



Republic of the Philippine
TARLAC STATE UNIVERSITY
Romulo Blvd., San Vicente, Tarlac City
Tel. No.: (045) 982 4630
Website: www.tsu.edu.ph

Bidding Documents

(This Bidding Documents is in conformance with the Sixth Edition of the Philippine Bidding Documents for the Procurement of Goods)

For the Project

Supply and Delivery of Office Supplies (EPA 2026)

**With an Approved Budget for the Contract (ABC) of
One Million Five Hundred Seven Thousand Four Hundred
Forty-Eight Pesos (₱ 1,507,448.00)**

**Invitation to Bid No. Goods 2026-001
PhilGEPS Reference No.: 12602695**

**July 2020
6th Edition**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippine
TARLAC STATE UNIVERSITY
Romulo Blvd., San Vicente, Tarlac City
Tel. No.: (045) 982 4630
Website: www.tsu.edu.ph

INVITATION TO BID

For the Project

Supply and Delivery of Office Supplies (EPA 2026)

Invitation to Bid No. Goods 2026-001

1. The Tarlac State University, through General Appropriation Act (GAA) 2026 intends to apply the sum of **One Million Five Hundred Seven Thousand Four Hundred Forty-Eight Pesos (₱ 1,507,448.00)** to payments under the contracts for the project: **Supply and Delivery of Office Supplies (EPA 2026)**.

Bids received in excess of the ABC for shall be automatically rejected at bid opening.

Line Item No.	Description	Qty.	Unit	ABC, ₱
1.	BALLOON, High Quality Balloons, Latex	50	set	5,000.00
2.	BALLPEN, Black	50	piece	300.00
3.	BATTERY, Alkaline, 15A, LR6, 1.5V	50	pack	2,250.00
4.	BATTERY, Alkaline, LR44	2	pack	600.00
5.	BATTERY, CMOS, CR2032 3V CMOS BATTERY	30	Unit	5,940.00
6.	BATTERY, Size AA	57	pack	19,950.00
7.	BATTERY, Size AAA	150	pack	19,800.00
8.	BATTERY, Size C	2	pack	176.00
9.	BIN, Stackable	200	piece	100,000.00
10.	BINDER RING, Plastic comb binding ring	20	piece	1,000.00
11.	BINDER RING, Plastic comb binding ring	20	piece	1,100.00
12.	BINDING COVER, PVC	1	ream(s)	550.00
13.	BINDING COVER, PVC	1	pack	528.00

14.	BINDING COVER, PVC	7	pack	4,081.00
15.	BOOK PAPER, 8.5" x 13	2,000	ream(s)	440,000.00
16.	BOOK PAPER, A3, Sub24, 80gsm	20	ream(s)	8,140.00
17.	BOOK PAPER, A4, Sub24	2,000	ream(s)	396,000.00
18.	CARD CASE, A4	40	piece	2,480.00
19.	CASH BOX, metal large	4	piece	6,000.00
20.	CERTIFICATE HOLDER	100	piece	4,000.00
21.	CERTIFICATE HOLDER	15	piece	750.00
22.	CHIP BOARD, 50"	44	piece	4,400.00
23.	CLIP BOARD, Aluminum Single Layer Storage	8	piece	968.00
24.	CLIP BOARD, PVC CLIP BOARD LONG	24	piece	2,904.00
25.	CLIPBOARD, file/organizer folder	4	piece	464.00
26.	CONSTRUCTION PAPER, Legal, Assorted color	1	pack	450.00
27.	CORK BOARD, 3x4 ft	2	piece	900.00
28.	CORK BOARD, Wall mount, 3x4 ft.	2	piece	7,228.00
29.	CORK BOARD, With aluminum frame	2	piece	3,740.00
30.	CUTTER, Heavy Duty	9	piece	5,400.00
31.	CUTTER, Paper cutter	5	piece	7,480.00
32.	CUTTING MAT	2	piece	2,400.00
33.	DATA FILE BOX	5	piece	990.00
34.	DATER, 1.5" Rubber Stamp Line Dater	2	piece	1,500.00
35.	DATER, 2-Message Stamp, self inking, 3/8 x 2 inches	1	piece	3,366.00
36.	DATER, Self inking mini dater S-300 pad size 3mm	4	piece	1,320.00
37.	DESK TRAY, 3 Layers	5	piece	3,300.00
38.	DOUBLE SIDED ROLLING WHITEBOARD	1	piece	9,460.00
39.	ENVELOPE, Brown, 7.5x10.5	5	box	3,500.00
40.	ENVELOPE, Clear, Legal	95	piece	1,140.00

41.	ENVELOPE, Mailing White (customized)	1	box	450.00
42.	ENVELOPE, Plastic, Transparent, short	25	piece(s)	375.00
43.	FASTENER, Coated vinyl	3	box	117.00
44.	FASTENER, PLASTIC	5	box	1,000.00
45.	FOLDER, Level Arch File Folder, A4	5	piece	550.00
46.	FOLDER, Level Arch File Folder, Long	20	piece	5,000.00
47.	FOLDER, pressboard A4	1	box	1,320.00
48.	GLUE GUN, Big	4	piece	1,000.00
49.	GLUE GUN, small	8	piece	2,000.00
50.	GLUE STICK, Hot Melt, Big	369	piece	1,476.00
51.	GLUE STICK, Hot Melt, Small	399	piece	798.00
52.	GLUE, all purpose	7	bottle	217.00
53.	GLUE, solid white	190	tube	11,400.00
54.	GUN TACKER, T50	3	piece	7,500.00
55.	HIGHLIGHTER, 3 color set	2	set	180.00
56.	ILLUSTRATION BOARD	34	piece	1,156.00
57.	INK REFILL, For Permanent Marker Black	32	bottle	2,688.00
58.	INK REFILL, For Permanent Marker Blue	2	bottle	168.00
59.	INK REFILL, For Permanent Marker Red	1	bottle	121.00
60.	INK REFILL, For Whiteboard Marker, Black	131	bottle	20,960.00
61.	INK REFILL, permanent marker (black)	7	bottle	700.00
62.	MAGNETIC DRY ERASE WHITE BOARD	1	piece	1,749.00
63.	MARKER, Permanent, Tip: Broad, Black	44	piece	2,200.00
64.	MARKER, Permanent, Tip: Broad, Blue	5	piece	250.00
65.	MARKER, Permanent, Tip: Broad, Red	7	piece	350.00
66.	METALLIC FOIL BOARD, for Arts and Crafts	5	set	2,500.00
67.	NOTARIAL SEAL, No. 24	300	pack	59,400.00
68.	NOTE PAD, Stick On	22	pad	308.00

