PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of IT and Office Supplies and Equipment Charged to Income 2024

2024-13

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 under 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.

Table of Contents

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 basis 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 is 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 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 projects, 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). Suppliers as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;

b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;

c. The deadline for the submission and receipt of bids; and

d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

INVITATION TO BID FOR THE PROCUREMENT OF IT AND OFFICE SUPPLIES AND EQUIPMENT CHARGED TO INCOME 2024

1. The **Mariveles Mental Wellness and General Hospital**, through the **Approved Internally Generated Funds (Income) of 2024** intends to apply the sum of **Seven Million Seven Hundred Ninety-Four Thousand Four Hundred Forty-Seven Pesos and 77/100 Only (₱7,794,447.77)** being the ABC to payments under the contract for **Procurement of IT and Office Supplies and Equipment Charged to Income 2024/ 2024-13**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Mariveles Mental Wellness and General Hospital** now invites bids for the above Procurement Project. Delivery of the Goods is required by **10 Working Days upon receipt of the Purchase Order**. Bidders should have completed a contract similar to the Project within two (2) years from the date of submission and receipt of bids. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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

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

4. Prospective Bidders may obtain further information from **MMWGH** and inspect the Bidding Documents at the address given below from Monday to Friday; 08:00 am to 05:00 pm, except holidays.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 22, 2024 – June 17, 2024,** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, under the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (₱10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The **MMWGH** will hold a Pre-Bid Conference on **June 06, 2024, at 10:00 AM** at the given address below and/or through video conferencing or webcasting *via Zoom,* which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below not later than **June 18, 2024 at 2:00 PM**. 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 **June 18, 2024, at 2:00PM** at the given address below and/or via *Zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The **MMWGH** reserves the right to reject any 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.

11. For further information, please refer to:

    MARY RODELINE M. CASUAYAN
    BAC Secretariat
    Procurement Unit
    Mariveles Mental Wellness and General Hospital
    P. Monroe Street, Mariveles, Bataan
    Email Address: procurement@mmwgh.gov.ph
    Website: www.mmwgh.gov.ph
    Contact No.: +639-688545320

12. You may visit the following website(s):

    For downloading of Bidding Documents: *https://mmwgh.gov.ph/invitation-to-bid/*

Date of Issue: **May 22, 2024**

SGD.

RELIA I. VILLEGAS, RN, MAN, Ed. D
Chairperson, BAC

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and the award of contract.

1. **Scope of Bid**

   The Procuring Entity, **Mariveles Mental Wellness, and General Hospital** wish to receive Bids for the **Procurement of IT and Office Supplies and Equipment Charged to Income 2024**, with identification number **2024-13**.

   [Note: The Project Identification Number is assigned by the Procuring Entity based on its coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

   The Procurement Project (referred to herein as "Project") is composed of **85 items** 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 **2024** in the amount of **Seven Million Seven Hundred Ninety-Four Thousand Four Hundred Forty-Seven Pesos and 77/100 Only (₱7,794,447.77)**

   2.2.   The source of funding is:

   a.   Internally Generated Funds (IGF)

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 apply 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 exceeding those allowed under the rules may participate pursuant to:

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

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

      iii.   When the Goods sought to be procured are not available from local suppliers; or

      iv.   When there is a need to prevent situations that defeat competition or restrain trade.

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:

    a.   For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result in failure of bidding or monopoly that will defeat the purpose of public bidding: The Bidder should comply with the following requirements:

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

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

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

6. Origin of Goods

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

7. Subcontracts

7.1. 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:

a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through Zoom as indicated in paragraph 6 of the **IBs**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request 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 **Two (2) 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 a foreign language other than English, they 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:

a. 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 **November 15, 2024**. 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 the specified date and time and either at their 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, the 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 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 may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project has 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**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

a. Information that specifies and complements provisions of the ITB must be incorporated.

b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. *[provide the definition or description of similar contracts]*. b. completed within **two (2) years** prior to the deadline for the submission and receipt of bids.
12	The price of the Goods shall be quoted DDP *[state place of destination]* or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than the amount of **₱155,888.96,** 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 the amount **₱389,722.39,** if bid security is in Surety Bond.
19.3	

No.	Description	Quantity	Unit	ABC

1	8 Bay NAS, Quad-core 2.2 GHz, Dual M.2 2280 slots, Expand up to 18 drives, 10GbE support, VMware vSphere 6 and VAAI integration
	Specifications:
	CPU: AMD Ryzen V1500B (or equivalent), 64-bit Quad-core 2.2 GHz
	Memory: 4 GB DDR4 ECC SODIMM
	Drive Bays: 8
	Maximum Drive Bays with Expansion Unit: 18 (DX517 x 2)
	M.2 Drive Slots: 2 (NVMe)
	Compatible Drive Type:
	  3.5" SATA HDD
	  2.5" SATA HDD
	  2.5" SATA SSD
	  M.2 2280 NVMe SSD
	Maximum Single Volume Size: 108 TB
	Cache Acceleration: Dual M.2 2280 slots for NVMe Cache
	Performance: 113k 4k random read IOPS
	PCIe Expansion: 1 x Gen3 x8 slot (x4 link)
	Size (Height x Width x Depth): 166 mm x 343 mm x 243 mm
	Weight:: 6 kg
	System Fan: 120 mm x 120 mm x 2 pcs, Wake on LAN / WAN,
	Power Supply Unit/Adapter: 250 W
	Inclusions:
	Main Unit x1
	Accessory Pack x1
	AC Power Cord x1
	RJ-45 LAN Cable x2
	Quick Installation Guide x1
	Inclusion: Warranty Certificate
		2	set	162,800.00

2	8TB SATA 7200RPM 256MB NAS Hard Drive Model ST8000VN0022	8	piece	140,800.00

			Packaging: Bare Drive Performance Interface: SATA 6.0GB/s Capacity: 8TB RPM: 7200 RPM Cache: 256MB Dimensions Form Factor: 3.5" Height (maximum): 26.11mm Width (maximum):101.85mm Length (maximum): 146.99mm Inclusion: Warranty Certificate			
		3	Arch file, 2" #555 Black, Legal	2	piece	386.00
		4	Arch file, 2" #555 Blue, Legal	2	piece	386.00
		5	Ballpen, black (Ballpen, black, ballpoint, 1mm ball)	40	piece	600.00
		6	Binding Cover, PP Frosted Matte - A4 210mm x 297mm - 250 microns - 50 sheets per pack - Frosted Matte Transparent - Quality Rigid Film - For use with all comb and wire binding systems	2	Pack	880.00
		7	Binding Cover, PVC - A4 210mm x 297mm - 250 microns - 100 sheets per pack - High gloss - Transparent - Quality Rigid Film - For use with all comb and wire binding systems	1	Pack	660.00
		8	Cabinet, used for Filing, steel, vertical, four drawers, with lock (L: 61.5cm x W: 45cm x H: 133cm)	1	unit	11,979.00
		9	Chair, Ergonomic Office - Highback design for greater support - Plush headrest for neck relief - Padded arms for comfort - Chrome base with casters - With tilt control and pneumatic adjustment lever - Black PU leather upholstery - Supports up to 200 kilograms - Dimensions: L 644mm x W 723mm x H 1128-1213mm	7	unit	50,050.00
		10	Chair, Mesh, swivel, gas lift, heavy-duty, with armrest	4	unit	18,796.80
		11	Chair, Office type, Highback (High back mesh chair with adjustable headrest, lumbar support, flip-up armrests, 360 swivel gas lift, heavy-duty, black color L60xW52xH101cm)	8	piece	58,564.00
		12	Chair, Plastic, Nordic Plastic Chair 39*45*74CM	15	piece	7,170.00
		13	Clear Sheet, Protector, A4 x 10's	9	pack	658.89
		14	Clear Sheet, Protector, Legal x 10's	9	pack	740.52
		15	Clearbook, Refill, A4 x10's	9	pack	311.49
		16	Clearbook, Refill, Legal x10's	5	pack	206.30
		17	Clip Board, A4 size, plastic (Portrait clip)	2	piece	146.42
		18	Clip Board, Legal size, Plastic (Portrait clip)	3	piece	219.63
		19	Comb binding machine, plastic Specifications: - Document formats: A5 or A4; Max length of 297mm	1	Unit	4,400.00

