper with practical tear-and-open strip Sliding sleeve for convenient handling Phthalate and latex free FAD RFTFCD	4 pieces 5 pieces	9 pieces	
74	FABRIC CONDITIONER 1.48 Liter, Refill Pack, PFO-SDS	2 bottles	2 bottles	
75	FABRIC CONDITIONER , 720 ml RFTFCD	10 pouches	10 pouches	
76	FACE MASK , (3-ply non woven surgical mask/disposable) 50 PCS /BOX FAD RFTFCD CMSH FIQS	17 boxes 5 boxes 3 boxes 3 boxes	29 boxes	

	FPSSD	1 box		
77	FEATHER DUSTER FAD	8 pieces	8 pieces	
78	FILT PAPER, PFO-SDS	10 pieces	10 pieces	
79	FINGERTIP MOISTENER FAD	4 pieces	4 pieces	
80	FLOOR MOP WITH HANDLE RFTFC CMSH PFO-SDN MTOS	4 pieces 1 piece 3 pieces 2 pieces	10 pieces	
81	FLOWER POT , big plastic diameter 1.5 meter FAD PFO-SDS	20 pieces 10 pieces	30 pieces	
82	FOLDER , Expanding, pressboard, long, blue SAAD RPMO	8 dozens	8 dozens	
83	FOLDER , Expanding, pressboard, long, green FAD PFO-SDS MTOS FRMS	2 dozens 3 dozens 5 dozens 10 dozens	20 dozens	
84	FOLDER , Expanding, pressboard, long, white FAD FIQS MTOS PFO-AD'N	24 dozens 2 dozens 5 dozens 2 dozens	33 dozens	
85	FOLDER , Expanding, pressboard, short, green PFO-SDS	1 dozen	1 dozen	
86	FOLDER , L Type (A4 size) Transparent White PFO-ADS	50 pieces	50 pieces	
87	FOLDER , long, white FAD	18 dozens	38 dozens	

	FILS PFO-PDI PFO-SDS FPSSD	10 dozens 6 dozens 2 dozens 2 dozens		
88	FOLDER , plastic, sliding long FAD	3 dozens	3 dozens	
89	FOLDER , short, white FAD PFO-SDS	2 dozens 2 dozens	4 dozens	
90	FOLDER ,long,brown FIQS PFO-AD'N	9 dozens 4 dozens	13 dozen	
91	GARBAGE CELLOPHANE , (18.5"x18.5"x40")100pcs/pack,X XL (black) FAD	5 packs	5 packs	
92	GARBAGE CELLOPHANE , (9"x9"x18") 100pcs/pack XL (black) FAD CMSH	5 packs 1 pack	6 packs	
93	GLASS CLEANER , 500mL FAD RFTFCFCD PFO-SDN PFO-ADS PTOS PFO-AD'N	20 bottles 20 bottles 5 bottles 6 bottles 2 bottles 6 bottles	59 bottles	
94	GLUE , 200 grams, all purpose, white glue FAD RFTFCFCD SAAD RPMO ERMCSOC PFO-SDN PFO-SDS FRLS FPSSD	11 pieces 15 pieces 5 pieces 2 pieces 10 pieces 4 pieces 4 pieces 10 pieces	61 pieces	
95	HAND SANITIZER , Scented (500ml) FAD RFTFCFCD	16 bottles 2 bottles	18 bottles	

96	HAND SOAP , Pure White Liquid with infinity shield, 450mL capacity RFTFCD CM SH PFO-PDI PTOS	13 bottles 8 bottles 7 bottles 6 bottles	34 bottles	
97	HIGHLIGHTER PEN , Assorted colors FAD RFTFCD ERMCSOC CM SH PFO-SDN FRMS	20 pieces 30 pieces 5 pieces 10 pieces 20 pieces 5 pieces	90 pieces	
98	HIGHLIGHTER PEN/Markers , fluorescent/neon colors FAD FIQS PFO-AD'N	17 pieces 5 pieces 12 pieces	34 pieces	
99	HIGHLIGHTER , (Inkjet, orange) FAD RFTFCD SAAD RPIMO MTOS	10 pieces 10 pieces 10 pieces 6 pieces	36 pieces	
100	HIGHLIGHTER , (Inkjet, yellow green) FAD SAAD RPMO	11 pieces 10 pieces	21 pieces	
101	HIGHLIGHTER , (Inkjet, yellow) FAD	4 pieces	4 pieces	
102	ID HOLDER WITH JACKET FAD FRMS	8 pieces 150 pieces	158 pieces	
103	INK REFILL , for Permanent Marker (Black) FAD RFTFCD CM SH	1 bottle 5 bottles 2 bottles	8 bottles	
104	INK REFILL , for White Board Marker, Black		3 bottles	

	FAD CMSH	1 bottle 2 bottles		
105	INK REFILL , for White Board Marker, Blue CMSH	 2 bottles	2 bottles	
106	INSECT REPELLANT , (water based spray/500ml) FAD RFTFCD	 15 bottles 15 bottles	30 bottles	
107	LEVER ARCH FILE FOLDER WITH RING BINDER , Legal size color BLUE FAD RPIMO FIQS	 20 pieces 20 pieces 5 pieces	45 pieces	
108	LIQUID BLEACH , Multi-cleaner bleach (3,785ml lemon scent) RFTFCD PFO-PDI	 3 gallons 12 gallons	15 gallons	
109	LIQUID BLEACH , original scent,3785 mL/gal FILS CMSH	 3 gallons 125 gallons	128 gallons	
110	LIQUID BLEACH ,disinfectant ,color safe FILS PFO-ADS PFO-AD'N	 1 gallon 6 gallons 3 gallons	10 gallons	
111	MAILING ENVELOPE ,White,Ordinary (Long) 500pcs/box FAD RFTFCD	 1 box 1 box	2 boxes	
112	MARKER , Permanent, Broad, Black,12 pcs/box FAD PFO-SDS	 7 boxes 2 boxes	9 boxes	
113	MARKER , Permanent, Broad, Blue 12 pcs/box FAD	 2 boxes	2 boxes	

114	MARKER , Whiteboard, Broad, Black 12 pcs/box FAD SAAD PFO-AD'N CMSH PFO-ADS PFO-PDI	2 boxes 1 box 1 box 1 box 2 boxes	7 boxes	
115	MARKER , Whiteboard, Broad, Blue 12 pcs/box CMSH	1 box	1 box	
116	MARKER ,permanent felt tip, bullet type ,BLACK 12 pcs/box ERMCSOC	1 box	1 box	
117	MARKER ,permanet felt tip, bullet type ,BLUE 12 pcs/box ERMCSOC	1 box	1 box	
118	MEASURING TAPE ,fiberglass PFO-SDS	1 piece	1 piece	
119	MECHANICAL LEAD , refill lead, 0.5 FAD	4 boxes	4 boxes	
120	MECHANICAL PENCIL , 0.5 FAD	8 pieces	8 pieces	
121	META CARDS PFO-SDS	2 packs	2 packs	
122	MUG GLASS , (white) FAD MTOS	6 pieces 6 pieces	12 pieces	
123	MURIATIC ACID FAD RFTFCD PFO-ADS PFO-SDS	1 gallon 4 gallons 4 gallons 1 gallon	10 gallons	
124	NOTE PAD , 2" x 2",assorted color 100 sheets FAD FILS PFO-AD'N	35 pads 5 pads 10 pads	50 pads	

125	NOTE PAD, 2" x 3" assorted color 100 sheets FAD ERMCSOC RPIMO CMSH	49 pads 4 pads 20 pads 10 pads	83 pads	
126	NOTE PAD, 3" x 3" assorted color 100 sheets FAD RFTFCD FIQS MTOS FPSSD PFO-AD'N	32 pads 10 pads 10 pads 10 pads 2 pads 10 pads	74 pads	
127	NOTE PAD, 3" x 4",assorted color 100 sheets FAD RFTFCD SAAD RPMO RPIMO CMSH PFO-SDS	26 pads 10 pads 10 pads 20 pads 10 pads 15 pads	91 pads	
128	NOTE PAD, 4"x4" assorted color 100 sheets FAD RFTFCD SAAD PFO-SDN	13 pads 15 pads 10 pads 12 pads	50 pads	
129	NOTEBOOK, (30 leaves) non spring RFTFCD PFO-SDS FPSSD	808 pads 275 pads 150 pads	1233 pads	
130	NOTEBOOK, (80 leaves) FAD	4 pieces	4 pieces	
131	NOTEBOOK, 40 leaves,composition, 48 gsm, 148mmx200mm PFO-PDI	50 pieces	50 pices	
132	NOTEBOOK, 60 leaves per notebook, size 148 x 200 mm ,spiral		500 pieces	