69.	PAD, Columnar	2	pad	1,500.00
70.	PAPER TRIMMER/CUTTING MACHINE, 12 x 10inches	1	piece	1,000.00
71.	PAPER TRIMMER/CUTTING MACHINE, Wooden 18" x 15"	3	Unit	5,940.00
72.	PAPER, Colored, 80gsm, Legal, Color: Cream	1	ream(s)	220.00
73.	PAPER, Colored, 80gsm, Legal, Color: Cyber Pink	1	ream(s)	220.00
74.	PAPER, Colored, 80gsm, Legal, Color: Cyber Yellow	1	ream(s)	220.00
75.	PAPER, Colored, 80gsm, Legal, Color: Gold	1	ream(s)	220.00
76.	PAPER, Colored, 80gsm, Legal, Color: Ivory	1	ream(s)	220.00
77.	PAPER, Colored, 80gsm, Legal, Color: Lemon	1	ream(s)	220.00
78.	PAPER, Colored, 80gsm, Legal, Color: Ocean	1	ream(s)	220.00
79.	PAPER, Colored, 80gsm, Legal, Color: Peach	1	ream(s)	220.00
80.	PAPER, Colored, 80gsm, Legal, Color: Rose Pink	1	ream(s)	220.00
81.	PAPER, Colored, 80gsm, Legal, Color: Taro	1	ream(s)	220.00
82.	PAPER, Colored, 80gsm, Legal, Colors: Turquoise	1	ream(s)	220.00
83.	PAPER, Specialty Paper, 70gsm, Cream	15	pack	315.00
84.	PAPER, Vellum Board, Cream, 220gsm	7	pack	238.00
85.	PAPER, Vellum Board, White, 220gsm, A4	21	pack	714.00
86.	PAPER, Vellum Board, White, 220gsm, Legal	10	pack	340.00
87.	PAPER, Vellum, 8.5 x 11, white, 200gsm	20	pack	660.00
88.	PAPER, VELLUM, A4, 180gsm	56	pack	1,512.00
89.	PAPER, Vellum, A4	25	pack	550.00
90.	PAPER, VELLUM, Legal	5	pack	1,500.00
91.	PAPER, VELLUM, Letter	5	pack	1,100.00
92.	PEN, Sign Pen, black	66	piece	1,848.00
93.	PEN, Sign Pen, blue	8	piece	224.00
94.	PEN, Sign Pen, red	12	piece	336.00
95.	PHOTO PAPER, A4	18	pack	1,800.00

96.	PHOTO PAPER, Glossy	50	pack	12,500.00
97.	PHOTO PAPER, Glossy	8	pack	800.00
98.	PHOTO PAPER, Glossy	17	pack	1,122.00
99.	PIN, Skirting/Dressmaker Pin	32	pack	8,640.00
100.	PVC COVER, Legal, 8.5" x 13", 300 Micron	10,050	piece	70,350.00
101.	RIBBON CART, R7310	3	cart	4,488.00
102.	RIBBON, White	1	roll	500.00
103.	RING BIND, 2"x44, Black	300	piece	19,800.00
104.	RING BIND, 3/4"x 44, Black	500	piece	11,000.00
105.	RING BIND, 5/8"x 44, Black	500	piece	14,000.00
106.	RING BINDER, D-Type 3 ring binder, Legal	72	piece	15,840.00
107.	RING BINDER, Plastic, 12mm, 110 sheets	1	bundle	116.00
108.	RING BINDER, Plastic, 16mm, 150 sheets	11	bundle	3,025.00
109.	RING BINDER, Plastic, 24mm, 220 sheets	1	bundle	550.00
110.	RUBBER STAMP, Self-inking, rectangle stamp, 1-1/16"	3	piece	1,155.00
111.	SPOOL, R14216 Lift off tape with Swintec	3	piece	1,485.00
112.	STAMP PAD INK, Black	11	bottle	1,276.00
113.	STAMP PAD INK, Blue	8	bottle	928.00
114.	STAMP PAD INK, Green	5	bottle	580.00
115.	STAMP PAD INK, Red	5	bottle	580.00
116.	STAMP PAD, Felt	2	piece	56.00
117.	STAMP, 4-line, self-inking	1	piece	3,850.00
118.	STAMP, DRY SEAL	1	piece	2,310.00
119.	STAMP, Paid/Date	2	piece	112.00
120.	STAMP, Self-Inking Stamping Machine	2	piece	4,000.00
121.	STAPLE WIRE, 10mm	3	box	84.00
122.	STAPLE WIRE, 6mm	3	box	99.00
123.	STAPLE WIRE, For gun tacker HT21	10	box	2,750.00
124.	STAPLE WIRE, for gun tacker T50 (3/8)	20	box	3,000.00
125.	STAPLE WIRE, For gun tacker JT21	3	box	363.00