		- Punch Capacity: 12 sheets (80gsm Woodfree) - Bind Capacity: 200 sheets (80gsm Woodfree) - Number of Punch Holes: 21 - Comb storage: No - Dimensions: L 380 x W 120 x H 220mm - Weight: 5 kg			
	20	Corkboard 2'x3' wall type with aluminum frame	3	piece	5,445.00
	21	Corkboard 3'x4' wall type with aluminum frame	1	piece	1,925.00
	22	DESKTOP SET (SYSTEM UNIT + MONITOR + LICENSED OPERATING SYSTEM + LICENSED MICROSOFT OFFICE + UPS) DESKTOP PC TECHNICAL SPECS:- Built: Prebuilt only |NOT custom-built | NOT assembled | NOT All-in-One PC - OS: Licensed Windows 11 Home or Pro - 13th Gen Intel Core i7-13700 processor (16-Core, 24MB Cache, 2.1GHz to 5.1GHz) - 8GB DDR4-3200 SDRAM (1 x 8 GB) - 256GB M.2 NVMe PCIe SSD + 1TB HDD 3.5-inch RPM - Intel UHD Graphics 770 for 13th-Gen - WLAN 802.11AC/a/b/g/n wireless LAN and Bluetooth 5.0 - Power Supply and Adapter 300W - Input: VGA + HDMI - Display size. 24"; Display type. IPS; Panel active area(inches). 20.75 x 11.67 in; Panel active area(cms). 527.04 x 296.46 mm ; Brightness. 250 nits. - Inclusion: Keyboard, Mouse, I/O Cables and HDMI cable, Universal Power Adaptor - Inclusion: Warranty Certification UNINTERRUPTIBLE POWER SUPPLY (UPS) (4 UNIVERSAL SOCKETS) Minimum Specifications: - Output Power Capacity: 650VA, AVR, 230V - Output Frequency: 50/60 Hz +/-1 Hz - Nominal Input Voltage: 230V - Maximum Input Current: 5A - Battery Type: Maintenance-free sealed Lead-Acid battery with suspended electrolyte leak-proof - Recharging Time: 4 Hours - 4-6 Universal outlets - Inclusion: Warranty Certification LICENSED MICROSOFT OFFICE PROFESSIONAL 2021 Minimum Specifications: - Microsoft Office Home and Professional 2021 - Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access - Sealed box with physical license key card (not OEM / not pre-installed) - Inclusion: Warranty Certification	53	unit	4,770,000.00
	23	Fastener, Plastic x 50's	1	box	51.43
	24	File Tray, 2 layers, metal	3	piece	1,976.55
	25	Filing Cabinet, steel, vertical, four drawers, with lock	1	unit	10,890.00
	26	Flash Drive, 32 GB (USB 3.0)	1	piece	530.38
	27	HARD DISK DRIVE (HDD), EXTERNAL TECHNICAL SPECS: - Interface: USB 3.0 - Capacity: 2 TB - Product Colours: Blue / Silver / Black / Red - Warranty: 3 years - Length: 113.50mm - Width: 76.00mm - Typical Weight: 0.15 kg - Backup Plus Slim Portable Drive - 18-inch (45cm) USB 3.0 cable	2	unit	9,897.80

			- Quick start guide - 3-year limited warranty - NTFS driver for Mac preloaded on drive - Inclusions: Warranty Certificate		
		28	Hard Drive (External) - 1 TB - Compatible with USB 3.2 Gen 1 (USB 3.0) - Powered by USB connection - works with Windows 7 / 8 / 10 and MAC OS - Inclusions: Warranty Certificate	2	piece	8,000.00
		29	HEADSET WITH MIC, WIRED TECHNICAL SPECS: - Frequency Response: - Headset: 20Hz-20kHz - Microphone: 100Hz-10 kHz - Input sensitivity: -62 dBV/µbar, -42 dBV/Pa +/- 3 dB - Cable length: 8 feet - Connections: USB compatible (1.1 and 2.0) - System Requirements: Windows 2000, Windows XP, Windows Vista, Windows 7, Mac OS X (10.2.8 or later), USB Port - Inclusion: Warranty Certification	4	unit	10,000.00
		30	Ink bottle refill, EPSON 003, black, 65 ml	44	bottle	16,588.00
		31	Ink bottle refill, EPSON 003, cyan, 65 ml	8	bottle	3,024.32
		32	Ink bottle refill, EPSON 003, magenta, 65 ml	8	bottle	3,024.32
		33	Ink bottle refill, EPSON 003, yellow, 65 ml	8	bottle	3,024.32
		34	Ink, Epson 008, Black, Pigment, 127ml	17	bottle	19,013.65
		35	Ink, Epson 008, Cyan, Pigment, 70ml	8	bottle	7,872.32
		36	Ink, Epson 008, Magenta, Pigment, 70ml	8	bottle	7,872.32
		37	Ink, Epson 008, Yellow, Pigment, 70ml	8	bottle	7,872.32
		38	Ink, marking, permanent, refill, black, 10ml	1	bottle	199.65
		39	Laminating Film, A4, 250-micron x 100's	2	ream	1,759.60
		40	Laminating Machine, Heavy duty, desktop laminator, up to 13"	1	unit	2,931.65
		41	LAPTOP (LICENSED OPERATING SYSTEM + LICENSED MICROSOFT OFFICE) LAPTOP TECHNICAL SPECS: - CPU: Intel Core i7 12th Gen or Ryzen 7 7735HS latest generation or higher or equivalent - Memory: 8GB DDR4/DDR5 RAM or higher or equivalent - Storage: 512GB NVME PCIE SSD or higher or equivalent - Graphics: NVIDIA GeForce RTX 4050 Laptop GPU, 6GB GDDR6 or higher - Webcam: HD type (30fps@720p) or better - Keyboard: Backlight Keyboard - Connectivity: 802.11 ax Wi-Fi 6 + Bluetooth v5.2 Gb LAN - Display: 15.6" FHD (1920 x 1080), IPS, 144Hz - OS: Licensed Windows 11 Home or Pro - Inclusion: Laptop Bag / Backpack, Warranty Certification LICENSED MICROSOFT OFFICE PROFESSIONAL 2021 -Minimum Specifications: - Microsoft Office Home and Professional 2021 - Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access - Sealed box with physical license key card (not OEM / not pre-installed) - Inclusion: Warranty Certification	15	set	1,275,000.00

	42	Laptop Charger only Technical Specifications: - Compatible with ASUS TUF Gaming A15 - Model: ADP-150CH B - Input: 100-240V~50-60 Hz 2.5 A - Output: 20.0V 7.5A 150W - Pin size: 6.0mm x 3.7mm - Inclusion: Warranty Certification	1	Unit	2,721.40
	43	Licensed Microsoft Office Professional 2021 - Microsoft Office Home and Professional 2021 - Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access - Sealed box with physical license key card (not OEM / not pre-installed) - Inclusion: Warranty Certification	2	unit	13,000.00
	44	NAS ECC RAM 8GB DDR4 2666Mhz ECC SODIMM RAM, Synology Compatibility Specifications: D4ES01-8G Color: Green Speed: 2666 Mhz RAM: 8 GB Memory type: DDR4 Memory Format: SoDimm Number of modules: 1 Inclusion: Warranty Certificate	4	piece	48,400.00
	45	Office Table, 1.5'x 3'x3', with drawers (no. of drawers), Made of Wood	9	piece	38,115.00
	46	Office Table, L120cm x W60cm x H75cm, with 3 side drawers, CPU holder and keyboard tray, laminated medium density fiberboard or MDF, color Mahogany	5	unit	33,000.00
	47	Paper Cutter, A4, (Wood, up to 12 Sheets 80 gms)	1	piece	1,343.10
	48	Photo Paper, A4, 260gsm, Matte x 10s	4	pack	1,172.40

	49	PHOTOCOPIER SET
		   TECHNICAL SPECS:
		- 19 Second Warm Up Time
		- Operational Panel 4-line LCD
		- System Memory: 512MB
		- Output Speed: 27 pages per minute (Letter)
		- First Copy Time: 6.4 seconds
		- ARDF Capacity: 50 original pages
		- Copy ResolutionL 600 dpi
		- Zoom: From 25% to 400% in 1% steps
		- Multiple Copying up to 999 copies
		- Printer Language Standard GDI
		- Network Interface Standard: Ethernet 1000/100/10 Base
		- Scanning Speed: Color 6 ip; Black and White 18 ipm
		- File format: JPEG or Multi-page PDF
		- Windows Environment: Windows 7, 8, 10, Windows Server 2012, 2016
		- Original and Paper size Handling: A3, A4, A5, B4, B5
		- Paper Input Capacity: 500 Sheets in a tray and 100 on Bypass
		- Paper Tray Weight: 55-216g/m2
		- Paper Bypass Weight: 52-216g/m2
		- Power Consumption: Less than 1,550 Watts, Sleep Mode: .97W, TEC 1.3kWh
		- Consumables: Toner Black
		- Inclusion: Warranty Certification
		•TONER CARTRIDGE
		   Minimum Specifications:
		- Compatible with Photocopier
		- Inclusion: Warranty Certification
			1	Unit	118,000.00

	50	PHOTOCOPIER with SCANNER TECHNICAL SPECS: - Print Speed: - Draft, A4 (Black / Colour): Approx. 35 ppm / 35 ppm (Black#1 /	1	unit	200,000.00