	PFO-AD'N SAAD	500 pieces		
133	NOTEBOOK , 80 leaves with side strings small or tickler PFO-PDI	180 pieces	180 pieces	
134	NOTEBOOK , steno GAD	50 pieces	50 pieces	
135	PAPER CLIP , (28mm, vinyl, 50pcs/box) FAD PFO-SDS PFO-AD'N	5 boxes 6 boxes 10 boxes	21 boxes	
136	PAPER CLIP , 30mm, vinyl/plastic coated 100pcs/box FAD RFTFCDD	33 boxes 5 boxes	38 boxes	
137	PAPER CLIP , 33mm, vinyl/plastic coated, 33mm, 100/box FAD FILS RFTFCDD SAAD PFO-SDN PFO-SDS	2 boxes 1 box 9 boxes 4 boxes 27 boxes 6 boxes	49 boxes	
138	PAPER FASTENER , plastic coated, 7 cm, short, assorted color, 50 sheets/box FAD RFTFCDD ERMCSOC PFO-SDN PFO-PDI FIQS PFO-SDS	15 boxes 15 boxes 5 boxes 10 boxes 10 boxes 10 boxes 10 boxes	75 boxes	
139	PAPER FASTENER , plastic coated, long size 70mm, 50 pcs/box FAD SAAD RPMO PFO-SDN FIQS PFO-AD'N	16 boxes 5 boxes 5 boxes 6 boxes 6 boxes	38 boxes	
140	PAPER TOWEL , Interfolded		45 pieces	

	FAD FILS FPSSD	6 pieces 36 pieces 3 pieces		
141	PAPER , A3, 70 GSM FAD	10 reams	10 reams	
142	PASTE , 200 grams with a plastic flat spoon FAD	5 pieces	5 pieces	
143	PENCIL SHARPENER , (small) FAD	7 pieces	7 pieces	
144	PENCIL SHARPENER , Hand roll (heavy duty) , Mechanical manual pencil sharpener can be fixed on table FAD	4 pieces	4 pieces	
145	PENCIL , Stacking Point pencil, 11 leads with eraser cap FAD FRMS	5 pieces 50 pieces	55 pieces	
146	PHILIPPINE FLAG , 4 x 6 feet PFO-AD'N	2 pieces	2 pieces	
147	PHOTOPAPER , 8.5x11 inches,GSM 200,glossy,10 pcs/pack FAD SAAD RPMO CMSH PFO-SDS PFO-AD'N	4 packs 10 packs 3 packs 5 packs 5 packs	27 packs	
148	PHOTOPAPER , A4,10 pcs/pack RFTFCD FIQS	5 packs 3 packs	8 packs	
149	PLANNER , notebook, A4 , FAD (For 4 pieces Calendar /Planner for Year 2025 (Color 2 pink, 1 Blue and 1 Light Green) FAD PFO-SDS	4 pieces 14 pieces	18 pieces	
150	PLATES , (thick plastic) 1 dozen per set		2 sets	

	CMSH FIQS	1 set 1 set		
151	PLUNGER , pump for CR PFO-SDS	3 pieces	3 pieces	
152	PORTA FILE WITH COVER , long ,BLUE FAD	12 pieces	12 pieces	
153	PORTA FILE , long,BLUE FAD RPIMO	15 pieces 10 pieces	25 pieces	
154	PORTA/ MAGAZINE FILE BOX , long size, 4 inches width, color blue ,with a plastic pocket for label (125mm x 230mm x 400mm) FAD	9 pieces	9 pieces	
155	PORTA/MAGAZINE FILE BOX , long size, 4 inches width, color blue ,with a plastic pocket for label (125mm x 230mm x 400mm) SAAD RPMO PFO-SDS	10 pieces 14 pieces	24 pieces	
156	PUNCHER , for paper, heavy duty, 2 holes adjustable FAD ERMCSOC PFO-SDN FIQS PTOS FPSSD PFO-AD'N	6 pieces 1 piece 2 pieces 2 pieces 1 piece 1 piece 2 pieces	15 pieces	
157	PUSH PIN , hammer head type, 100pcs/box PFO-SDN PFO-SDS FPSSD	3 boxes 3 boxes 1 box	7 boxes	
158	RECORD BOOK , (500 pages) FAD PFO-SDN PFO-PDI PFO-AD'N	39 pieces 5 pieces 3 pieces 10 pieces	57 pieces	

159	RECORD BOOK , (300 Leaves) FAD ERMCSOC CMSh PTOS FPSSD PFO-AD'N	18 pieces 3 pieces 10 pieces 5 pieces 12 pieces 10 pieces	58 pieces	
160	RING BINDER ,plastic ,12mm ,legal size ,100 pcs/book) PFO-ADS	3 boxes	3 boxes	
161	RING BINDER ,plastic ,8mm ,A4 size ,100 pcs/book) PFO-ADS	3 boxes	3 boxes	
162	RUBBER BAND , big #18, 350g FAD	2 boxes	2 boxes	
163	RULER , 12 inches plastic heavy duty RFTFCO CMSh PFO-AD'N	5 pieces 2 pieces 6 pieces	13 pieces	
164	RULER , 24 inches, plastic, heavy duty FAD	3 pieces	3 pieces	
165	SAUCER , (glass-white) FAD CMSh	4 pieces 3 pieces	7 pieces	
166	SCISSOR , 6" stainless,heavy duty FAD FIQS PFO-AD'N	4 pieces 3 pieces 4 pieces	11 pieces	
167	SCISSOR , 8",stainless ,heavy duty CMSh PFO-SDN PFO-SDS FRMS	2 pieces 6 pieces 6 pieces 3 pieces	17 pieces	
168	SIGN PEN REFILL , black, 0.5mm ballpoint ,12pcs/box FAD	11 boxes	25 boxes	

	RFTFCD PFO-SDN PFO-AD'N	5 boxes 3 boxes 6 boxes		
169	SIGN PEN REFILL , blue, 0.5mm ballpoint ,12 pcs/box FAD RFTFCD PFO-SDN	10 boxes 2 boxes 3 boxes	15 boxes	
170	SIGN PEN , 0.5 (green), 12 pcs/box FAD FIQS PFO-AD'N	2 boxes 1 box 1 box	4 boxes	
171	SIGN PEN , black & white (0.7 UniPen) FAD	24 pieces	24 pieces	
172	SIGN PEN , black ,0.3 ,12 pcs/box FAD FRLS	6 boxes 1 box	7 boxes	
173	SIGN PEN , black, 0.5mm,gel ink ,(12pcs/box) FAD RFTFCD SAAD RPMO RPIMO CMSH PFO-SDN MTOS PFO-AD'N	16 boxes 4 boxes 8 boxes 4 boxes 1 box 3 boxes 1 box 6 boxes	43 boxes	
174	SIGN PEN , black,1.0 ,12pcs/box FAD PFO-SDS	2 boxes 1 box	3 boxes	
175	SIGN PEN , blue, 0.5mm (12pcs/box) FAD RFTFCD SAAD RPMO RPIMO CMSH PFO-SDN FIQS FRMS	20 boxes 2 boxes 8 boxes 4 boxes 1 box 3 boxes 5 boxes 2 boxes	45 boxes	

176	SIGN PEN , blue, 1.0 (12pcs/box) FAD RPIMO	1 box 1 box	2 boxes	
177	SIGN PEN , red,0.5mm ,12pcs/box FAD	2 boxes	2 boxes	
178	SINGLE SPIN MOP with refill (microfiber mop head) Compact single bucket and light weight 360 degree swivel mop head can be easily operated for hard to reach areas,removable spin shaft for easy bucket cleaning smart designed mop head can be folds at wall edges mop cloth material: microfiber bucket capacity : 4L feature: 360 degree rotation ,spin dryyy set includes: 1 mop handle ,1 single bucket ,1 microfiber mop refill FILS CMSH PFO-SDS PFO-AD'N	1 unit 1 unit 2 units 1 unit	5 units	
179	SOLID HEADED STEEL PINS FPSSD	10 pads	10 pads	
180	SPECIAL PAPER , for Certificates color Cream white Blue Pink 10 pcs/pack FIQS	5 packs	5 packs	
181	SPECIAL PAPER ,for certificate (GSM: 200, Size: 8.5x11,white) 10 pcs/pack PFO-AD'N	10 packs	10 packs	
182	SPECIAL PAPER ,for certificate (GSM: 200, Size: 8.5x11, Color: White) 10 pcs/pack RFTFCDD SAAD RPMO	5 packs 10 packs	15 packs	
183	STAINLESS PADLOCK , with keys regular size PFO-PDI	9 sets	9 sets	