126.	STICKER PAPER, (different colors) 8.5" x 11" (letter) matte type	10	pack	1,000.00
127.	STORAGE BOX, "160L Storage Box	4	piece	4,000.00
128.	STORAGE BOX, 12 Inches	24	piece	6,720.00
129.	STORAGE BOX, 24 Grids Transparent Storage Box	30	piece	6,000.00
130.	STORAGE BOX, Plastic, 41cmx28.5x24	5	piece	3,440.00
131.	STORAGE BOX, Plastic, 75 liters	2	piece	1,376.00
132.	STORAGE BOX, With cover, lock, and handle	3	piece	2,400.00
133.	STORAGE ORGANIZER, Transparent Organizer	25	piece	5,000.00
134.	TAPE, Double side	13	roll	1,300.00
135.	TAPE, Double Sided, 18mm x 10m	14	roll	980.00
136.	TAPE, Double Sided, 18mmx1mm	5	piece	750.00
137.	TAPE, Double Sided, 18mmx1mm	40	roll	10,400.00
138.	TAPE, Double sided, 24mm	99	roll	7,128.00
139.	TAPE, Duct, width: 48mm	21	roll	4,620.00
140.	TAPE, transparent 1/2" x 100m	12	roll	792.00
141.	T-PINS, 1-1/2" stainless steel pins	12	mat	1,440.00
142.	WHITEBOARD, (90x140cm) Double Sided Use	1	unit	2,000.00
143.	WHITEBOARD, 3ft x 4ft	4	piece	12,000.00
144.	WHITEBOARD, 4 x 3 ft.	1	piece	2,750.00
145.	WHITEBOARD, 5x5 ft	1	piece	3,000.00
146.	WHITEBOARD, Hanging Whiteboard, Small	3	piece	759.00
147.	WHITEBOARD, Magnetic dry erase whiteboard	1	piece	1,749.00
148.	WHITEBOARD	1	piece	15,000.00

2. The Tarlac State University now invites bids for the project **Supply and Delivery of Office Supplies (EPA 2026)**. Delivery of the Goods is required within **Thirty (30) calendar days** from the receipt of the Notice to Proceed. Bidders must have completed, within the last five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.

4. Interested bidders may obtain further information from **Tarlac State University** and inspect the Bidding Documents at the address given below during Tuesday to Friday from 7:00 A.M. to 6:00 P.M:

BAC Secretariat
 Motorpool and Administration Building
 Tarlac State University
 Romulo Blvd., San Vicente, Tarlac City
 Tel. No. (045) 606-8110-142 / 0998 846 0206
 Email: [**tsubacsec2025@gmail.com**](mailto:tsubacsec2025@gmail.com)

5. A complete set of Bidding Documents may be acquired by interested Bidders from **November 25, 2025 to December 16, 2025**, from the aforementioned address upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 5,000.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The Tarlac State University will hold a Pre-Bid Conference on **December 3, 2025 (2:00 P.M.)** at the Bids and Awards Committee Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City, which shall be open to prospective bidders.
7. Three (3) copies of the bid proposals (one original, and additional copy 1 and 2) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated in the bidding documents, on **December 16, 2025 at 1:30 P.M.** Failure of bidders to comply with the said request of additional copies shall not be a ground for disqualification.

Late submission shall not be accepted.

BAC Secretariat
 Motorpool and Administration Building
 Tarlac State University
 Romulo Blvd., San Vicente, Tarlac City
 Tel. No. (045) 606-8110-142 / 0998 846 0206
 Email: [**bacsec@tsu.edu.ph**](mailto:bacsec@tsu.edu.ph)

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 **December 16, 2025, at 2:00 P.M.**, at the Bids and Awards Committee Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below.
10. The Summary of the procurement activities is as follows:

Activities	Date and Time	Venue
Posted to PhilGEPS	November 25, 2025	N/A
Pre-Bid Conference	December 3, 2025 (2:00 PM)	

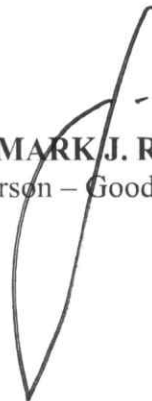
Deadline of Submission of Bids	December 16, 2025 (1:30 PM)	BAC Conference Room, 3 rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City
Opening of Bids	December 16, 2025 (2:00 PM)	

11. The Tarlac State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Ms. Mariel C. Santos
 BAC Secretariat
 Motorpool and Administration Building
 Tarlac State University
 Romulo Blvd., San Vicente, Tarlac City
 Tel. No. (045) 606-8110-142 / 0998 846 0206
 Email: tsubacsec2025@gmail.com

ATTY. WILMARK J. RAMOS, DBA
 BAC Chairperson – Goods and Services



Section II. Instructions to Bidders

1. Scope of Bid

1.1. The Tarlac State University wishes to receive Bids for the project: **Supply and Delivery of Office Supplies (EPA 2026)**, with identification number **Invitation to Bid No. Goods 2026-001**.

1.2. The procurement project (referred to herein as “Project”) is composed of **One Hundred Forty-Eight (148) line-item** the details of which are described in Section VII. Technical Specifications.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2026** in the amount of **₱ 1,507,448.00**

2.2. The source of funding is the **General Appropriation Act (GAA)**.

3. Bidding Requirements

3.1. 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.

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder must have a SLCC that is similar to the Project, as described in the **BDS**, with a value, adjusted to current prices using the PSA’s CPI, that is at least equivalent to **fifty percent (50%) of the total ABC of the project**.

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 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 at the address indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII. Checklist of Technical and Financial Documents**.