		Colour#2)*1 - ISO 24734, A4 Simplex (Black / Colour): Approx. 25 ipm / 24 ipm*1 - ISO 24734, A4 Duplex (Black / Colour): Approx. 17 ipm / 16 ipm*1 - ISO 24734, A3 Simplex (Black / Colour): Approx. 13 ipm / 13 ipm *1 - ISO 24734, A3 Duplex (Black / Colour): Approx. 11 ipm / 11 ipm *1 - First Page Out Time from Ready Mode (Black / Colour): Approx. 5.5 sec *1 -Copying: - ISO 29183, A4 (Black / Colour), Flatbed: Approx. 23 ipm / 22 ipm - ISO 24735, A4 Simplex ADF (Black / Colour): Approx. 21 ipm / 21 ipm - ISO 24735, A4 Duplex ADF (Black / Colour): Approx. 15 ipm / 15 ipm - Copy Function: - Reduction / Enlargement: 25 - 400%, Auto Fit Function - Maximum Copy Size: A3 - Copy Paper Size (Flatbed): A3, B4, Legal, Indian-Legal, 8.5x13in, Letter, A4, B5, A5, B6, A6, 16K, 8K, 13x18cm, HV 16:9 Wide, 10x15cm, #10, DL, C4, C6 - Copy Resolution: 600 x 600 dpi - Max Copies: 999 - USB: USB 3.0 - Network: Ethernet (1000BASE-T/100BASE-TX/10BASE-T), Wi-Fi (IEEE 802.11b/g/n), Wi-Fi Direct - Network Protocol: TCP/IPv4, TCP/IPv6 - Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, WSD, LLTD - Security Functions: Limit Access Function, PIN No. Certification, LDAP Address Book, IP Address Filtering, Panel Admin Mode - Network Printing Protocol: LPD, IPP, PORT9100, WSD - Control Panel: - LCD Screen: 5.0 inch / 12.7cm TFT Colour LCD - Printer Software: Operating System Compatibility: Windows XP / Vista / 7 / 8 / 8.1 / 10 Mac OS X 10.6.8 or later, Windows Server 2003 / 2008 / 2012 / 2016 / 2019 - Weight: 621 x 650 x 641mm, 59.7kg (Main unit only, without consumables), 772 x 797 x 1,107mm, 125.1kg (with 3 Paper Cassettes and Printer Stand, without consumables) - Inclusion: Warranty Certification			
	51	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 10mm - Sheet Capacity: 80 pages - Color: Black - Pieces: 20 per box	1	Box	550.00
	52	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 12mm - Sheet Capacity: 110 pages - Color: Black - Pieces: 20 per box	1	Box	605.00
	53	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 14mm - Sheet Capacity: 130 pages - Color: Black - Pieces: 20 per box	1	Box	660.00
	54	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 8mm - Sheet Capacity: 50 pages - Color: Black - Pieces: 20 per box	1	Box	495.00
	55	Plastic Cover, thickness: 1.5mm	5	yard	419.25
	56	PRINTER A4, All-in-One Ink Tank Printer TECHNICAL SPECS: - Printer Type: Print, Scan, Copy	12	Unit	144,000.00

		- Printing Technology: - Print Method: On-demand inkjet (Piezoelectric) - Printer Language: ESC/P-R, ESC/P Raster - Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) - Maximum Resolution:5760 x 1440 dpi - Automatic 2-sided Printing:No - Print Speed: - Photo Default - 10 x 15 cm / 4 x 6 " *1: pprox. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2 - Draft, A4 (Black / Colour):Up to 33.0 ppm / 15.0 ppm*2 - ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm*2 - First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2 - Maximum Copy Resolution:600 x 600 dpi - Maximum Copy Size:A4, Letter - ISO 29183, A4 Simplex (Black / Colour):Up to 7.0 ipm / 1.7 ipm - Maximum Paper Size:215.9 x 1200 mm - Paper Sizes:Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 - Inclusion: Warranty Certification			
57	PRINTER A4, Wi-Fi All-in-One Ink Tank Printer TECHNICAL SPECS: - Maximum Copies from Standalone: 20 copies - Maximum Copy Resolution: 600 x 600 dpi - Maximum Copy Size: A4, Letter - ISO 29183, A4 Simplex (Black / Colour): Up to 7.7 ipm / 3.8 ipm - Scanner Type: Flatbed colour image scanner - Sensor Type: CIS - Optical Resolution: 1200 x 2400 dpi - Maximum Scan Area: 216 x 297 mm - Scanner Bit Depth (Colour): 48-bit input, 24-bit output - Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output - Scanner Bit Depth (Black & White): 16-bit input, 1-bit output - Flatbed (Black / Colour): Up to 11 sec / 28 sec - Number of Paper Trays: 1 - Standard Paper Input Capacity: Up to 100 sheets of Plain Paper (80 g/m2), Up to 20 sheets of Premium Glossy Photo Paper - Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2), Up to 20 sheets of Premium Glossy Photo Paper - Maximum Paper Size: 215.9 x 1200 mm - Paper Sizes: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 - Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver*3 - Operating System Compatibility: Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10, Windows Server 2003 / 2008 / 2012 / 2016 / 2019 - Only printing functions are supported for Windows Server OS, Mac OS X 10.6.8 or later - Dimensions (W x D x H): 375 x 347 x 179mm - Weight: 3.9 kg - Rated Voltage: AC 220-240 V, Rated Frequency: 50-60 Hz, Operating: 12.0 W, Sleep: 0.7 W, Power Off: 0.2 W, Standby: 4.5 W - USB: USB 2.0 - Network: Wi-Fi, Wi-Fi Direct - Network Protocol: TCP/IPv4, TCP/IPv6 - Network Management Protocols: SNMP, HTTP, DHCP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD - Inclusion: Warranty Certification (MSC-030)	8	unit	96,000.00
58	Printer with ADF, A3, Wi-Fi Duplex All-in-One Ink Tank Printer TECHNICAL SPECS: - Print speed of up to 25.0 ipm - Print, scan and copy up to A3+ - Automatic duplex printing - Ultra-high page yield of 7,500 pages (black) and 6,000 pages	1	set	56,000.00

		(colour) - Printer Type: Print, Scan, Copy, Fax with ADF - Copy Function: - Reduction / Enlargement:25 - 400% - Maximum Copy Size: A3 - Copy Resolution:600 x 600 dpi - Scanner Type: Flatbed colour image scanner - Optical Resolution:1200 x 2400 dpi - Maximum Scan Area:297 x 431.8 (mm) - LCD Screen: 4.3" Colour LCD Touch Screen - USB:USB 2.0 - Network:Ethernet, Wi-Fi IEEE 802.11 b/g/n, Wi-Fi Direct - Network Protocol:TCP/IPv4, TCP/IPv6 - Network Management Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, WSD, LLTD - Maximum Paper Size:329 x 6000 mm - Paper Sizes: A3, Super B (13 x 19"), Indian Legal, Letter, A4, 16K (195 x 270mm), 8K (270 x 390mm), Executive (7.25 x 10.5"), B4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", 8 x 10", Legal (8.5 x 14"), 16:9 wide, Envelopes: #10, DL, C6, C4 - Scan speed (Flatbed / ADF (Simplex | Duplex)): 200dpi, Black: 5 sec / Up to 26.0 ipm | 11.5 ipm; 200dpi, Colour: 10 sec / Up to 9.0 ipm | 6.0 ipm - Inclusion: Warranty Certification			
	59	Printer, A3 - Printing Technology: - Print Method: On-demand inkjet (Piezoelectric) - Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology) - Minimum Ink Droplet Volume: 3pl - Automatic Duplex Printing: No - Black Nozzle Configuration: 360 - Colour Nozzle Configuration: 59 per colour (Cyan, Magenta, Yellow) - Print Direction: Bi-directional printing, Uni-directional printing - Print Speed: - Photo Default - 10 x 15 cm / 4 x 6 " *2: Approx. 58 sec per photo (with Border) *1 - Max Photo Draft - 10 x 15 cm / 4 x 6 " *2: Approx. 31 sec per photo (with Border) *1 - Draft, A4 (Black / Colour): Approx. 30 ppm / 17 ppm *1 - ISO 24734, A4 Simplex (Black / Colour): Approx. 15 ipm / 5.5ipm *1 - Number of Paper Trays: 1 - Standard Paper Input Capacity: Up to 100 sheets, A4 Plain paper (75g/m2) - Up to 20 sheets, Premium Glossy Photo Paper - Output Capacity: Up to 50 sheets, A4 Plain paper - Up to 30 sheets, Premium Glossy Photo Paper - Maximum Paper Size: 12.95 x 44" - Paper Sizes: A3+, A3, B4, A4, A5, A6, B5, 10x15cm (4x6), 13x18cm (5x7"), 16:9 wide size, Letter (8.5x11"), Legal (8.5x14"), Half Letter (5.5x8.5"), 9x13cm (3.5x5"), 13x20cm(5x8"), 20x25cm(8x10") - Envelopes: #10(4.125x9.5") DL(110x220mm), C4 (229x324mm), C6(114x162mm) - Paper Feed Method: Friction feed - Print Margin:3mm top, left, right, bottom - Connevtivity: USB 2.0 - Supported OS: Windows XP / Vista / 7 / 8 / 8.1 / 10 - Mac OS X 10.5.8 or later - Inclusion: Warranty Certification	3	unit	79,500.00
	60	PRINTER, A4, All-in-One Ink Tank Printer with ADF TECHNICAL SPECS: - Printer Type: Print, Scan, Copy, Fax with ADF - Print Method: On-demand inkjet (Piezoelectric) - Printer Language: ESC/P-R, ESC/P Raster - Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) - Maximum Resolution: 5760 x 1440 dpi - Automatic 2-sided Printing: No	2		37,980.00