184	STAINLESS STEEL SPOON AND FORK set (1 dozen per set) FAD CM SH FIQS FPSSD	2 sets 2 sets 1 set 1 set	6 sets	
185	STAMP PAD INK REFILL , (violet, 28ml) FAD PFO-SDN PFO-PDI	4 bottles 2 bottles 4 bottles	10 bottles	
186	STAMP PAD , medium, violet FAD PFO-PDI FIQS PFO-SDS PFO-AD'N	4 pieces 4 pieces 2 pieces 2 pieces 2 pieces	14 pieces	
187	STAND FILE BOX , 100% brand new, durable, thick, good quality, Size: 39.5 cm x 24 cm x10.5 cm FIQS	3 units	3 units	
188	STAPLE WIRE , # 35 FAD RFTFC D CM SH PFO-SDN FIQS PFO-SDS FRLS FPSSD	135 boxes 20 boxes 5 boxes 15 boxes 6 boxes 6 boxes 3 boxes 1 box	191 boxes	
189	STAPLER # 35 , with staple wire remover, heavy duty FAD RFTFC D CM SH PFO-SDN FIQS PFO-SDS FRLS FPSSD	4 pieces 4 pieces 2 pieces 2 pieces 3 pieces 5 pieces 3 pieces 1 piece	24 pieces	
190	STAPLER WIRE , # 10 ERMCSOC	5 boxes	11 boxes	

	PFO-SDS	6 boxes		
191	STAPLER , (360 Rotation Heavy Duty Stapler 26/6 Staples effortless long paper swivel stapler FAD PFO-SDN PFO-SDS	3 pieces 2 pieces 1 piece	6 pieces	
192	STICKER PAPER , 8.5 " x 13 " 20 sheets/pack FAD RPIMO	10 packs 5 packs	15 packs	
193	STORAGE BOX ,plastic,9L capacity ,L32x W 21 x H 15 cm with cover PFO-PDI	3 pieces	3 pieces	
194	TABLE NAPKIN , 1 ply 350 sheets/pack PFO-SDS	2 pieces	2 pieces	
195	TAPE ,double sided,double adhesive, roll, 9mmx10mm RFTFCD FPSSD PFO-AD'N	5 rolls 10 rolls 5 rolls	20 rolls	
196	TAPE , masking, 1 1/2 inches FAD SAAD RPMO ERMCSOC PFO-PDI FRMS	12 rolls 5 rolls 3 rolls 4 rolls 10 rolls	34 rolls	
197	TAPE , masking, 1 inches , 50m/roll RFTFCD	10 rolls	10 rolls	
198	TAPE , masking, 1 inches , 25mm 50m/roll FAD RFTFCD CMSH PFO-SDN FPSSD	15 rolls 5 rolls 10 rolls 10 rolls 3 rolls	43 rolls	

199	TAPE , masking, 2 inches, 50m/roll FAD PFO-PDI MTOS FRMS PFO-AD'N	52 rolls 4 rolls 5 rolls 10 rolls 5 rolls	76 rolls	
200	TAPE , packaging ,2 inches,brown FAD RFTFCD PFO-SDN MTOS FRLS FPSSD PFO-AD'N	17 rolls 5 rolls 6 rolls 10 rolls 4 rolls 5 rolls 5 rolls	52 rolls	
201	TAPE , transparent 1 inches, 50m/roll FAD RFTFCD PFO-SDN PFO-AD'N	34 rolls 5 rolls 10 rolls 5 rolls	54 rolls	
202	TAPE , transparent 2 inches, 50m/roll FAD RFTFCD FPSSD	55 rolls 10 rolls 5 rolls	70 rolls	
203	TAPE , transparent 3 inches, 50m/roll RFTFCD	5 rolls	5 rolls	
204	TAPE ,duct ,2 inches SAAD RPMO	5 rolls	5 rolls	
205	TOILET PAPER , 2-ply (12 rolls/pack) FAD RFTFCD PFO-SDN FIQS PFO-SDS PFO-AD'N	22 packs 20 packs 5 packs 10 packs 2 packs 14 packs	73 packs	
206	TOILET PAPER , 2-ply 96 roll/pack		2 boxes	

	FAD	2 boxes		
207	TOILET PAPER , 3ply 500sheet, 12 rolls/pack FAD FILS CM SH PFO-PDI FRMS FPSSD	2 packs 5 packs 3 packs 3 packs 8 packs 5 packs	26 packs	
208	TISSUE PAPER , Jumbo Roll FAD RFTFCD CM SH PFO-SDS	16 rolls 21 rolls 10 rolls 4 rolls	51 rolls	
209	TOILET BOWL CLEANER , 1000ML FAD FILS RFTFCD CM SH PFO-SDN PFO-ADS PFO-SDS FRMS PTOS	7 bottles 2 bottles 15 bottles 2 bottles 5 bottles 6 bottles 5 bottles 10 bottles 6 bottles	58 bottles	
210	TOILET BRUSH , plastic CM SH PFO-SDS	2 pieces 6 pieces	8 pieces	
211	TOILET DEODORANT CAKE ,with holder(100GRAMS) FAD RFTFCD PFO-ADS	36 pieces 30 pieces 20 pieces	86 pieces	
212	TOWEL , 28x 52cm for hand use white CM SH	5 pieces	5 pieces	
213	TRASH BIN , plastic, garbage bin with swing cover 15 Liters capacity FAD FILS CM SH PFO-SDN	3 pieces 2 pieces 3 pieces 4 pieces	20 pieces	

	PFO-PDI PFO-AD'N	6 pieces 2 pieces		
214	TRIANGULAR SCALE RULER, plastic FAD	3 pieces	3 pieces	
215	WALL CLOCK , 10' silent non-ticking ,big with battery PFO-SDS MTOS	1 piece 1 piece	2 pieces	
216	WATER CELLOPHANE FAD	10 pieces	10 pieces	
217	WHITE BOARD ,2 ft x 1.5 ft with eraser RFTFCD SAAD PFO-AD'N PFO-SDN	2 pieces 1 piece 1 piece	4 pieces	
218	WHITE BOARD ,4 ft x 8 ft with eraser PFO-ADS FRMS	2 pieces 1 piece	3 pieces	
219	WINDOW CLEANER, retractable wiper for glass window, handle: aluminum with wiper cleaner and sponge PFO-SDS	2 pieces	2 pieces	
220	WINDOW CLEANER, Squeegee cleaner wiper, telescopic extendable long handled scrubber RFTFCD PFO-SDN PFO-PDI PFO-AD'N	3 pieces 2 pieces 3 pieces 1 piece	9 pieces	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature/ Over Printed Name of Representative

Date

Section VII. Technical Specifications



Technical Specifications

Item	Specification	Statement of Compliance
1	ACRYLIC DESK STAND NAME PLATE HOLDER , clear transparent, size 12" L x 4" W x 4" H, thickness 1.5mm	<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment</i>
2	AIR FRESHNER for toilet(bathroom fresh, mild lavender 7 mL x 2/pack)2-in-1	
3	AIR FRESHENER , (scented gel - ocean fresh) 200g	
4	AIR FRESHNER , scented ,500ml	
5	ALCOHOL , 1 gallon with up to 5 hours protection with triple action moisturizer, Vitamin E and Tea Tree Oil, 70% Solution, Antiseptic and Disinfectant	
6	ALCOHOL , denatured 3 liters/gallon	
7	ALCOHOL , Isopropyl, 70% solution, antiseptic disinfectant with moisturizers	
8	ALCOHOL , Ethyl, 70% solution, antiseptic disinfectant with moisturizers	
9	BALLPEN , (black), 50 pcs/box	
10	BALLPEN , (Black Liquid Gel Ink 0.5)	
11	BALLPEN , (blue) 50 pcs/box	
12	BATTERY WITH CHARGER , rechargeable, (AA), 4 pcs /set	
13	BATTERY WITH CHARGER , rechargeable, (AAA), 4 pcs /set	
14	BATTERY , AA, dry cell, heavy duty size AA	
15	BATTERY , dry cell, heavy duty, size AAA	
16	BINDER CLIP , 41mm	
17	ERASER , for blackboard and whiteboard	
18	BOND PAPER , Legal, 8.5x13", multi-purpose, GSM70	
19	BOND PAPER , letter size, GSM80, subs20; 8.5x11"	
20	BROOM , soft tambo, (Lanut)	
21	BROOM , stick, walis tingting	
22	BRUSH , small	
23	CAMBRIC BOARD , long, pink, GSM 185	