10.2. The Bidder's **SLCC** as indicated in **ITB** Clause 5.3 should have been completed **within five (5) years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII. Checklist of Technical and Financial Documents**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

13. Bid and Payment Currencies

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

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **April 15, 2026**. 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

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

15.2. 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.

15.3. 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 its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

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

19.4. **The Project shall be awarded as one project having several items that shall be awarded as separate contracts.**

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. 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

ITB Clause																																							
5.3	For this purpose, contracts similar to the Project shall be the supply and delivery of similar goods comprising the Project.																																						
7.1	No further instructions.																																						
12	The price of the Goods shall be quoted DDP Tarlac City, Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.																																						
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than two percent (2 %) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5 %) of ABC if bid security is in Surety Bond. 																																						
19.3	<p style="text-align: center;">The ABC for the project</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 15%;">Item No.</th> <th style="width: 85%;">ABC, Php</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1.</td><td style="text-align: right;">5,000.00</td></tr> <tr><td style="text-align: center;">2.</td><td style="text-align: right;">300.00</td></tr> <tr><td style="text-align: center;">3.</td><td style="text-align: right;">2,250.00</td></tr> <tr><td style="text-align: center;">4.</td><td style="text-align: right;">600.00</td></tr> <tr><td style="text-align: center;">5.</td><td style="text-align: right;">5,940.00</td></tr> <tr><td style="text-align: center;">6.</td><td style="text-align: right;">19,950.00</td></tr> <tr><td style="text-align: center;">7.</td><td style="text-align: right;">19,800.00</td></tr> <tr><td style="text-align: center;">8.</td><td style="text-align: right;">176.00</td></tr> <tr><td style="text-align: center;">9.</td><td style="text-align: right;">100,000.00</td></tr> <tr><td style="text-align: center;">10.</td><td style="text-align: right;">1,000.00</td></tr> <tr><td style="text-align: center;">11.</td><td style="text-align: right;">1,100.00</td></tr> <tr><td style="text-align: center;">12.</td><td style="text-align: right;">550.00</td></tr> <tr><td style="text-align: center;">13.</td><td style="text-align: right;">528.00</td></tr> <tr><td style="text-align: center;">14.</td><td style="text-align: right;">4,081.00</td></tr> <tr><td style="text-align: center;">15.</td><td style="text-align: right;">440,000.00</td></tr> <tr><td style="text-align: center;">16.</td><td style="text-align: right;">8,140.00</td></tr> <tr><td style="text-align: center;">17.</td><td style="text-align: right;">396,000.00</td></tr> <tr><td style="text-align: center;">18.</td><td style="text-align: right;">2,480.00</td></tr> </tbody> </table>	Item No.	ABC, Php	1.	5,000.00	2.	300.00	3.	2,250.00	4.	600.00	5.	5,940.00	6.	19,950.00	7.	19,800.00	8.	176.00	9.	100,000.00	10.	1,000.00	11.	1,100.00	12.	550.00	13.	528.00	14.	4,081.00	15.	440,000.00	16.	8,140.00	17.	396,000.00	18.	2,480.00
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23.	968.00
24.	2,904.00
25.	464.00
26.	450.00
27.	900.00
28.	7,228.00
29.	3,740.00
30.	5,400.00
31.	7,480.00
32.	2,400.00
33.	990.00
34.	1,500.00
35.	3,366.00
36.	1,320.00
37.	3,300.00
38.	9,460.00
39.	3,500.00
40.	1,140.00
41.	450.00
42.	375.00
43.	117.00
44.	1,000.00
45.	550.00
46.	5,000.00
47.	1,320.00
48.	1,000.00
49.	2,000.00

50.	1,476.00
51.	798.00
52.	217.00
53.	11,400.00
54.	7,500.00
55.	180.00
56.	1,156.00
57.	2,688.00
58.	168.00
59.	121.00
60.	20,960.00
61.	700.00
62.	1,749.00
63.	2,200.00
64.	250.00
65.	350.00
66.	2,500.00
67.	59,400.00
68.	308.00
69.	1,500.00
70.	1,000.00
71.	5,940.00
72.	220.00
73.	220.00
74.	220.00
75.	220.00
76.	220.00
77.	220.00
78.	220.00
79.	220.00
80.	220.00

81.	220.00
82.	220.00
83.	315.00
84.	238.00
85.	714.00
86.	340.00
87.	660.00
88.	1,512.00
89.	550.00
90.	1,500.00
91.	1,100.00
92.	1,848.00
93.	224.00
94.	336.00
95.	1,800.00
96.	12,500.00
97.	800.00
98.	1,122.00
99.	8,640.00
100.	70,350.00
101.	4,488.00
102.	500.00
103.	19,800.00
104.	11,000.00
105.	14,000.00
106.	15,840.00
107.	116.00
108.	3,025.00
109.	550.00
110.	1,155.00
111.	1,485.00

112.	1,276.00
113.	928.00
114.	580.00
115.	580.00
116.	56.00
117.	3,850.00
118.	2,310.00
119.	112.00
120.	4,000.00
121.	84.00
122.	99.00
123.	2,750.00
124.	3,000.00
125.	363.00
126.	1,000.00
127.	4,000.00
128.	6,720.00
129.	6,000.00
130.	3,440.00
131.	1,376.00
132.	2,400.00
133.	5,000.00
134.	1,300.00
135.	980.00
136.	750.00
137.	10,400.00
138.	7,128.00
139.	4,620.00
140.	792.00
141.	1,440.00
142.	2,000.00

	143.	12,000.00	
	144.	2,750.00	
	145.	3,000.00	
	146.	759.00	
	147.	1,749.00	
	148.	15,000.00	
20.2	No further requirements.		
21.2	No further requirements.		