		- Print Speed: Photo Default - 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2 Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm*2 ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm*2 - First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2 - Maximum Copies from Standalone: 99 copies, Reduction / Enlargement: 25 – 400 %- Maximum Copy Resolution: 600 x 600 dpi - Maximum Copy Size: Legal - ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 7.7 ipm / 3.8 ipm - Scanner Type: Flatbed colour image scanner - Sensor Type: CIS - Optical Resolution: 1200 x 2400 dpi - Maximum Scan Area: 216 x 297 mm - Scan Speed (Flatbed / ADF (Simplex)): 200dpi, Black: 12 sec / Up to 4.5 ipm, 200dpi, Colour: 29 sec / Up to 4.5 ipm - ADF Specifications: Support Paper Thickness: 64 – 95 g/m2, Paper Capacity: 30 pages (A4), 10 pages (Legal)- Dimensions (W x D x H): 375 x 347 x 237 mm - Weight: 5.0 kg - Inclusion: Warranty Certification			
	61	Push Pin x 100's	2	box	79.86
	62	Self-inking Stamp in dual color, "RECEIVED", with date format: MMM-DD-YYY, and "BY: _____" ▪ Plate size: 41mm x 22mm (LxW) ▪ Ink color: Blue ▪ Line of text: 3 lines	1	piece	650.00
	63	Sharpener, Pencil, Manual	1	piece	423.50
	64	Sharps Disposal box, cardboard-based, capacity: 5L	100	piece	15,000.00
	65	Sign Pen, extra fine tip, black	20	piece	600.00
	66	Solid-State Drive, Internal, M.2 (2280), 2 TB PCIE Gen 4.0 nvme SSD, 7,000MB/s Seq. reads, 5,000MB/s Seq. writes Specifications: Application: Client PCs Capacity: 2,000GB Form Factor: M.2 (2280) Interface: PCIe Gen 4.0 x4, NVMe 1.3c Dimension (W x H x D): 80.15 x 22.15 x 2.38 (mm) Weight: Max 9.0 g Weight Cache Memory: 2GB Low Power DDR4 SDRAM TRIM Support: Supported S.M.A.R.T. Support: Supported GC (Garbage Collection): Auto Garbage Collection Algorithm Encryption Support: AES 256-bit Encryption (Class 0)TCG/Opal IEEE1667 (Encrypted drive) WWN Support: Not supported Device Sleep Mode Support: Yes Performance: Sequential Read: Up to 7,000 MB/ Sequential Write: Up to 5,100 MB/s Random Read (4 KB, QD32): Up to 1,000,000 IOPS Random Write (4 KB, QD32): Up to 1,000,000 IOPS Random Read (4 KB, QD1): Up to 22,000 IOPS Random Write (4 KB, QD1): Up to 60,000 IOPS Inclusion: Warranty Certificate	4	piece	79,200.00
	67	SOUNDBAR, BLUETOOTH, WITH AUX CORD TECHNICAL SPECS: - 2.0 Channel - 120W Single Soundbar with Bluetooth - Compact Space-saving Design - Easy TV Set up with HDMI ARC - Amplifier Type: S-Master - Optical-Audio Input - Bluetooth: Yes	1	unit	7,150.00

			- Sound Mode: Auto Sound, Theater, Music, Standard - Sound Effect: Night Mode, Voice Mode - Virtual Surround Technology - Wall-Mountable: Yes - Inclusion: Warranty Certification			
		68	SPEAKER, BLUETOOTH TECHNICAL SPECS: - Connectivity Technology: Bluetooth - Features: Wireless, Bluetooth docking - Rated power: 3w - Charging Port: Micro-USB - Water Resistance: IP54 - Subwoofer diameter: 1cm - Mounting Type: Tabletop - Battery Life: Up to 3 hours, 660mAh - Inclusion: Warranty Certification	1	piece	1,331.00
		69	Speaker, Desktop, Stereo Bluetooth 2.1 Speaker System, 7 color lighting FX, 24W RMS total system power, FM radio, TF card, USB input, AUX IN, True Stereo	4	piece	4,855.52

		70	SPEAKERS, WIRED
			  TECHNICAL SPECS:
			  - System Requirements: USB Port for Power, Headphone Jack (3.5mm) on device for Audio
			  - Technical Specifications:
			  - Total Watt: 1.2 Watts
			  - 3.5 mm Input: 1
			  - USB Cable for Power: 1
			  - Controls: Power and Volume Controls on the Right Speaker
			  - Inclusion: 2x Speakers, 1x User Documentation, Warranty Certification
				1	unit	1,650.00

		71	Storage box, multifunctional, with wheels Specifications: - Size: 47 x 29.5 x 18.5 cm (Large capacity) - Color: White - Anti-skid wheels that can rotate 360-degree roller design (removable), easy to move - Wheels can be locked - rounded corners, - Material: hard plastic (heavy duty)	10	Piece	4,950.00
		72	Table, Office type - With 1 center drawer and 3 pedestal drawers (lockable) - Wenge-colored laminated wood - Dimensions: L 1200mm x W 600mm x H 750mm	2	unit	15,400.00
		73	Tablet accessory compatible with Samsung Galaxy Tab A8, size: 10.5in Clear case Specifications: - Acrylic clear case - Color: Black - Leather - Has auto sleep (close to sleep) and wake (raise to wake) function - Shockproof features that have a bubble corner design, that can protect the tablet from incidental bumps - Raised edges that can protect the camera lens and screen - Precise hole positions - Multiple angle placement (viewing and typing mode)	11	Piece	6,655.00
		74	Tablet accessory compatible with Samsung Galaxy Tab A8, size: 10.5in Tempered glass Specifications: - Anti-fingerprint dropping water into beads (with multiple-layer electric guard fingerprint oil technology to clean up) - Prevent scratching screen (2.5 arc edge technology, high-density polishing, fitting the body arc) - With 2.5d fit without broken edge (smooth edge feel and reduced impact fit) - High-definition (HD) transparent	11	Piece	3,630.00

	75	Tablet With SIM slot Specification Minimum Specifications: ·Network: With SIM slot/ LTE ·RAM: 4GB-8GB (expandable up to 1TB) ·Storage: 128GB ROM ·Operating System (OS): Android 11 ·Processor: Unisoc Tiger T618, Octa-core ·Battery: 7040mAh Battery (15W Adaptive Fast Charging supported) ·Display Size: 10.5-inch TFT Screen Display ·Audio: Quad Stereo Speakers, Dolby Atmos ·Rear Camera: 8MP Rear ·Front Camera: 5MPFront ·Bluetooth: 5.0 ·Sensors: Accelerometer, compass, Gyro, Light Hall Sensor ·Inclusion: Charger, USB-C data Ejection pin	6	unit	125,334.00
	76	Tape, Double Sided with Foam, 1"	10	roll	1,392.70
	77	Tape, Double-sided, 1"	10	roll	574.20
	78	Tape, Transparent, 24mm x 50 yards	15	roll	188.70
	79	Telephone Specification Power Consumption: 70mA per station Type of communication: Handset (full-duplex) Door Release Contact: N/O dry contact, 30V AC/DC, 1A (at DE-UR) Mounting: Desk mount or surface mount directly to the wall or 1-gang box Wire Type: 16-cond., overall shield – use Aiphone #812216 (two runs of 812216 are required for full functionality of the TD-24H/B) Wire Distance: Between TD Master Stations: 2,200'(22AWG) 4,800'(18AWG) (NTC APPROVED)	2	unit	2,200.00
	80	Uninterruptible Power Supply (UPS) (4 Universal Sockets) - Output Power Capacity: 650VA, AVR, 230V - Output Frequency: 50/60 Hz +/-1 Hz - Nominal Input Voltage: 230V - Maximum Input Current: 5A - Battery Type: Maintenance-free sealed Lead-Acid battery with suspended electrolyte leak-proof - Recharging Time: 4 Hours - 4-6 Universal outlets - Inclusion: Warranty Certification	3	unit	8,893.50
	81	USB Extension Cord - 3m cable cord length - 6-gang with 2 USB port - With safety shutter & overload protection - With individual switches with light indicator - 2500W / 250VAC / 50/60Hz - 10A maximum current	3	piece	5,100.00
	82	WEB CAMERA WITH MIC HD WEBCAM 720p, Max. Res. 720p/30fps or better, Camera megapixel: 0.9 Focus type: fixed focus Lens type: plastic Built-in mic: Mono Mic range: up to 1m Diagonal field of view (dFoV): 55" Universal mounting clip fits laptops, LCDs, or monitors. Warranty Certification inclusion	4	piece	5,715.60
	83	WEBCAM WITH MIC TECHNICAL SPECS: - HD WEBCAM 1080p/720p - Max Resolution: 720p/30fps or better - Camera megapixel: 0.9	1	unit	2,420.00

		- Focus type: fixed focus - Lens type: plastic - Built-in mic: Mono - Mic range: Up to 1 m - Diagonal field of view (dFoV): 55° - Universal mounting clip fits laptops, LCDs, or monitors - Inclusion: Warranty Certification			
	84	Whiteboard, 2ft x 3 ft with frame	1	piece	2,342.56
	85	Whiteboard eraser magnetic	1	piece	96.80

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing the performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, that may be needed, shall be introduced only through the Special 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 invitations that 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

6.1.   In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2.   The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6.   Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	

1	*[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on their applicability to this Contract:]*
	
	Delivery and Documents –
	
	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:
	
	[For Goods supplied from abroad, state:] "The delivery terms applicable to the Contract are DDP delivered [*indicate place of destination*]. In accordance with INCOTERMS."
	