24	CAMBRIC BOARD PAPER ,long,white
25	CAMBRIC BOARD PAPER ,Short
26	CAMBRIC BOARD ,long,white,GSM 185
27	CAMBRIC PAPER , A4 ,white, 10 pcs/pack
28	CAMBRIC PAPER , Legal Size, 10pcs/pack
29	CAMBRIC PAPER ,Short
30	CARBON PAPER FILM , black, legal, 10's
31	CARTOLINA PAPER , assorted color
32	CARTOLINA PAPER , light blue
33	CARTOLINA PAPER , light green
34	CARTOLINA PAPER , light orange
35	CARTOLINA PAPER , pink
36	CARTOLINA PAPER , yellow
37	CD-RW 700MB
38	CERTIFICATE FRAME , 8"x13, wood frame with holder
39	CERTIFICATE JACKET , legal
40	CERTIFICATE JACKET , short
41	CERTIFICATE JACKET , A4
42	CORK BOARD ,4ft x 4 ft with frame
43	CORRECTION TAPE , 8m
44	CUP & SAUCER , white 12pcs /set
45	DATA FILE FOLDER , with ring (Horizontal)
46	DESK ORGANIZER , Metal Desk Tray 3 Layer Mesh-type, black, Size: H: 39.5 cm, L: 39 Cm, W: 26 CM
47	DETERGENT POWDER WITH FABCON , ANTIBACTERIAL (1kg/pack)

offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales

48	DETERGENT POWDER WITH FABCON, ANTIBACTERIAL (2kg/pack)	<i>literature, unconditiona l statements of specification and compliance issued by the manufacture r, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequentl</i>
49	DINNERWARE PLATE , (glass-white) 12" diameter	
50	DISH ORGANIZER , master deluxe, 3 layer dimension L=61 cm ,W=33 cm, H-125cm	
51	DISHWASHING LIQUID , (antibacterial 250ml)	
52	DISHWASHING LIQUID , 1L , lemon scent	
53	DISHWASHING PASTE ,antibacterial 400g with sponge	
54	DISHWASHING SPONGE , 10 pcs/pack, heavy duty	
55	DISHWASHING SPONGE , heavy duty,green and yellow color,150mm x 95mm x 30mm	
56	DISINFECTANT AIRSPRAY , (500ml)	
57	DISTILLED WATER , 10L per bottle	
58	DOCUMENT FILE BOX , (RED, 17x11.5x12 inches)	
59	DOOR MAT , (cloth)	
60	DOOR MAT ,micro fiber (45cm x 60cm,anti slip	
61	DOOR MAT ,OUTDOOR ,MAIN ENTRANCE ,rubber slip, anti slip	
62	DRINKING GLASS ,clear 14oz	
63	DRINKING CUP/MUG (GLASS) ,1 dozen per set	
64	DUST PAN , non-rigid ,plastic	
65	ENGINEERS FIELD BOOK	

66	ENVELOPE ,expanding ,short
67	ENVELOPE , brown, long
68	ENVELOPE , expanding (legal size) (100 pcs/box)
69	ENVELOPE , expanding, brown, long
70	ENVELOPE , expanding, , orange, legal
71	ENVELOPE ,brown,A4
72	ENVELOPE ,brown,short
73	ERASER , for pencil ,premium quality,Minimal crumbling Protective cellophane wrapper with practical tear-and-open strip Sliding sleeve for convenient handling Phthalate and latex free
74	FABRIC CONDITIONER 1.48 Liter, Refill Pack,
75	FABRIC CONDITIONER , 720 ml
76	FACE MASK , (3-ply non woven surgical mask/disposable) 50 PCS /BOX
77	FEATHER DUSTER
78	FILT PAPER ,
79	FINGERTIP MOISTENER
80	FLOOR MOP WITH HANDLE
81	FLOWER POT , big plastic diameter 1.5 meter
82	FOLDER , Expanding, pressboard, long, blue
83	FOLDER , Expanding, pressboard, long, green
84	FOLDER , Expanding, pressboard, long, white

y found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false

85	FOLDER , Expanding, pressboard, short, green
86	FOLDER , L Type (A4 size) Transparent White
87	FOLDER , long, white
88	FOLDER , plastic, sliding long
89	FOLDER , short, white
90	FOLDER ,long,brown
91	GARBAGE CELLOPHANE , (18.5"x18.5"x40")100pcs/pack,XXL
92	GARBAGE CELLOPHANE ,(9"x9"x18") 100pcs/pack XL
93	GLASS CLEANER , 500mL
94	GLUE , 200 grams, all purpose, white glue
95	HAND SANITIZER , Scented (500ml)
96	HAND SOAP , Pure White Liquid with infinity shield, 450mL capacity
97	HIGHLIGHTER PEN , Assorted colors
98	HIGHLIGHTER PEN/Markers , fluorescent/neon colors
99	HIGHLIGHTER , (Inkjet, orange)
100	HIGHLIGHTER , (Inkjet, yellow green)
101	HIGHLIGHTER , (Inkjet, yellow)
102	ID HOLDER WITH JACKET
103	INK REFILL , for Permanent Marker (Black)
104	INK REFILL , for White Board Marker, Black

either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable

105	INK REFILL , for White Board Marker, Blue	<i>laws and issuances.]</i>
106	INSECT REPELLANT , (water based spray/500ml)	
107	LEVER ARCH FILE FOLDER WITH RING BINDER , Legal size color BLUE	
108	LIQUID BLEACH , Multi-cleaner bleach (3,785ml lemon scent)	
109	LIQUID BLEACH , original scent,3785 mL/gal	
110	LIQUID BLEACH ,disinfectant ,color safe	
111	MAILING ENVELOPE ,White,Ordinary (Long) 500pcs/box	
112	MARKER , Permanent, Broad, Black,12 pcs/box	
113	MARKER , Permanent, Broad, Blue 12 pcs/box	
114	MARKER , Whiteboard, Broad, Black 12 pcs/box	
115	MARKER , Whiteboard, Broad, Blue 12 pcs/box	
116	MARKER ,permanent felt tip, bullet type ,BLACK 12 pcs/box	
117	MARKER ,permanet felt tip, bullet type ,BLUE 12 pcs/box	
118	MEASURING TAPE ,fiberglass	
119	MECHANICAL LEAD , refill lead, 0.5	
120	MECHANICAL PENCIL , 0.5	
121	META CARDS	
122	MUG GLASS , (white)	
123	MURIATIC ACID	

124	NOTE PAD , 2" x 2",assorted color 100 sheets
125	NOTE PAD , 2" x 3" assorted color 100 sheets
126	NOTE PAD , 3" x 3" assorted color 100 sheets
127	NOTE PAD , 3" x 4",assorted color 100 sheets
128	NOTE PAD , 4"x4" assorted color 100 sheets
129	NOTEBOOK , (30 leaves) non spring
130	NOTEBOOK , (80 leaves)
131	NOTEBOOK , 40 leaves,composition, 48 gsm, 148mmx200mm
132	NOTEBOOK , 60 leaves per notebook, size 148 x 200 mm ,spiral
133	NOTEBOOK , 80 leaves with side strings small or tickler
134	NOTEBOOK , steno
135	PAPER CLIP , (28mm, vinyl, 50pcs/box)
136	PAPER CLIP , 30mm,vinyl/plastic coated 100pcs/box
137	PAPER CLIP ,33mm,vinyl/plastic coated,33mm,100/box
138	PAPER FASTENER , plastic coated, 7 cm, short, assorted color, 50 sheets/box)
139	PAPER FASTENER , plastic coated,long size 70mm, 50 pcs/box
140	PAPER TOWEL , Interfolded
141	PAPER , A3, 70 GSM

142	PASTE , 200 grams with a plastic flat spoon
143	PENCIL SHARPENER , (small)
144	PENCIL SHARPENER , Hand roll (heavy duty) , Mechanical manual pencil sharpener can be fixed on table
145	PENCIL , Stacking Point pencil, 11 leads with eraser cap
146	PHILIPPINE FLAG , 4 x 6 feet
147	PHOTOPAPER , 8.5x11 inches,GSM 200,glossy,10 pcs/pack
148	PHOTOPAPER , A4,10 pcs/pack
149	PLANNER , notebook, A4 , FAD (For 4 pieces Calendar /Planner for Year 2025 (Color 2 pink, 1 Blue and 1 Light Green)
150	PLATES , (thick plastic) 1 dozen per set
151	PLUNGER , pump for CR
152	PORTA FILE WITH COVER , long ,BLUE
153	PORTA FILE , long,BLUE
154	PORTA/ MAGAZINE FILE BOX , long size, 4 inches width, color blue ,with a plastic pocket for label (125mm x 230mm x 400mm)
155	PORTA/MAGAZINE FILE BOX , long size, 4 inches width, color blue ,with a plastic pocket for label (125mm x 230mm x 400mm)
156	PUNCHER , for paper, heavy duty, 2 holes adjustable
157	PUSH PIN , hammer head type, 100pcs/box
158	RECORD BOOK , (500 pages)