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

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

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

5. Warranty

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

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to Tarlac State University, Romulo Blvd., San Vicente, Tarlac City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

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

Section VI. Schedule of Requirements

The delivery date for the Goods covered by the Contract shall be within Thirty (30) calendar days upon receipt of the Notice to Proceed.

Section VII. Technical Specifications

Item No.	Description
Office Supplies	
1.	BALLOON, High Quality Balloons, Latex, Assorted colors Colors: Gold, Silver, different shades of Blue, different shades of Pink with Arch and Garland Kit
2.	BALLPEN, Black
3.	BATTERY, Alkaline, 15A, LR6, 1.5V
4.	BATTERY, Alkaline, LR44, Button Cell, Heavy Duty, Pack of 5
5.	BATTERY, CMOS, CR2032 3V CMOS BATTERY
6.	BATTERY, Size AA, heavy duty, 4pcs/pack
7.	BATTERY, Size AAA, heavy duty, 4 pcs/pack
8.	BATTERY, Size C, 2pcs/pack
9.	BIN, Stackable, Hard Plastic, 400 x 250 x 160mm (Blue)
10.	BINDER RING, Plastic comb binding ring, 25mm (250 sheet capacity)
11.	BINDER RING, Plastic comb binding ring, 51mm (450 sheet capacity)
12.	BINDING COVER, PVC, 300 mic, 100 pcs, 216mm x 330mm
13.	BINDING COVER, PVC, Transparent, 200 microns, A4, 100pc/pack.
14.	BINDING COVER, PVC, Transparent, 200 microns, Legal, 100pc/pack.
15.	BOOK PAPER, 8.5" x 13", Sub24, 80gsm
16.	BOOK PAPER, A3, Sub24, 80gsm
17.	BOOK PAPER, A4, Sub24, 80gsm
18.	CARD CASE, A4
19.	CASH BOX, metal large, w/ money tray & lock
20.	CERTIFICATE HOLDER, A4 size (8.27x11.69)
21.	CERTIFICATE HOLDER, Blue, (landscape, size 8.5 x 11)
22.	CHIP BOARD, 50"
23.	CLIP BOARD, Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy
24.	CLIP BOARD, PVC CLIP BOARD LONG 13-1/2" X 9" (BLACK COLOR) CLIPBOARD a small board with a spring clip at the top, used for holding papers and providing support for writing. computing a temporary storage area where material cut or copied from a file is kept for pasting into another file.
25.	CLIPBOARD, file/organizer folder, long, with cover, black
26.	CONSTRUCTION PAPER, Legal, Assorted color (500 pieces/pack)
27.	CORK BOARD, 3x4 ft
28.	CORK BOARD, Wall mount, 3x4 ft.
29.	CORK BOARD, With aluminum frame, 50 x 70cm
30.	CUTTER, Heavy Duty, Big (L500)
31.	CUTTER, Paper cutter, wood base, 12'x15'
32.	CUTTING MAT, 90x120cm
33.	DATA FILE BOX, Magazine Holder Stand Long- 125mmx230mmx400mm (Color: Green)
34.	DATER, 1.5" Rubber Stamp Line Dater, Date Stamp, Office Stamp, Rotating Stamp 3/16" , 5mm
35.	DATER, 2-Message Stamp, self inking, 3/8 x 2 inches, Black
36.	DATER, Self inking mini dater S-300 pad size 3mm
37.	DESK TRAY, 3 Layers, wiremesh
38.	DOUBLE SIDED ROLLING WHITEBOARD, with Stand; Item Weight67.3 pounds (30.29 kg); Package Dimensions62 x 43 x 3.75 inches (157.5 x 109.2 x 9.5 cm);

	Color: White; Material Type: Polystyrene; Size: Double-sided 60"X40"; Mounting Type: Floor Standing
39.	ENVELOPE, Brown, 7.5x10.5
40.	ENVELOPE, Clear, Legal
41.	ENVELOPE, Mailing White (customized) - OUP
42.	ENVELOPE, Plastic, Transparent, short
43.	FASTENER, Coated vinyl, Plastic, 70mm, 50sets/box
44.	FASTENER, PLASTIC (long, 70mm x 8-1/2", 50sets/box) (2025)
45.	FOLDER, Level Arch File Folder, A4
46.	FOLDER, Level Arch File Folder, Long
47.	FOLDER, pressboard A4 100pcs/box (2025)
48.	GLUE GUN, Big
49.	GLUE GUN, small
50.	GLUE STICK, Hot Melt, Big
51.	GLUE STICK, Hot Melt, Small
52.	GLUE, all purpose 100 grams
53.	GLUE, solid white, 22 grams.
54.	GUN TACKER, T50
55.	HIGHLIGHTER, 3 color set
56.	ILLUSTRATION BOARD, 30X40", 2ply
57.	INK REFILL, For Permanent Marker Black, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper
58.	INK REFILL, For Permanent Marker Blue, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper
59.	INK REFILL, For Permanent Marker Red, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper
60.	INK REFILL, For Whiteboard Marker, Black, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper
61.	INK REFILL, permanent marker (black)
62.	MAGNETIC DRY ERASE WHITE BOARD, 36 x 24 Inch Whiteboard-Silver Aluminum Frame
63.	MARKER, Permanent, Tip: Broad, Black, Refillable
64.	MARKER, Permanent, Tip: Broad, Blue, Refillable
65.	MARKER, Permanent, Tip: Broad, Red, Refillable
66.	METALLIC FOIL BOARD, for Arts and Crafts, Golden
67.	NOTARIAL SEAL, No. 24, for Diploma, 40 per pack, Sticker
68.	NOTE PAD, Stick On, 2"x3"
69.	PAD, Columnar, 24 columns
70.	PAPER TRIMMER/CUTTING MACHINE, 12 x 10inches, wooden
71.	PAPER TRIMMER/CUTTING MACHINE, Wooden 18" x 15"
72.	PAPER, Colored, 80gsm, Legal, Color: Cream (250 Sheets/Ream)
73.	PAPER, Colored, 80gsm, Legal, Color: Cyber Pink (250 Sheets/Ream)
74.	PAPER, Colored, 80gsm, Legal, Color: Cyber Yellow (250 Sheets/Ream)
75.	PAPER, Colored, 80gsm, Legal, Color: Gold (250 Sheets/Ream)
76.	PAPER, Colored, 80gsm, Legal, Color: Ivory (250 Sheets/Ream)
77.	PAPER, Colored, 80gsm, Legal, Color: Lemon (250 Sheets/Ream)
78.	PAPER, Colored, 80gsm, Legal, Color: Ocean (250 Sheets/Ream)
79.	PAPER, Colored, 80gsm, Legal, Color: Peach (250 Sheets/Ream)
80.	PAPER, Colored, 80gsm, Legal, Color: Rose Pink (250 Sheets/Ream)
81.	PAPER, Colored, 80gsm, Legal, Color: Taro (250 Sheets/Ream)
82.	PAPER, Colored, 80gsm, Legal, Colors: Turquoise (250 Sheets/Ream)
83.	PAPER, Specialty Paper, 70gsm, Cream, Legal
84.	PAPER, Vellum Board, Cream, 220gsm, Legal, 10 sheets per pack
85.	PAPER, Vellum Board, White, 220gsm, A4, 10 sheets per pack
86.	PAPER, Vellum Board, White, 220gsm, Legal, 10 sheets per pack
87.	PAPER, Vellum, 8.5 x 11, white, 200gsm, (10's/Pack)