	[For Goods supplied from within the Philippines, state:] "The delivery terms applicable to this Contract are delivered *[indicate place of destination].* Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."
	
	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
	
	For purposes of this Clause the Procuring Entity's Representative at the Project Site is **Mr. Vincent A. Isip, MPA – Chief Administrative Officer.**
	
	Incidental Services –
	
	The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:
	
	   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. 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.
	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 transit points. 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
	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. **Transportation –** 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.

	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.
	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. 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. **Intellectual Property Rights –** 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	*[If partial payment is allowed, state]* "The terms of payment shall be as follows: request for partial payment shall be made in writing to HoPE."
4	The inspections and tests that will be conducted are: Inspection, Demonstration

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 Number	Description	Quantity	Total	Delivered, Weeks/Months
	Refer to the Purchase Order.			

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials, and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent*." References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		[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 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 literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently 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 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 laws and issuances.]
1	8 Bay NAS, Quad-core 2.2 GHz, Dual M.2 2280 slots, Expand up to 18 drives, 10GbE support, VMware vSphere 6 and VAAI integration Specifications: CPU: AMD Ryzen V1500B (or equivalent), 64-bit Quad-core 2.2 GHz Memory: 4 GB DDR4 ECC SODIMM Drive Bays: 8 Maximum Drive Bays with Expansion Unit: 18 (DX517 x 2) M.2 Drive Slots: 2 (NVMe) Compatible Drive Type: 3.5" SATA HDD 2.5" SATA HDD 2.5" SATA SSD M.2 2280 NVMe SSD Maximum Single Volume Size: 108 TB Cache Acceleration: Dual M.2 2280 slots for NVMe Cache Performance: 113k 4k random read IOPS PCIe Expansion: 1 x Gen3 x8 slot (x4 link)	

	Size (Height x Width x Depth): 166 mm x 343 mm x 243 mm Weight:: 6 kg System Fan: 120 mm x 120 mm x 2 pcs, Wake on LAN / WAN, Power Supply Unit/Adapter: 250 W Inclusions: Main Unit x1 Accessory Pack x1 AC Power Cord x1 RJ-45 LAN Cable x2 Quick Installation Guide x1 Inclusion: Warranty Certificate	
2	8TB SATA 7200RPM 256MB NAS Hard Drive Model ST8000VN0022 Packaging: Bare Drive Performance Interface: SATA 6.0GB/s Capacity: 8TB RPM: 7200 RPM Cache: 256MB Dimensions Form Factor: 3.5" Height (maximum): 26.11mm Width (maximum):101.85mm Length (maximum): 146.99mm Inclusion: Warranty Certificate	
3	Arch file, 2" #555 Black, Legal	
4	Arch file, 2" #555 Blue, Legal	
5	Ballpen, black (Ballpen, black, ballpoint, 1mm ball)	
6	Binding Cover, PP Frosted Matte - A4 210mm x 297mm - 250 microns - 50 sheets per pack - Frosted Matte Transparent - Quality Rigid Film - For use with all comb and wire binding systems	
7	Binding Cover, PVC - A4 210mm x 297mm - 250 microns - 100 sheets per pack - High gloss - Transparent - Quality Rigid Film - For use with all comb and wire binding systems	
8	Cabinet, used for Filing, steel, vertical, four drawers, with lock (L: 61.5cm x W: 45cm x H: 133cm)	
9	Chair, Ergonomic Office - Highback design for greater support - Plush headrest for neck relief - Padded arms for comfort - Chrome base with casters - With tilt control and pneumatic adjustment lever - Black PU leather upholstery	

	- Supports up to 200 kilograms - Dimensions: L 644mm x W 723mm x H 1128-1213mm	
10	Chair, Mesh, swivel, gas lift, heavy-duty, with armrest	
11	Chair, Office type, Highback (High back mesh chair with adjustable headrest, lumbar support, flip-up armrests, 360 swivel gas lift, heavy-duty, black color L60xW52xH101cm)	
12	Chair, Plastic, Nordic Plastic Chair 39*45*74CM	
13	Clear Sheet, Protector, A4 x 10's	
14	Clear Sheet, Protector, Legal x 10's	
15	Clearbook, Refill, A4 x10's	
16	Clearbook, Refill, Legal x10's	
17	Clip Board, A4 size, plastic (Portrait clip)	
18	Clip Board, Legal size, Plastic (Portrait clip)	
19	Comb binding machine, plastic Specifications: - Document formats: A5 or A4; Max length of 297mm - Punch Capacity: 12 sheets (80gsm Woodfree) - Bind Capacity: 200 sheets (80gsm Woodfree) - Number of Punch Holes: 21 - Comb storage: No - Dimensions: L 380 x W 120 x H 220mm - Weight: 5 kg	
20	Corkboard 2'x3' wall type with aluminum frame	
21	Corkboard 3'x4' wall type with aluminum frame	
22	DESKTOP SET (SYSTEM UNIT + MONITOR + LICENSED OPERATING SYSTEM + LICENSED MICROSOFT OFFICE + UPS) DESKTOP PC TECHNICAL SPECS:- Built: Prebuilt only |NOT custom-built | NOT assembled | NOT All-in-One PC - OS: Licensed Windows 11 Home or Pro - 13th Gen Intel Core i7-13700 processor (16-Core, 24MB Cache, 2.1GHz to 5.1GHz) - 8GB DDR4-3200 SDRAM (1 x 8 GB) - 256GB M.2 NVMe PCIe SSD + 1TB HDD 3.5-inch RPM - Intel UHD Graphics 770 for 13th-Gen - WLAN 802.11AC/a/b/g/n wireless LAN and Bluetooth 5.0 - Power Supply and Adapter 300W - Input: VGA + HDMI - Display size. 24"; Display type. IPS; Panel active area(inches). 20.75 x 11.67 in; Panel active area(cms). 527.04 x 296.46 mm ; Brightness. 250 nits.	

	- Inclusion: Keyboard, Mouse, I/O Cables and HDMI cable, Universal Power Adaptor - Inclusion: Warranty Certification UNINTERRUPTIBLE POWER SUPPLY (UPS) (4 UNIVERSAL SOCKETS) Minimum Specifications: - Output Power Capacity: 650VA, AVR, 230V - Output Frequency: 50/60 Hz +/-1 Hz - Nominal Input Voltage: 230V - Maximum Input Current: 5A - Battery Type: Maintenance-free sealed Lead-Acid battery with suspended electrolyte leak-proof - Recharging Time: 4 Hours - 4-6 Universal outlets - Inclusion: Warranty Certification LICENSED MICROSOFT OFFICE PROFESSIONAL 2021 Minimum Specifications: - Microsoft Office Home and Professional 2021 - Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access - Sealed box with physical license key card (not OEM / not pre-installed) - Inclusion: Warranty Certification	
23	Fastener, Plastic x 50's	
24	File Tray, 2 layers, metal	
25	Filing Cabinet, steel, vertical, four drawers, with lock	
26	Flash Drive, 32 GB (USB 3.0)	
27	HARD DISK DRIVE (HDD), EXTERNAL TECHNICAL SPECS: - Interface: USB 3.0 - Capacity: 2 TB - Product Colours: Blue / Silver / Black / Red - Warranty: 3 years - Length: 113.50mm - Width: 76.00mm - Typical Weight: 0.15 kg - Backup Plus Slim Portable Drive - 18-inch (45cm) USB 3.0 cable - Quick start guide - 3-year limited warranty - NTFS driver for Mac preloaded on drive - Inclusions: Warranty Certificate	
28	Hard Drive (External) - 1 TB - Compatible with USB 3.2 Gen 1 (USB 3.0) - Powered by USB connection - works with Windows 7 / 8 / 10 and MAC OS - Inclusions: Warranty Certificate	
29	HEADSET WITH MIC, WIRED TECHNICAL SPECS: - Frequency Response: - Headset: 20Hz-20kHz - Microphone: 100Hz-10 kHz - Input sensitivity: -62 dBV/μbar, -42 dBV/Pa +/- 3 dB	