159	RECORD BOOK , (300 Leaves)
160	RING BINDER ,plastic ,12mm ,legal size ,100 pcs/book)
161	RING BINDER ,plastic ,8mm ,A4 size ,100 pcs/book)
162	RUBBER BAND , big #18, 350g
163	RULER , 12 inches plastic heavy duty
164	RULER , 24 inches, plastic, heavy duty
165	SAUCER , (glass-white)
166	SCISSOR , 6" stainless,heavy duty
167	SCISSOR , 8",stainless ,heavy duty
168	SIGN PEN REFILL , black, 0.5mm ballpoint ,12pcs/box
169	SIGN PEN REFILL , blue, 0.5mm ballpoint ,12 pcs/box
170	SIGN PEN , 0.5 (green), 12 pcs/box
171	SIGN PEN , black & white (0.7 UniPen)
172	SIGN PEN , black ,0.3 ,12 pcs/box
173	SIGN PEN , black, 0.5mm,gel ink ,(12pcs/box)
174	SIGN PEN , black,1.0 ,12pcs/box
175	SIGN PEN , blue, 0.5mm (12pcs/box)
176	SIGN PEN , blue, 1.0 (12pcs/box)
177	SIGN PEN , red,0.5mm ,12pcs/box
178	SINGLE SPIN MOP with refill (microfiber mop head) Compact single bucket and light weight 360 degree swivel mop head can be easily operated for hard to reach areas,removable spin shaft for easy bucket cleaning smart designed mop

	head can be folds at wall edges mop cloth material: microfiber bucket capacity : 4L feature: 360 degree rotation ,spin dryyy set includes: 1 mop handle ,1 single bucket ,1 microfiber mop refill	
179	SOLID HEADED STEEL PINS	
180	SPECIAL PAPER , for Certificates color Cream white Blue Pink 10 pcs/pack	
181	SPECIAL PAPER ,for certificate (GSM: 200, Size: 8.5x11,white) 10 pcs/pack	
182	SPECIAL PAPER ,for certificate (GSM: 200, Size: 8.5x11, Color: White) 10 pcs/pack	
183	STAINLESS PADLOCK , with keys regular size	
184	STAINLESS STEEL SPOON AND FORK set (1 dozen per set)	
185	STAMP PAD INK REFILL , (violet, 28ml)	
186	STAMP PAD , medium, violet	
187	STAND FILE BOX , 100% brand new, durable, thick, good quality, Size: 39.5 cm x 24 cm x10.5 cm	
188	STAPLE WIRE , # 35	
189	STAPLER # 35 , with staple wire remover, heavy duty	
190	STAPLER WIRE , # 10	
191	STAPLER , (360 Rotation Heavy Duty Stapler 26/6 Staples effortless long paper swivel stapler	
192	STICKER PAPER , 8.5 " x 13 " 20 sheets/pack	

193	STORAGE BOX ,plastic,9L capacity ,L32x W 21 x H 15 cm with cover
194	TABLE NAPKIN , 1 ply 350 sheets/pack
195	TAPE ,double sided,double adhesive, roll, 9mmx10mm
196	TAPE , masking, 1 1/2 inches
197	TAPE , masking, 1 inches , 50m/roll
198	TAPE , masking, 1 inches , 25mm 50m/roll
199	TAPE , masking, 2 inches, 50m/roll
200	TAPE , packaging ,2 inches,brown
201	TAPE , transparent 1 inches, 50m/roll
202	TAPE , transparent 2 inches, 50m/roll
203	TAPE , transparent 3 inches, 50m/roll
204	TAPE ,duct ,2 inches
205	TOILET PAPER , 2-ply (12 rolls/pack)
206	TOILET PAPER , 2-ply 96 roll/pack
207	TOILET PAPER , 3ply 500sheet, 12 rolls/pack
208	TISSUE PAPER , Jumbo Roll
209	TOILET BOWL CLEANER , 1000ML
210	TOILET BRUSH , plastic
211	TOILET DEODORANT CAKE ,with holder(100GRAMS)
212	TOWEL , 28x 52cm for hand use white
213	TRASH BIN , plastic, garbage bin with swing cover 15 Liters capacity
214	TRIANGULAR SCALE RULER , plastic

215	WALL CLOCK , 10' silent non- ticking ,big with battery	
216	WATER CELLOPHANE	
217	WHITE BOARD ,2 ft x 1.5 ft with eraser	
218	WHITE BOARD ,4 ft x 8 ft with eraser	
219	WINDOW CLEANER , retractable wiper for glass window, handle: aluminum with wiper cleaner and spongee	
220	WINDOW CLEANER , Squeegee cleaner wiper, telescopic extendable long handled scrubber	

I hereby certify to comply all the required above technical specifications.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date





Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

The following templates are provided for easy, attached hereto as Appendix 1, which may also be accessed through this link:

<https://www.gppb.gov.ph/downloadables.php>

5.2.1. Bid Form for the Procurement of Goods

5.2.3. Price Schedule for Goods Offered from Abroad

5.2.4. Price Schedule for Goods Offered from Within the Philippines

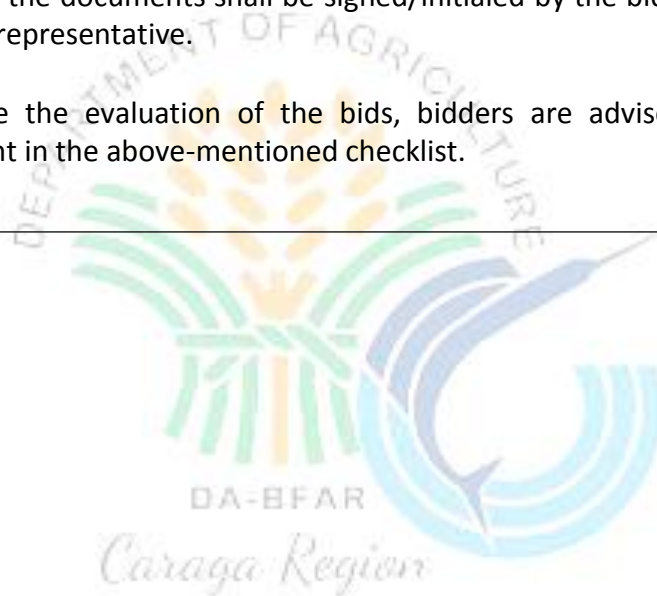
5.2.5. Bid Securing Declaration

5.2.6. Contract Agreement Form for the Procurement of Goods Projects;

5.2.8. Omnibus Sworn Statement

Important Reminders

- The bidders are encouraged to consult this checklist before submitting their Bid on the deadline for the submission and the receipt of Bids. However, this is **by no means exclusive** Bidders must still familiarize themselves with other bid requirements not otherwise included herein such as, but not limited to those in the Term of Reference, Bid Bulletin, Pertinent GPPB guidelines, rules, etc.
- All Bidders must submit their bid in accordance with the Guidelines on Electronic Submission and Receipt of Bids as indicated in the Annex B simultaneously with the submission of the printed copies as indicated in the BDS Clause 15.
- All documents shall be current and updated and any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid.
- All Pages of the documents shall be signed/initialed by the bidder or by his/her authorized representative.
- To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist.



Statement of All Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____

Business Address : _____

Name of Contract and Contract Cost	Owner's Name Address Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded Date Started Date of Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
							Total Cost	

*Continue in separate sheet if necessary

Note: (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate "No ongoing contracts" or "None" or "Not Applicable (N/A)" under the Column for Name of Contract and Project Cost (first column from left)

This statement shall be supported with:

For Government Contract:

1. Notice of award and/or Contract Agreement and/or Notice to Proceed

For Private:

2. Job order or Purchase Order or any corresponding documents reflecting the Project name and project cost.

Submitted by: _____
(Printed Name and Signature of Authorized Representative)

Designation : _____

Date : _____

Statement Identifying the Single Largest Completed Contract

Business Name : _____
 Business Address : _____

Name of Contract and Contract Cost	Owner's Name Address Telephone Nos.	Nature of Work / Kind of Goods	Bidder's Role		Amount at Award Amount at	Date Awarded Contract Effectivity Date Completed
			Description	%		
<u>Government</u>						<u>Government</u>
<u>Private</u>						<u>Private</u>

Note: This statement shall be supported with:

For Government Contract:

1. Notice of award (NOA) and/or Contract Agreement and/or Notice to Proceed (NTP)
2. Certificate of Completion of Delivery (CCDs) issued by the Owner or Certificate of Final Acceptance (CFAs) or duly signed Delivery Receipt (DRs) or Official receipt or Sales Invoice or duly accomplished Inspection and Acceptance Reports

For Private:

1. Job order or Purchase Order or Purchase Request
2. Certificate of Completion of Delivery (CCDs) issued by the Owner or Certificate of Final Acceptance (CFAs) or duly signed Delivery Receipt (DRs) or Official receipt or Sales Invoice

Submitted by : _____
 (Printed Name and Signature of Authorized Representative)

Designation : _____

Date : _____



BFAR XIII – BAC ONLINE BIDDING PROCEDURE

Annex A.....Resolution Recommending the Adoption of Guidelines for the Electronic Submission of Bids in Accordance with GPPB Resolution 09-2020 (Procurement Guidelines on Online Bidding)

Annex B.....Bidder's Kit

Annex C.....Adding a password to .PDF file using Adobe Acrobat Reader DC.