88.	PAPER, VELLUM, A4, 180gsm, White (10's/pack)
89.	PAPER, Vellum, A4, Plain, 120gsm
90.	PAPER, VELLUM, Legal, 180gsm, White (10's/pack)
91.	PAPER, VELLUM, Letter, 180gsm, White (10's/pack)
92.	PEN, Sign Pen, black, liquid/gel ink, 0.5mm, non-refillable
93.	PEN, Sign Pen, blue, liquid/gel ink, 0.5mm, non-refillable
94.	PEN, Sign Pen, red, liquid/gel ink, 0.5mm, non-refillable
95.	PHOTO PAPER, A4, 210gsm, Glossy, 10pcs/pack
96.	PHOTO PAPER, Glossy, A4 Premium 260gsm, 10sheets/pack
97.	PHOTO PAPER, Glossy, A4, 10sheets/pack
98.	PHOTO PAPER, Glossy, Legal, 10 sheets/pack
99.	PIN, Skirting/Dressmaker Pin
100.	PVC COVER, Legal, 8.5" x 13", 300 Micron
101.	RIBBON CART, R7310, correctable cassette ribbon, for Olympia compact 5 DM.
102.	RIBBON, White
103.	RING BIND, 2"x44, Black
104.	RING BIND, 3/4"x 44, Black
105.	RING BIND, 5/8"x 44, Black
106.	RING BINDER, D-Type 3 ring binder, Legal, PVC hard cover, 3" inch ring, D-ring
107.	RING BINDER, Plastic, 12mm, 110 sheets, (1 dozen)
108.	RING BINDER, Plastic, 16mm, 150 sheets, (1 dozen)
109.	RING BINDER, Plastic, 24mm, 220 sheets, (1 dozen)
110.	RUBBER STAMP, Self-inking, rectangle stamp, 1-1/16".
111.	SPOOL, R14216 Lift off tape with Swintec
112.	STAMP PAD INK, Black, 50ml
113.	STAMP PAD INK, Blue, 50ml
114.	STAMP PAD INK, Green, 50ml
115.	STAMP PAD INK, Red, 50ml
116.	STAMP PAD, Felt, bed dimension: 60mm x 100mm, Black.
117.	STAMP, 4-line, self-inking
118.	STAMP, DRY SEAL, Stainless Steel, Desk Type, 2.5kg-2 inches max. diameter seal, made of solid stainless body and handle, bronze plate- for heavy duty stamps
119.	STAMP, Paid/Date
120.	STAMP, Self-Inking Stamping Machine, 8-digit number
121.	STAPLE WIRE, 10mm, 1000pcs/box
122.	STAPLE WIRE, 6mm,1000pcs/box
123.	STAPLE WIRE, For gun tacker HT21, 2000/box
124.	STAPLE WIRE, for gun tacker T50 (3/8)
125.	STAPLE WIRE, For gun ticker JT21, 2,000/box (2025)
126.	STICKER PAPER, (different colors) 8.5" x 11" (letter) matte type (10sheets/pack)
127.	STORAGE BOX, "160L Storage Box PRODUCT DESCRIPTION: Product Size: L74cm x W50cm x H43cm With Wheels Very durable With side clip Stackable No Leakage Allow you to easily view the items inside and diminish the need for labelling. They are light in weight and are chemically stable. Easily molded into different shapes and sizes. Good insulation and low thermal conductivity. Good impact resistance and they do not rust. Good transparency and wear resistance."
128.	STORAGE BOX, 12 Inches Plastic Stackable Screw Box Organizer PBX1211 size: 12 inches (305mm x 230mm x 65mm), Stackable design allows multiple boxes to snap together, Removable black dividers for customizable storage, Ideal for storing and transporting small items and consumables, Weight: 0.50 kg
129.	STORAGE BOX, 24 Grids Transparent Storage Box With Cover For Jewelry, Beads, Electronics Parts, Small Tools Organization24 Grids Transparent Storage Box Tools size 6.88x10.6x1.57 inches
130.	STORAGE BOX, Plastic, 41cmx28.5x24
131.	STORAGE BOX, Plastic, 75 liters