	- Cable length: 8 feet - Connections: USB compatible (1.1 and 2.0) - System Requirements: Windows 2000, Windows XP, Windows Vista, Windows 7, Mac OS X (10.2.8 or later), USB Port - Inclusion: Warranty Certification	
30	Ink bottle refill, EPSON 003, black, 65 ml	
31	Ink bottle refill, EPSON 003, cyan, 65 ml	
32	Ink bottle refill, EPSON 003, magenta, 65 ml	
33	Ink bottle refill, EPSON 003, yellow, 65 ml	
34	Ink, Epson 008, Black, Pigment, 127ml	
35	Ink, Epson 008, Cyan, Pigment, 70ml	
36	Ink, Epson 008, Magenta, Pigment, 70ml	
37	Ink, Epson 008, Yellow, Pigment, 70ml	
38	Ink, marking, permanent, refill, black, 10ml	
39	Laminating Film, A4, 250-micron x 100's	
40	Laminating Machine, Heavy duty, desktop laminator, up to 13"	
41	LAPTOP (LICENSED OPERATING SYSTEM + LICENSED MICROSOFT OFFICE) LAPTOP TECHNICAL SPECS: - CPU: Intel Core i7 12th Gen or Ryzen 7 7735HS latest generation or higher or equivalent - Memory: 8GB DDR4/DDR5 RAM or higher or equivalent - Storage: 512GB NVME PCIE SSD or higher or equivalent - Graphics: NVIDIA GeForce RTX 4050 Laptop GPU, 6GB GDDR6 or higher - Webcam: HD type (30fps@720p) or better - Keyboard: Backlight Keyboard - Connectivity: 802.11 ax Wi-Fi 6 + Bluetooth v5.2 Gb LAN - Display: 15.6" FHD (1920 x 1080), IPS, 144Hz - OS: Licensed Windows 11 Home or Pro - Inclusion: Laptop Bag / Backpack, Warranty Certification LICENSED MICROSOFT OFFICE PROFESSIONAL 2021 -Minimum Specifications: - Microsoft Office Home and Professional 2021 - Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access - Sealed box with physical license key card (not OEM / not pre-installed) - Inclusion: Warranty Certification	

42	Laptop Charger only Technical Specifications: - Compatible with ASUS TUF Gaming A15 - Model: ADP-150CH B - Input: 100-240V~50-60 Hz 2.5 A - Output: 20.0V 7.5A 150W - Pin size: 6.0mm x 3.7mm - Inclusion: Warranty Certification	
43	Licensed Microsoft Office Professional 2021 - Microsoft Office Home and Professional 2021 - Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher and Access - Sealed box with physical license key card (not OEM / not pre-installed) - Inclusion: Warranty Certification	
44	NAS ECC RAM 8GB DDR4 2666Mhz ECC SODIMM RAM, Synology Compatibility Specifications: D4ES01-8G Color: Green Speed: 2666 Mhz RAM: 8 GB Memory type: DDR4 Memory Format: SoDimm Number of modules: 1 Inclusion: Warranty Certificate	
45	Office Table, 1.5'x 3'x3', with drawers (no. of drawers), Made of Wood	
46	Office Table, L120cm x W60cm x H75cm, with 3 side drawers, CPU holder and keyboard tray, laminated medium density fiberboard or MDF, color Mahogany	
47	Paper Cutter, A4, (Wood, up to 12 Sheets 80 gms)	
48	Photo Paper, A4, 260gsm, Matte x 10s	
49	PHOTOCOPIER SET 　TECHNICAL SPECS: -　19 Second Warm Up Time -　Operational Panel 4-line LCD -　System Memory: 512MB -　Output Speed: 27 pages per minute (Letter) -　First Copy Time: 6.4 seconds -　ARDF Capacity: 50 original pages -　Copy ResolutionL 600 dpi -　Zoom: From 25% to 400% in 1% steps -　Multiple Copying up to 999 copies -　Printer Language Standard GDI -　Network Interface Standard: Ethernet 1000/100/10 Base -　Scanning Speed: Color 6 ip; Black and White 18 ipm -　File format: JPEG or Multi-page PDF -　Windows Environment: Windows 7, 8, 10, Windows Server 2012, 2016 -　Original and Paper size Handling: A3, A4, A5, B4, B5 -　Paper Input Capacity: 500 Sheets in a tray and 100 on Bypass -　Paper Tray Weight: 55-216g/m2 -　Paper Bypass Weight: 52-216g/m2 -　Power Consumption: Less than 1,550 Watts,	

	Sleep Mode: .97W, TEC 1.3kWh - Consumables: Toner Black - Inclusion: Warranty Certification •TONER CARTRIDGE Minimum Specifications: - Compatible with Photocopier - Inclusion: Warranty Certification	
50	PHOTOCOPIER with SCANNER TECHNICAL SPECS: - Print Speed: - Draft, A4 (Black / Colour): Approx. 35 ppm / 35 ppm (Black#1 / Colour#2)*1 - ISO 24734, A4 Simplex (Black / Colour): Approx. 25 ipm / 24 ipm*1 - ISO 24734, A4 Duplex (Black / Colour): Approx. 17 ipm / 16 ipm*1 - ISO 24734, A3 Simplex (Black / Colour): Approx. 13 ipm / 13 ipm *1 - ISO 24734, A3 Duplex (Black / Colour): Approx. 11 ipm / 11 ipm *1 - First Page Out Time from Ready Mode (Black / Colour): Approx. 5.5 sec *1 -Copying: - ISO 29183, A4 (Black / Colour), Flatbed: Approx. 23 ipm / 22 ipm - ISO 24735, A4 Simplex ADF (Black / Colour): Approx. 21 ipm / 21 ipm - ISO 24735, A4 Duplex ADF (Black / Colour): Approx. 15 ipm / 15 ipm - Copy Function: - Reduction / Enlargement: 25 - 400%, Auto Fit Function - Maximum Copy Size: A3 - Copy Paper Size (Flatbed): A3, B4, Legal, Indian-Legal, 8.5x13in, Letter, A4, B5, A5, B6, A6, 16K, 8K, 13x18cm, HV 16:9 Wide, 10x15cm, #10, DL, C4, C6 - Copy Resolution: 600 x 600 dpi - Max Copies: 999 - USB: USB 3.0 - Network: Ethernet (1000BASE-T/100BASE-TX/10BASE-T), Wi-Fi (IEEE 802.11b/g/n), Wi-Fi Direct - Network Protocol: TCP/IPv4, TCP/IPv6 - Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, WSD, LLTD - Security Functions: Limit Access Function, PIN No. Certification, LDAP Address Book, IP Address Filtering, Panel Admin Mode - Network Printing Protocol: LPD, IPP, PORT9100, WSD - Control Panel: - LCD Screen: 5.0 inch / 12.7cm TFT Colour LCD - Printer Software: Operating System Compatibility: Windows XP / Vista / 7 / 8 / 8.1 / 10 Mac OS X 10.6.8 or later, Windows Server 2003 / 2008 / 2012 / 2016 / 2019 - Weight: 621 x 650 x 641mm, 59.7kg (Main unit only, without consumables), 772 x 797 x 1,107mm, 125.1kg (with 3 Paper Cassettes and Printer Stand, without consumables) - Inclusion: Warranty Certification	
51	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 10mm - Sheet Capacity: 80 pages	

	- Color: Black - Pieces: 20 per box	
52	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 12mm - Sheet Capacity: 110 pages - Color: Black - Pieces: 20 per box	
53	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 14mm - Sheet Capacity: 130 pages - Color: Black - Pieces: 20 per box	
54	Plastic comb binder rings, A4 (21 Rings) - Ring diameter: 8mm - Sheet Capacity: 50 pages - Color: Black - Pieces: 20 per box	
55	Plastic Cover, thickness: 1.5mm	
56	PRINTER A4, All-in-One Ink Tank Printer TECHNICAL SPECS: - Printer Type: Print, Scan, Copy - Printing Technology: - Print Method: On-demand inkjet (Piezoelectric) - Printer Language: ESC/P-R, ESC/P Raster - Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) - Maximum Resolution:5760 x 1440 dpi - Automatic 2-sided Printing:No - Print Speed: - Photo Default - 10 x 15 cm / 4 x 6 " *1: pprox. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2 - Draft, A4 (Black / Colour):Up to 33.0 ppm / 15.0 ppm*2 - ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm*2 - First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2 - Maximum Copy Resolution:600 x 600 dpi - Maximum Copy Size:A4, Letter - ISO 29183, A4 Simplex (Black / Colour):Up to 7.0 ipm / 1.7 ipm - Maximum Paper Size:215.9 x 1200 mm - Paper Sizes:Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 - Inclusion: Warranty Certification	
57	PRINTER A4, Wi-Fi All-in-One Ink Tank Printer TECHNICAL SPECS: - Maximum Copies from Standalone: 20 copies - Maximum Copy Resolution: 600 x 600 dpi - Maximum Copy Size: A4, Letter - ISO 29183, A4 Simplex (Black / Colour): Up to 7.7 ipm / 3.8 ipm - Scanner Type: Flatbed colour image scanner - Sensor Type: CIS - Optical Resolution: 1200 x 2400 dpi - Maximum Scan Area: 216 x 297 mm - Scanner Bit Depth (Colour): 48-bit input, 24-bit output - Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output - Scanner Bit Depth (Black & White): 16-bit input,	