Annex D.....Procedure of Accessing the BFAR XIII BAC Online Submission of Bidding Documents via Google Forms.





Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
Caraga Region
Peñaranda St., Bgry. Taft (Pob.), Surigao City

Bids and Awards Committee

Resolution No. 2020-0028

A Resolution Recommending the Adoption of Guidelines for the Electronic Submission of Bids in Accordance with GPPB Resolution 09-2020 (Procurement Guidelines on Online Bidding)

WHEREAS, on the 16th day of March 2020, the Office of the President of the Philippines, issued a Proclamation no. 929, declaring a Statement of Calamity throughout the Philippines due to Corona Virus Disease 2019 for a period of six (6) months or up to 12th day of September 2020, however, on the 16th day of September 2020, a proclamation no. 1021 was issued, extending the period of the State of Calamity throughout the Philippines due to Corona Virus Disease 2019 for a period of one (1) year effective 13 September to 12 September 2021, unless earlier lifted or extended as circumstances may warrant;

WHEREAS, on the 15th day of May 2020 the Government Procurement Policy Board (GPPB) published a Resolution No. 09-2020 entitled “Approving Measures for the Efficient Conduct of Procurement of Procurement Activities during a State of Calamity or Implementation of Community Quarantine or Similar Restrictions”; (refer to Annex “A” copy of the resolution);

WHEREAS, part of the said resolution states the following:

(2) ENJOIN PEs to maximize the use of existing rules under R.A. No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any meetings and determination of quorum by the BAC and use of digital signatures in procurement related documents;

(3) ALLOW the (i) submission of procurement related documents, except for the submission and receipt of bids, through electronic mail or facsimile subject to the submission of the printed copies as soon as practicable, as determined by the Bids and Awards Committee (BAC); and (ii) use of the other forms of digital or electronic signature in all procurement related documents. For this purpose, PEs shall establish their respective internal rules to ensure the security, integrity and authenticity of the documents electronically submitted and the use of digital or electronic signature.

NOW THEREFORE, BE IT RESOLVED AS IT HEREBY RESOLVED, that this Committee hereby recommends to the Head of the Procuring Entity (HOPE) the adoption of the guidelines for online or electronic submission and receipt of bids (refer to Annex “B”);

WHEREAS, this Committee will still require the submission of the printed copies simultaneously received with the electronic copies of the Bid;

RESOLVED, FINALLY that on the basis of the foregoing, the BAC RECOMMENDS to the HOPE to adopt the foregoing guidelines on the electronic submission of bids in accordance with the GPPB Resolution 09-2020. These measures shall be allowed at any time, not just during the State of Calamity, or implementation of community quarantine or similar government restrictions.

Done this 23rd day of November, 2020 in Butuan City.

Sgd. ANNA MELISSA M. TALAVERA

BAC Chairperson

Sgd. LEONA VICTORIA G. NORTEGA

BAC Member

Sgd. OMNIA B. OLAMA

BAC Member

Sgd. ELMA S. DUPEÑO

BAC Member

Sgd. IAN D. BATITANG

BAC Member

Approved by:

Sgd. VISA TAN-DIMERIN, CESO V

Regional Director



**BIDDER’S KIT FOR BFAR PROCUREMENT GUIDELINES IN
ADOPTING ELECTRONIC SUBMISSION OF BIDS**

(GPPB Resolution No. 09-2020)

I. PRE-REGISTRATION & PRE-BID CONFERENCE

Step 1: Register by completing the information required in the **Google Form** which can be accessed here:

https://docs.google.com/forms/d/15jz6wkV9LFL6_eHFtuhtTCrIjyJFJLIKOlvAPaMM4/edit

Once completed, submit the form to the Secretariat and wait for an acknowledgment by e-mail.

Step 2: Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail using **Google Meet**. Please make sure that you allow access to the microphone and the camera.

Step 3: Kindly wait for the Secretariat to confirm your entry through Zoom to participate in the pre-bid conference.

Step 4: See attached file as “Annex B” for the House Rules to be observed during the conduct of procurement activities.

II. PREPARATION OF BID (SOFT COPY)

Step 1: Prepare a final scanned copy of your Bid which is divided into two different PDF files:

1. Eligibility Documents & Technical Documents; and
2. Financial Documents

Step 2: Set a password for the scanned copy of the Eligibility Documents & Technical Documents and Financial Documents and save as a .PDF file.

Step 3: Compress the file, save the password-protected .PDF file to a ZIP file. Set another password on the ZIP file.

Important: *Passwords must be 8-16 characters and contain both numbers and letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not allowed. For details on how to set passwords in .PDF file and ZIP file, please see file attached as “Annex C”*

Step 4: For effective documentation of the submitted files, you must comply with the label format below:

1. Both ZIP folder and .PDF file shall be assigned file name
“BFAR Bid Reference No. _____ (Company Name); Legal & Technical Documents”
2. Both ZIP folder and .PDF file shall be assigned file name
“BFAR Bid Reference No (Company Name); Financial Documents”

III. REGISTRATION FOR ONLINE SUBMISSION

Step 1: Register through Google Form, a link will be provided upon request to the BAC Secretariat’s e-mail address: bfarbac13@gmail.com at any time before the closing date and time specified in the Bidding Documents by disclosing the following information:

- a) Email Address
- b) Company Name
- c) Company Address
- d) Authorized Representative
- e) Contact No.
- f) Bid Reference
- g) Bid Title
- h) Official Receipt (OR) No.

Upon verification of the Official Receipt (OR), the BAC Secretariat will send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Step 2: The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through the given email directing to the “Online Submission of the Bid”

IV. **ACCESSING THE GOOGLE FORMS**

Step 1: Upon successful login to your email address account. You will now open the Google Form link sent through BAC Secretariat's e-mail address given above.

Step 2: Click the **FILL OUT FORM** button. (See attached "Annex D")

V. **SUBMISSION OF BID**

Step 1: Submit your Bids through Google Form at any time before the closing date and time specified in the Bidding Documents.

Step 2: Upon preparation and finalization of the compressed and password-protected files Eligibility & Technical and Financial Documents, a Google Form link will direct you to the page where they can now upload the said requirements. (See attached "Annex D, Figure 10.1")

Step 3: After submission, a copy of the response will be automatically emailed to the address provided by you which can be saved or printed, as proof of the official time of the submission and receipt of bids. (See attached "Annex D, Figure 11.2")

VI. **RECEIVING OF THE SUBMITTED BID**

The BAC Secretariat will receive the submitted information through Google Forms and will generate a Bid Receipt page for the official time of submission of all bidders, which can be saved or printed.

Bidders may modify their Bid at any time before the deadline for the submission and receipt of bids. Bidders shall send another Bid equally secured, properly identified, and labelled as a "**modification**" of the previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

The BAC Secretariat will not be able to access the documents until the day of the Bid Opening.

VII. **BID OPENING PROCESS**

The BAC, with the assistance of the Secretariat and Technical Working Group (TWG), shall conduct bid opening via Google Meet. Bidders are encouraged to attend the bid opening online. The passwords for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening which may be done via Google Meet.

The Secretariat will ask the bidder, who choose to attend via Google Meet, the corresponding password of their Bid during the bid opening itself. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, from prompting, it will result in disqualification and the BAC shall move on to the next bid, if any.




The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility & Technical documents, second disclose the password for the Eligibility & Technical document (.PDF file). The Secretariat will share the screen via Google Meet during accessing the submitted Bid.

If the bidder **passed** the Eligibility & Technical requirements, the second password-protected compressed folder containing the Financial Documents and the files contained therein shall be opened in the same manner as the password of the eligibility documents as described above. In no case will a bidder disclose the passwords for the financial folder and the files prior to being declared eligible based on the evaluation of the eligibility documents.

The bidder is given only three (3) attempts to disclose the password per compressed folder (ZIP) and .PDF file to open the documents. If the bidder fails to provide the correct password after the third attempt, their Bid will no longer be considered. The Secretariat shall take and print a screenshot of such inquiries and responses to form part of the records and all incidents should be recorded in the minutes.

In the event that the BAC cannot access the submitted electronic copy of the Bid, the BAC will proceed with the opening of the ORIGINAL HARD COPY.