132.	STORAGE BOX, With cover, lock, and handle, L:35.5, W: 24.5, H: 21, Capacity: 12L, Transparent
133.	STORAGE ORGANIZER, Transparent Organizer box 13 - compartment : Designed for smaller components, ensuring organized storage; Removable Partitions: Allows customization of compartment sizes to fit various items; Durable Material: Made from high-quality PP Plastic for long-lasting use; Clear Design: Transparent material makes it easy to see contents; Dimension: 320 x 180 x 50mm
134.	TAPE, Double side, 48mm
135.	TAPE, Double Sided, 18mm x 10m
136.	TAPE, Double Sided, 18mmx1mm
137.	TAPE, Double Sided, 18mmx1mm
138.	TAPE, Double sided, 24mm, 50meters.
139.	TAPE, Duct, width: 48mm; length: 50 meters
140.	TAPE, transparent 1/2" x 100m
141.	T-PINS, 1-1/2" stainless steel pins, 50pcs/mat
142.	WHITEBOARD, (90x140cm) Double Sided Use
143.	WHITEBOARD, 3ft x 4ft
144.	WHITEBOARD, 4 x 3 ft.
145.	WHITEBOARD, 5x5 ft
146.	WHITEBOARD, Hanging Whiteboard, Small, 8.5 x 11
147.	WHITEBOARD, Magnetic dry erase whiteboard 36"x 24"
148.	WHITEBOARD, Writing glass tempered whiteboard, 60x90cm

Section VIII. Bid Documents Checklist

This Bid Documents Checklist is provided to guide the Bidder in preparing his/her bid. The checklist may be used by the Bidder to verify if the Bid includes all the prescribed documents.

The Bidder, in submitting the required documents, must use the prescribed forms found in Section X. Bidding Forms. However, should a bidder choose to use a different formatting style for a required document, the bidder must ensure that the substance in the form given in Section X for that particular document is substantially captured in the equivalent document.

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

Section IX. Bidding Forms

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A. Eligibility and Technical Documents	
b. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any	25
c. Statement of Single Largest Completed Contract (SLCC), similar to the contract to be bid, in accordance with ITB Clause 5.3	26
d. Bid Securing Declaration or Bid Security, in the form, amount and validity period, as prescribed in ITB Clause 14.1	27
e. Bidder's Compliance to the Technical Specifications	28
f. Omnibus Sworn Statement, which shall be duly notarized	31
g. NFCC Computation	33
B. Financial Documents	
i. Financial Bid Form	34
j. Schedule of Prices	36

[Bidder's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

List of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started

Row 1: Name of Contract Row 2: Location of Project Row 3: Contract Price	Row 1: Procuring Entity Row 2: Contact Person/Address Row 3: Telephone No.	Description of Goods	Row 1: Date of Award Row 2: Date Started Row 3: Contract Duration	Value of Outstanding Goods

Attached herewith are the following documents: Notice of Award, Notice to Proceed, and Official Receipts/Invoices, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Bidder or Authorized Representative]
[Position or Title]

[Bidder's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

Statement of Single Largest Completed Contract Similar to the Contract to be Bid

Row 1: Name of Contract Row 2: Location	Contract Price	Row 1: Procuring Entity Row 2: Address Row 3: Contact Person/Tel. No.	Description of Goods	Date of Award	Date Completed

Attached herewith are the following documents: Contract Agreement, Notice of Award, Notice to Proceed, Official Receipt/Invoice, Certificate of Final Inspection, and Certificate of Acceptance, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Bidder or Authorized Representative]
[Position or Title]

BID SECURING DECLARATION

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

Project Invitation to Bid No.: *[Insert number]*

To: Tarlac State University

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[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]

[Bidder's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

Compliance to the Technical Specifications

Item No.	Description	Bidder's Compliance State "Comply" below if your offer is complying with the specifications, otherwise state "We are offering the same goods with the following specifications [State the complete specifications of the alternative offer]"
Office Supplies		
1.	BALLOON, High Quality Balloons, Latex, Assorted colors Colors: Gold, Silver, different shades of Blue, different shades of Pink with Arch and Garland Kit	
2.	BALLPEN, Black	
3.	BATTERY, Alkaline, 15A, LR6, 1.5V	
4.	BATTERY, Alkaline, LR44, Button Cell, Heavy Duty, Pack of 5	
5.	BATTERY, CMOS, CR2032 3V CMOS BATTERY	
6.	BATTERY, Size AA, heavy duty, 4pcs/pack	
7.	BATTERY, Size AAA, heavy duty, 4 pcs/pack	
8.	BATTERY, Size C, 2pcs/pack	
9.	BIN, Stackable, Hard Plastic, 400 x 250 x 160mm (Blue)	
10.	BINDER RING, Plastic comb binding ring, 25mm (250 sheet capacity)	
11.	BINDER RING, Plastic comb binding ring, 51mm (450 sheet capacity)	
12.	BINDING COVER, PVC, 300 mic, 100 pcs, 216mm x 330mm	
13.	BINDING COVER, PVC, Transparent, 200 microns, A4, 100pc/pack.	
14.	BINDING COVER, PVC, Transparent, 200 microns, Legal, 100pc/pack.	
15.	BOOK PAPER, 8.5" x 13", Sub24, 80gsm	
16.	BOOK PAPER, A3, Sub24, 80gsm	
17.	BOOK PAPER, A4, Sub24, 80gsm	
18.	CARD CASE, A4	
19.	CASH BOX, metal large, w/ money tray & lock	
20.	CERTIFICATE HOLDER, A4 size (8.27x11.69)	
21.	CERTIFICATE HOLDER, Blue, (landscape, size 8.5 x 11)	
22.	CHIP BOARD, 50"	
23.	CLIP BOARD, Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy	
24.	CLIP BOARD, PVC CLIP BOARD LONG 13-1/2" X 9" (BLACK COLOR) CLIPBOARD a small board with a spring clip at the top, used for holding papers and providing support for writing. computing a temporary storage area where material cut or copied from a file is kept for pasting into another file.	
25.	CLIPBOARD, file/organizer folder, long, with cover, black	
26.	CONSTRUCTION PAPER, Legal, Assorted color (500 pieces/pack)	
27.	CORK BOARD, 3x4 ft	