	1-bit output - Flatbed (Black / Colour): Up to 11 sec / 28 sec - Number of Paper Trays: 1 - Standard Paper Input Capacity: Up to 100 sheets of Plain Paper (80 g/m2), Up to 20 sheets of Premium Glossy Photo Paper - Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2), Up to 20 sheets of Premium Glossy Photo Paper - Maximum Paper Size: 215.9 x 1200 mm - Paper Sizes: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 - Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver*3 - Operating System Compatibility: Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10, Windows Server 2003 / 2008 / 2012 / 2016 / 2019 - Only printing functions are supported for Windows Server OS, Mac OS X 10.6.8 or later - Dimensions (W x D x H): 375 x 347 x 179mm - Weight: 3.9 kg - Rated Voltage: AC 220-240 V, Rated Frequency: 50-60 Hz, Operating: 12.0 W, Sleep: 0.7 W, Power Off: 0.2 W, Standby: 4.5 W - USB: USB 2.0 - Network: Wi-Fi, Wi-Fi Direct - Network Protocol: TCP/IPv4, TCP/IPv6 - Network Management Protocols: SNMP, HTTP, DHCP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD - Inclusion: Warranty Certification (MSC-030)	
58	Printer with ADF, A3, Wi-Fi Duplex All-in-One Ink Tank Printer TECHNICAL SPECS: - Print speed of up to 25.0 ipm - Print, scan and copy up to A3+ - Automatic duplex printing - Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) - Printer Type: Print, Scan, Copy, Fax with ADF - Copy Function: - Reduction / Enlargement:25 - 400% - Maximum Copy Size: A3 - Copy Resolution:600 x 600 dpi - Scanner Type: Flatbed colour image scanner - Optical Resolution:1200 x 2400 dpi - Maximum Scan Area:297 x 431.8 (mm) - LCD Screen: 4.3" Colour LCD Touch Screen - USB:USB 2.0 - Network:Ethernet, Wi-Fi IEEE 802.11 b/g/n, Wi-Fi Direct - Network Protocol:TCP/IPv4, TCP/IPv6 - Network Management Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, WSD, LLTD - Maximum Paper Size:329 x 6000 mm - Paper Sizes: A3, Super B (13 x 19"), Indian Legal, Letter, A4, 16K (195 x 270mm), 8K (270 x 390mm), Executive (7.25 x 10.5"), B4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", 8 x 10", Legal (8.5 x 14"), 16:9 wide, Envelopes: #10, DL, C6, C4 - Scan speed (Flatbed / ADF (Simplex | Duplex)): 200dpi, Black: 5 sec / Up to 26.0 ipm | 11.5 ipm; 200dpi, Colour: 10 sec / Up to 9.0 ipm | 6.0 ipm - Inclusion: Warranty Certification	
59	Printer, A3 - Printing Technology:	

	- Print Method: On-demand inkjet (Piezoelectric) - Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology) - Minimum Ink Droplet Volume: 3pl - Automatic Duplex Printing: No - Black Nozzle Configuration: 360 - Colour Nozzle Configuration: 59 per colour (Cyan, Magenta, Yellow) - Print Direction: Bi-directional printing, Uni-directional printing - Print Speed: - Photo Default - 10 x 15 cm / 4 x 6 " *2: Approx. 58 sec per photo (with Border) *1 - Max Photo Draft - 10 x 15 cm / 4 x 6 " *2: Approx. 31 sec per photo (with Border) *1 - Draft, A4 (Black / Colour): Approx. 30 ppm / 17 ppm *1 - ISO 24734, A4 Simplex (Black / Colour): Approx. 15 ipm / 5.5ipm *1 - Number of Paper Trays: 1 - Standard Paper Input Capacity: Up to 100 sheets, A4 Plain paper (75g/m2) - Up to 20 sheets, Premium Glossy Photo Paper - Output Capacity: Up to 50 sheets, A4 Plain paper - Up to 30 sheets, Premium Glossy Photo Paper - Maximum Paper Size: 12.95 x 44" - Paper Sizes: A3+, A3, B4, A4, A5, A6, B5, 10x15cm (4x6), 13x18cm (5x7"), 16:9 wide size, Letter (8.5x11"), Legal (8.5x14"), Half Letter (5.5x8.5"), 9x13cm (3.5x5"), 13x20cm(5x8"), 20x25cm(8x10") - Envelopes: #10(4.125x9.5") DL(110x220mm), C4 (229x324mm), C6(114x162mm) - Paper Feed Method: Friction feed - Print Margin:3mm top, left, right, bottom - Connevtivity: USB 2.0 - Supported OS: Windows XP / Vista / 7 / 8 / 8.1 / 10 - Mac OS X 10.5.8 or later - Inclusion: Warranty Certification	
60	PRINTER, A4, All-in-One Ink Tank Printer with ADF TECHNICAL SPECS: - Printer Type: Print, Scan, Copy, Fax with ADF - Print Method: On-demand inkjet (Piezoelectric) - Printer Language: ESC/P-R, ESC/P Raster - Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) - Maximum Resolution: 5760 x 1440 dpi - Automatic 2-sided Printing: No - Print Speed: Photo Default - 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2 Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm*2 ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm*2 - First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2 - Maximum Copies from Standalone: 99 copies, Reduction / Enlargement: 25 – 400 %- Maximum Copy Resolution: 600 x 600 dpi - Maximum Copy Size: Legal - ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 7.7 ipm / 3.8 ipm - Scanner Type: Flatbed colour image scanner - Sensor Type: CIS - Optical Resolution: 1200 x 2400 dpi - Maximum Scan Area: 216 x 297 mm - Scan Speed (Flatbed / ADF (Simplex)): 200dpi, Black: 12 sec / Up to 4.5 ipm, 200dpi, Colour: 29 sec / Up to 4.5 ipm - ADF Specifications: Support Paper Thickness: 64	

	– 95 g/m2, Paper Capacity: 30 pages (A4), 10 pages (Legal)- Dimensions (W x D x H): 375 x 347 x 237 mm - Weight: 5.0 kg - Inclusion: Warranty Certification	
61	Push Pin x 100's	
62	Self-inking Stamp in dual color, "RECEIVED", with date format: MMM-DD-YYY, and "BY: _____" ▪ Plate size: 41mm x 22mm (LxW) ▪ Ink color: Blue ▪ Line of text: 3 lines	
63	Sharpener, Pencil, Manual	
64	Sharps Disposal box, cardboard-based, capacity: 5L	
65	Sign Pen, extra fine tip, black	
66	Solid-State Drive, Internal, M.2 (2280), 2 TB PCIE Gen 4.0 nvme SSD, 7,000MB/s Seq. reads, 5,000MB/s Seq. writes Specifications: Application: Client PCs Capacity: 2,000GB Form Factor: M.2 (2280) Interface: PCIe Gen 4.0 x4, NVMe 1.3c Dimension (W x H x D): 80.15 x 22.15 x 2.38 (mm) Weight: Max 9.0 g Weight Cache Memory: 2GB Low Power DDR4 SDRAM TRIM Support: Supported S.M.A.R.T. Support: Supported GC (Garbage Collection): Auto Garbage Collection Algorithm Encryption Support: AES 256-bit Encryption (Class 0)TCG/Opal IEEE1667 (Encrypted drive) WWN Support: Not supported Device Sleep Mode Support: Yes Performance: Sequential Read: Up to 7,000 MB/ Sequential Write: Up to 5,100 MB/s Random Read (4 KB, QD32): Up to 1,000,000 IOPS Random Write (4 KB, QD32): Up to 1,000,000 IOPS Random Read (4 KB, QD1): Up to 22,000 IOPS Random Write (4 KB, QD1): Up to 60,000 IOPS Inclusion: Warranty Certificate	
67	SOUNDBAR, BLUETOOTH, WITH AUX CORD TECHNICAL SPECS: - 2.0 Channel - 120W Single Soundbar with Bluetooth - Compact Space-saving Design - Easy TV Set up with HDMI ARC - Amplifier Type: S-Master - Optical-Audio Input - Bluetooth: Yes - Sound Mode: Auto Sound, Theater, Music, Standard - Sound Effect: Night Mode, Voice Mode - Virtual Surround Technology - Wall-Mountable: Yes - Inclusion: Warranty Certification	