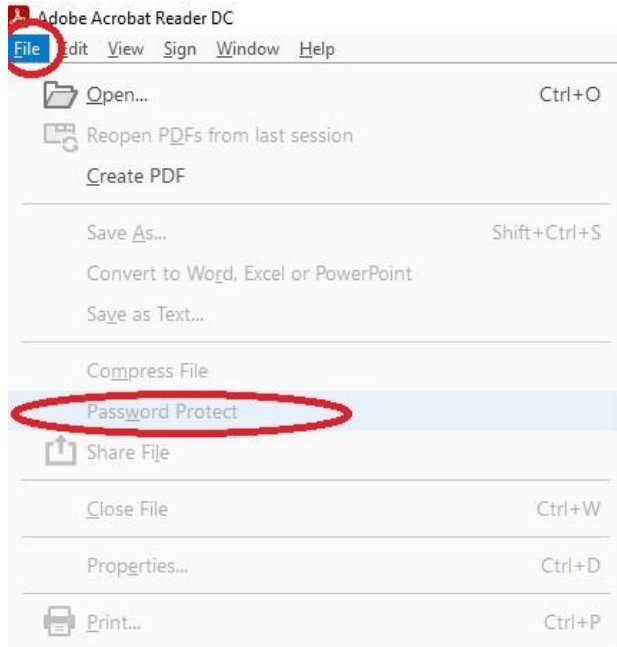
Basic House Rules to be observed during BAC Meetings

1. Kindly place your microphone on mute when not speak 
 2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute). 
 3. Turn on video for confirmation of your identity 
-

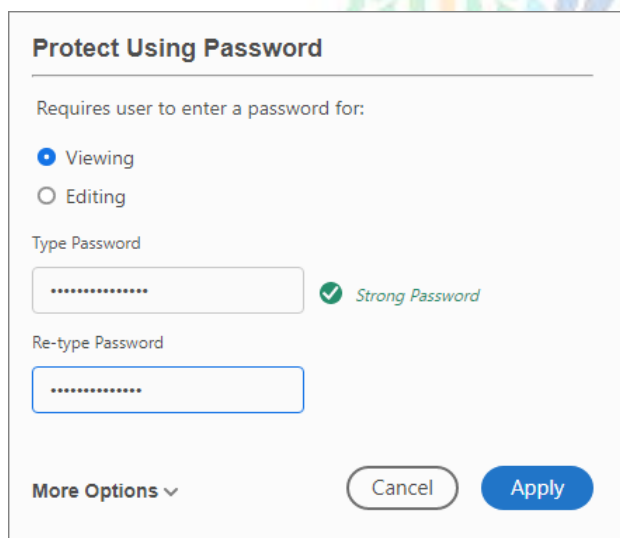
Adding a password to a .PDF file using Adobe Acrobat Reader DC.

One-click option to protect a PDF with a password

1. Open the PDF file
2. Choose **File > Protect Using Password.**



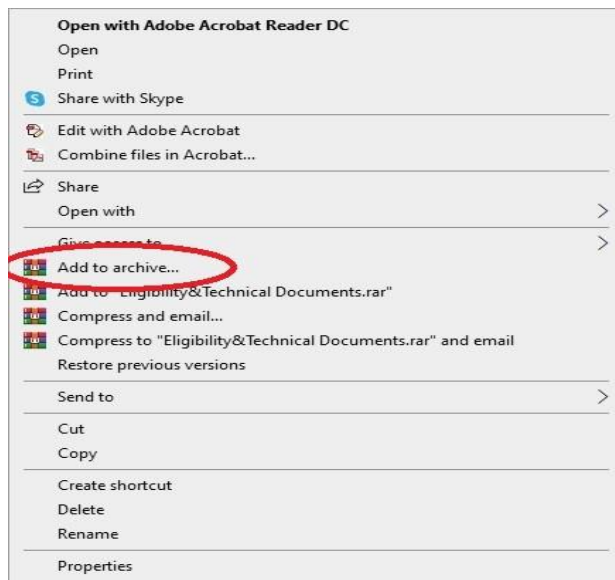
3. Select to set the password for Viewing the PDF.



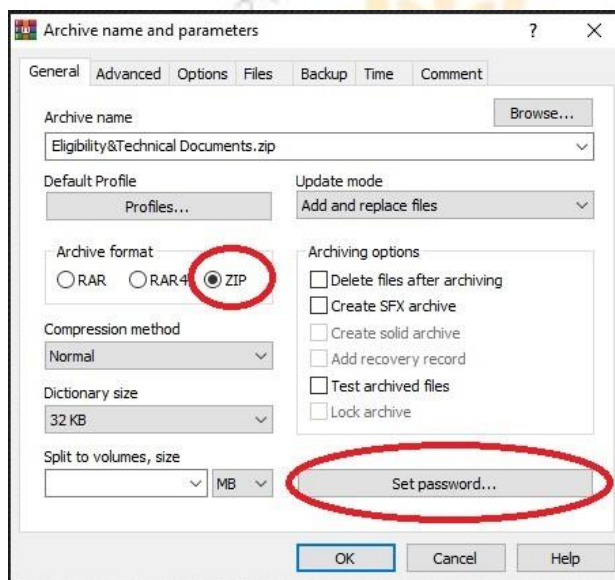
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best.
5. Click “**Apply**”.

File Archiving and Compression using WinRAR application

1. Right Click the password protected .PDFfile
2. Select **“Add to archive.”**



3. In the Archive name and parameters dialog box, select **“Radio button ZIP”** and click **“Set password”**

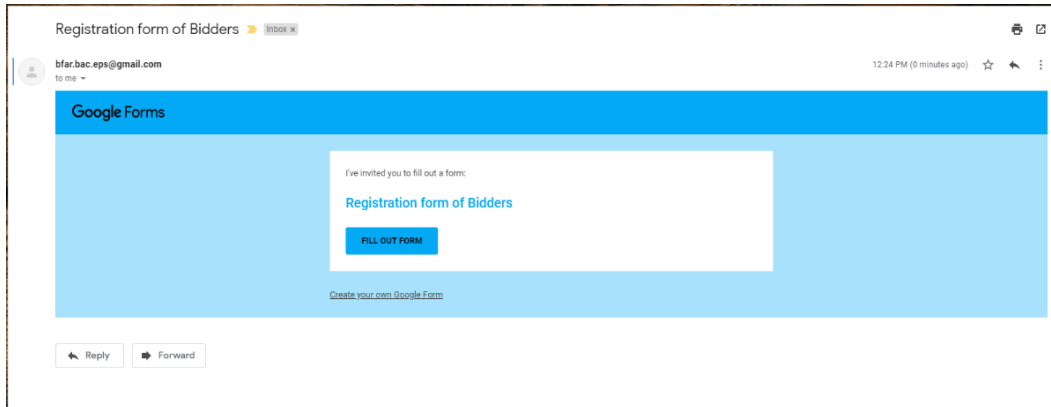


4. Type your password and Click **“OK button.”**



Procedure of Accessing the B FAR XIII BAC Online Submission of Bidding Documents via Google Forms

Step 1. BAC Secretariat will send the Invitation link of Registration Form.



Step 2. Upon received, click the **FILL OUT FORM**.

Step 3. Bidder must fill in the following required information

A screenshot of the "Registration form of Bidders" Google Form. The form title is "Registration form of Bidders". Below the title, it says: "The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? [Switch account](#)". There are several required fields, each marked with a red asterisk: "Email address *", "Company Name *", "Company Address *", "Authorized Representative *", "Company Contact No. *", "Bid Reference *", and "Bid Tittle *". Each field has a "Your answer" input line. The last field is "Upload the Scanned Official Receipt (OR) *", which has an "Add file" button. At the bottom of the form, there is a "Submit" button and a note: "A copy of your responses will be emailed to the address you provided."

Step 4. Click the **Add file** to upload Scanned Copy of Official Receipt (OR).

Step 5. After uploading of the Scanned Copy of OR, the bidder shall click the **Submit** button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).

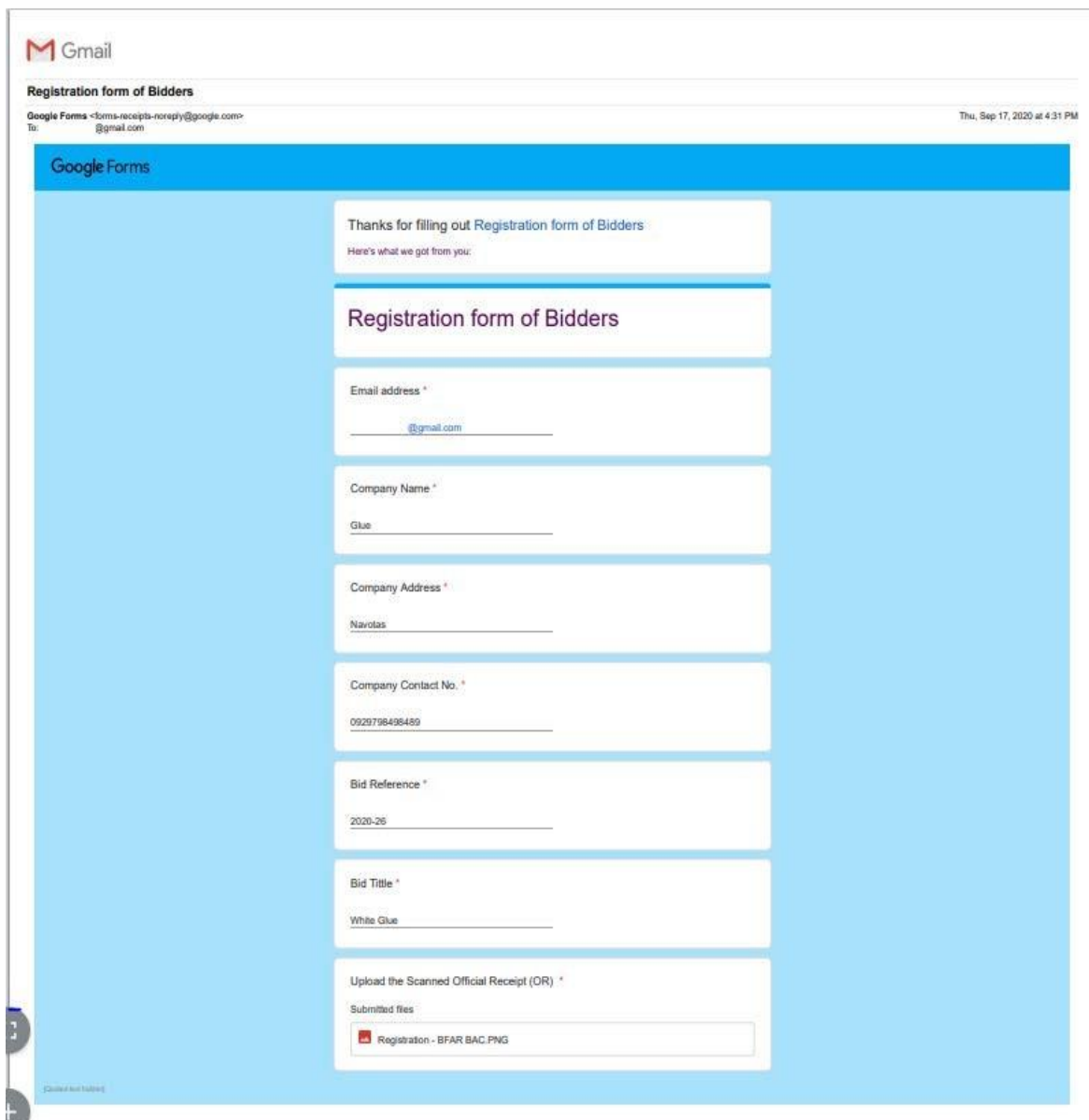
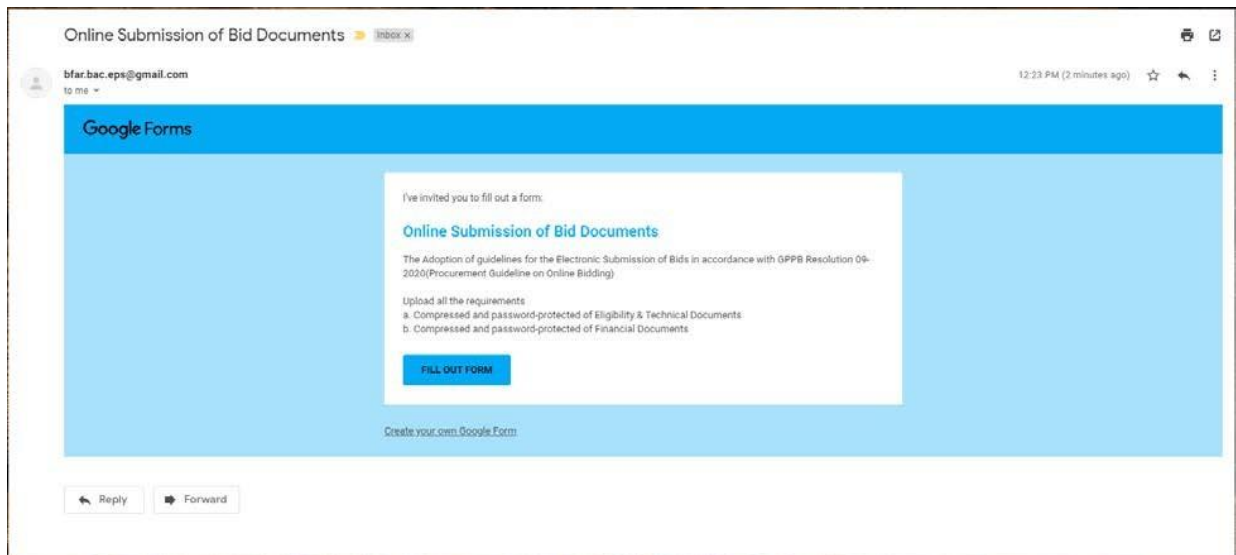


Figure 5.1

Step 6. A copy of the response will be automatically emailed to the address provided by the bidders.

Step 7. Upon verification of the Official Receipt (OR), the BAC Secretariat shall send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Step 8. The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the "Online Submission of the Bid".



Step 9. Upon received, click the **FILL OUT FORM**.

Step 10. Click the **Add file** button to upload the compressed and password-protected files of Eligibility & Technical and Financial Documents

A screenshot of a Google Form titled 'Online Submission of Bid Documents'. The form content includes: 'The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)'. 'Upload all the requirements: a. Compressed and password-protected of Eligibility & Technical Documents b. Compressed and password-protected of Financial Documents'. A note: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? Switch account'. A red asterisk indicates required fields. There are three input sections: 'Email address *' with a text field containing 'Your email'; 'Eligibility & Technical Documents *' with an 'Add file' button; and 'Financial Documents *' with an 'Add file' button. At the bottom, there is a blue 'Submit' button and a note: 'A copy of your responses will be emailed to the address you provided.'

Step 11. Click the **Submit** button to complete the process. A copy of the response will be automatically emailed to the address provided by the bidder which can be

saved or printed by the bidder, as proof of the official time of the submission and receipt of bids.

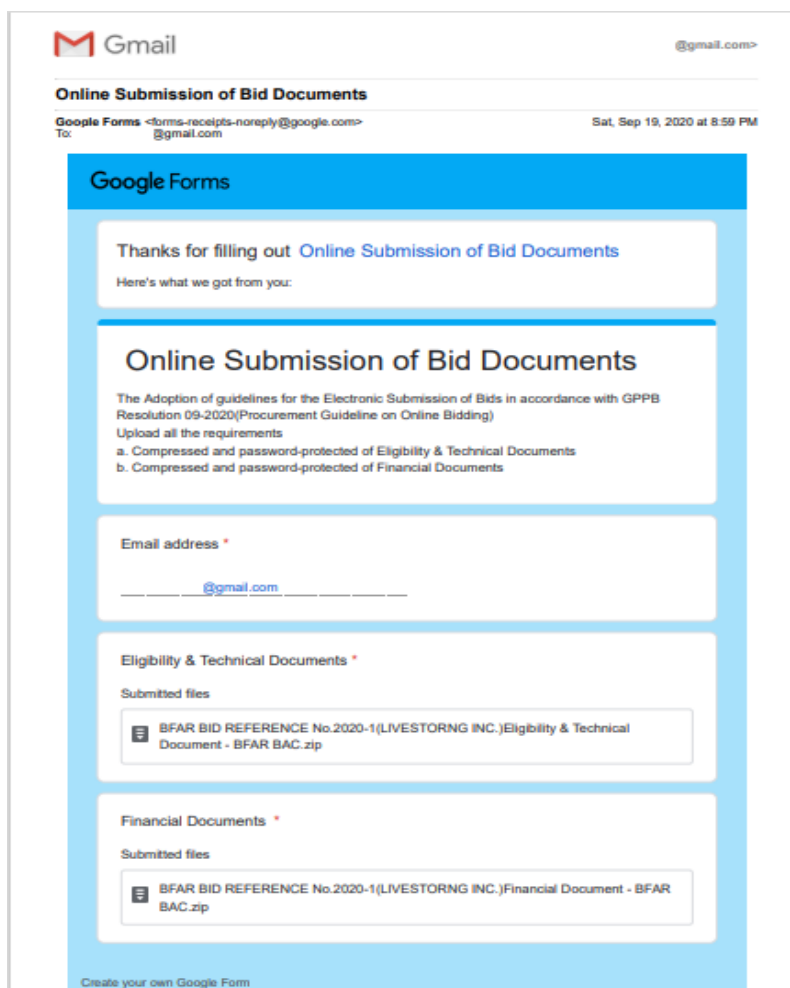


Figure 11.2