68	SPEAKER, BLUETOOTH TECHNICAL SPECS: - Connectivity Technology: Bluetooth - Features: Wireless, Bluetooth docking - Rated power: 3w - Charging Port: Micro-USB - Water Resistance: IP54 - Subwoofer diameter: 1cm - Mounting Type: Tabletop - Battery Life: Up to 3 hours, 660mAh - Inclusion: Warranty Certification	
69	Speaker, Desktop, Stereo Bluetooth 2.1 Speaker System, 7 color lighting FX, 24W RMS total system power, FM radio, TF card, USB input, AUX IN, True Stereo	
70	SPEAKERS, WIRED TECHNICAL SPECS: - System Requirements: USB Port for Power, Headphone Jack (3.5mm) on device for Audio - Technical Specifications: - Total Watt: 1.2 Watts - 3.5 mm Input: 1 - USB Cable for Power: 1 - Controls: Power and Volume Controls on the Right Speaker - Inclusion: 2x Speakers, 1x User Documentation, Warranty Certification	
71	Storage box, multifunctional, with wheels Specifications: - Size: 47 x 29.5 x 18.5 cm (Large capacity) - Color: White - Anti-skid wheels that can rotate 360-degree roller design (removable), easy to move - Wheels can be locked - rounded corners, - Material: hard plastic (heavy duty)	
72	Table, Office type - With 1 center drawer and 3 pedestal drawers (lockable) - Wenge-colored laminated wood - Dimensions: L 1200mm x W 600mm x H 750mm	
73	Tablet accessory compatible with Samsung Galaxy Tab A8, size: 10.5in Clear case Specifications: - Acrylic clear case - Color: Black - Leather - Has auto sleep (close to sleep) and wake (raise to wake) function - Shockproof features that have a bubble corner design, that can protect the tablet from incidental bumps - Raised edges that can protect the camera lens and screen - Precise hole positions - Multiple angle placement (viewing and typing mode)	
74	Tablet accessory compatible with Samsung Galaxy Tab A8, size: 10.5in Tempered glass Specifications: - Anti-fingerprint dropping water into beads (with	

	multiple-layer electric guard fingerprint oil technology to clean up) - Prevent scratching screen (2.5 arc edge technology, high-density polishing, fitting the body arc) - With 2.5d fit without broken edge (smooth edge feel and reduced impact fit) - High-definition (HD) transparent	

75	Tablet With SIM slot
	  Specification
	  Minimum Specifications:
	·Network: With SIM slot/ LTE
	·RAM: 4GB-8GB (expandable up to 1TB)
	·Storage: 128GB ROM
	·Operating System (OS): Android 11
	·Processor: Unisoc Tiger T618, Octa-core
	·Battery: 7040mAh Battery (15W Adaptive Fast Charging supported)
	·Display Size: 10.5-inch TFT Screen Display
	·Audio: Quad Stereo Speakers, Dolby Atmos
	·Rear Camera: 8MP Rear
	·Front Camera: 5MPFront
	·Bluetooth: 5.0
	·Sensors: Accelerometer, compass, Gyro, Light Hall Sensor
	·Inclusion: Charger, USB-C data Ejection pin	

76	Tape, Double Sided with Foam, 1"	
77	Tape, Double-sided, 1"	
78	Tape, Transparent, 24mm x 50 yards	

79	Telephone
	  Specification
	  Power Consumption: 70mA per station
	  Type of communication: Handset (full-duplex)
	  Door Release Contact:
	  N/O dry contact, 30V AC/DC, 1A (at DE-UR)
	  Mounting:
	  Desk mount or surface mount directly to the wall or 1-gang box
	  Wire Type:
	  16-cond., overall shield – use Aiphone #812216 (two runs of 812216 are required for full functionality of the TD-24H/B)
	  Wire Distance:
	  Between TD Master Stations: 2,200'(22AWG) 4,800'(18AWG) (NTC APPROVED)	

80	Uninterruptible Power Supply (UPS) (4 Universal Sockets) - Output Power Capacity: 650VA, AVR, 230V - Output Frequency: 50/60 Hz +/-1 Hz - Nominal Input Voltage: 230V - Maximum Input Current: 5A - Battery Type: Maintenance-free sealed Lead-Acid battery with suspended electrolyte leak-proof - Recharging Time: 4 Hours - 4-6 Universal outlets - Inclusion: Warranty Certification	
81	USB Extension Cord - 3m cable cord length - 6-gang with 2 USB port - With safety shutter & overload protection	

	- With individual switches with light indicator - 2500W / 250VAC / 50/60Hz - 10A maximum current	
82	WEB CAMERA WITH MIC HD WEBCAM 720p, Max. Res. 720p/30fps or better, Camera megapixel: 0.9 Focus type: fixed focus Lens type: plastic Built-in mic: Mono Mic range: up to 1m Diagonal field of view (dFoV): 55" Universal mounting clip fits laptops, LCDs, or monitors. Warranty Certification inclusion	
83	WEBCAM WITH MIC TECHNICAL SPECS: - HD WEBCAM 1080p/720p - Max Resolution: 720p/30fps or better - Camera megapixel: 0.9 - Focus type: fixed focus - Lens type: plastic - Built-in mic: Mono - Mic range: Up to 1 m - Diagonal field of view (dFoV): 55° - Universal mounting clip fits laptops, LCDs, or monitors - Inclusion: Warranty Certification	
84	Whiteboard, 2ft x 3 ft with frame	
85	Whiteboard eraser magnetic	

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

  a. GPPB Resolution No. 09-2020 on the efficient procurement measures during the State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or

  b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary "pass/fail" criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

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

☐ (f)   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**

☐ (g)   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**

☐ (h)   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**

☐ (i)   Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (j)   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

☐ (k)   The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

☐ (l)   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.

☐ (m)   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.

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

☐ (n)   *[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 is allowed to participate in government procurement activities for the same item or product.

☐ (o)   Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25   FINANCIAL COMPONENT ENVELOPE

☐ (a)   Original of duly signed and accomplished Financial Bid Form; **and**

☐ (b)   Original of duly signed and accomplished Price Schedule(s).

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Post Qualification Documents

☐   1.   BIR Form 2303 (BIR Registration Certificate)

☐   2.   Business and Income Tax Return

Note: It is encouraged to submit the above-mentioned Post Qualification documents during Bid Opening to expedite the bidding process.

Requirements upon delivery

1. Retention money in an amount equivalent to 2.5% of every progress payment, or a special bank guarantee equivalent to 2.5% of the total contract price.

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

_____

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

   [If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

   [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

   [If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

   [If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

   [If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

    a. Carefully examining all of the Bidding Documents;
    b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
    c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
    d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

For Goods Offered From Abroad

Name of Bidder _____. Invitation to Bid[1] Number ___. Page ____ of
_____.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

_____   _____

[signature]   *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of ___**_____**

---

[1] If ADB, JICA and WB funded projects, use IFB.

For Goods Offered From Within the Philippines

Name of Bidder _____. Invitation to Bid[2] Number _. Page _ of ___.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

_____   _____

[signature]   *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____ _____

---

[2] If ADB, JICA and WB funded projects, use IFB.

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

Business Name   : _____

Business Address : _____

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Amount		End user's acceptance or official receipt(s) *or* sales invoice issued for the contract
						Contract	Value of Outstanding Contract	
Government								
Private								
Note: This statement shall be supported with: 1 Notice of Award , Contract, NTP, and other docs, if necessary					Total Cost			

Submitted by   : _____
                          (Printed Name & Signature)

Designation   : _____

Date   : _____

Statement of all completed Government & private contracts which are similar in nature and complexity to the Contract to be Bid

Business Name   : _____

Business Address : _____

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Contract Amount	End user's acceptance or official receipt(s) or sales invoice issued for the contract
Government							
Private							

Note: This statement shall be
supported with:
1 Notice of Award, Contract, NTP,
and other docs, if necessary

Submitted by   : _____
                        (Printed Name & Signature)

Designation   : _____
Date   : _____

Statement of Bidder's Single Largest Completed Contract (SLCC)

Business Name   : _____

Business Address : _____

Name of Contract/ Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery	Amount of completed contracts, adjusted by the Bidder	End user's acceptance or official receipt(s) *and* sales invoice issued for the contract
Government							
Private							
						Total Cost	

Note: This statement shall be supported with:
1 Notice of Award, Contract, NTP, and other
   docs, if necessary

Submitted by   : _____

                                (Printed Name & Signature)

Designation   : _____

Date   : _____

Bid Form

Date: _____
Invitation to Bid[1] N°: _____

To: [name and address of Procuring Entity]

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:[2]

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause **Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert:* as the owner and sole proprietor or authorized representative of <u>Name of Bidder,</u> has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the <u>Name of Project</u> of the <u>Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert:* is granted full power and authority by the

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[1] If ADB, JICA and WB funded projects, use IFB.

[2] Applicable only if the Funding Source is the ADB, JICA or WB.

Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for *Name of Project* of the *Name of the Procuring Entity]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

_____   _____
[signature]   *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____