28.	CORK BOARD, Wall mount, 3x4 ft.	
29.	CORK BOARD, With aluminum frame, 50 x 70cm	
30.	CUTTER, Heavy Duty, Big (L500)	
31.	CUTTER, Paper cutter, wood base, 12'x15'	
32.	CUTTING MAT, 90x120cm	
33.	DATA FILE BOX, Magazine Holder Stand Long- 125mmx230mmx400mm (Color: Green)	
34.	DATER, 1.5" Rubber Stamp Line Dater, Date Stamp, Office Stamp, Rotating Stamp 3/16" , 5mm	
35.	DATER, 2-Message Stamp, self inking, 3/8 x 2 inches, Black	
36.	DATER, Self inking mini dater S-300 pad size 3mm	
37.	DESK TRAY, 3 Layers, wiremesh	
38.	DOUBLE SIDED ROLLING WHITEBOARD, with Stand; Item Weight67.3 pounds (30.29 kg); Package Dimensions62 x 43 x 3.75 inches (157.5 x 109.2 x 9.5 cm); Color: White; Material Type: Polystyrene; Size: Double-sided 60"X40"; Mounting Type: Floor Standing	
39.	ENVELOPE, Brown, 7.5x10.5	
40.	ENVELOPE, Clear, Legal	
41.	ENVELOPE, Mailing White (customized) - OUP	
42.	ENVELOPE, Plastic, Transparent, short	
43.	FASTENER, Coated vinyl, Plastic, 70mm, 50sets/box	
44.	FASTENER, PLASTIC (long, 70mm x 8-1/2", 50sets/box) (2025)	
45.	FOLDER, Level Arch File Folder, A4	
46.	FOLDER, Level Arch File Folder, Long	
47.	FOLDER, pressboard A4 100pcs/box (2025)	
48.	GLUE GUN, Big	
49.	GLUE GUN, small	
50.	GLUE STICK, Hot Melt, Big	
51.	GLUE STICK, Hot Melt, Small	
52.	GLUE, all purpose 100 grams	
53.	GLUE, solid white, 22 grams.	
54.	GUN TACKER, T50	
55.	HIGHLIGHTER, 3 color set	
56.	ILLUSTRATION BOARD, 30X40", 2ply	
57.	INK REFILL, For Permanent Marker Black, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	
58.	INK REFILL, For Permanent Marker Blue, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	
59.	INK REFILL, For Permanent Marker Red, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	
60.	INK REFILL, For Whiteboard Marker, Black, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper	
61.	INK REFILL, permanent marker (black)	
62.	MAGNETIC DRY ERASE WHITE BOARD, 36 x 24 Inch Whiteboard-Silver Aluminum Frame	
63.	MARKER, Permanent, Tip: Broad, Black, Refillable	
64.	MARKER, Permanent, Tip: Broad, Blue, Refillable	
65.	MARKER, Permanent, Tip: Broad, Red, Refillable	
66.	METALLIC FOIL BOARD, for Arts and Crafts, Golden	
67.	NOTARIAL SEAL, No. 24, for Diploma, 40 per pack, Sticker	
68.	NOTE PAD, Stick On, 2"x3"	
69.	PAD, Columnar, 24 columns	
70.	PAPER TRIMMER/CUTTING MACHINE, 12 x 10inches, wooden	
71.	PAPER TRIMMER/CUTTING MACHINE, Wooden 18" x 15"	

72.	PAPER, Colored, 80gsm, Legal, Color: Cream (250 Sheets/Ream)	
73.	PAPER, Colored, 80gsm, Legal, Color: Cyber Pink (250 Sheets/Ream)	
74.	PAPER, Colored, 80gsm, Legal, Color: Cyber Yellow (250 Sheets/Ream)	
75.	PAPER, Colored, 80gsm, Legal, Color: Gold (250 Sheets/Ream)	
76.	PAPER, Colored, 80gsm, Legal, Color: Ivory (250 Sheets/Ream)	
77.	PAPER, Colored, 80gsm, Legal, Color: Lemon (250 Sheets/Ream)	
78.	PAPER, Colored, 80gsm, Legal, Color: Ocean (250 Sheets/Ream)	
79.	PAPER, Colored, 80gsm, Legal, Color: Peach (250 Sheets/Ream)	
80.	PAPER, Colored, 80gsm, Legal, Color: Rose Pink (250 Sheets/Ream)	
81.	PAPER, Colored, 80gsm, Legal, Color: Taro (250 Sheets/Ream)	
82.	PAPER, Colored, 80gsm, Legal, Colors: Turquoise (250 Sheets/Ream)	
83.	PAPER, Specialty Paper, 70gsm, Cream, Legal	
84.	PAPER, Vellum Board, Cream, 220gsm, Legal, 10 sheets per pack	
85.	PAPER, Vellum Board, White, 220gsm, A4, 10 sheets per pack	
86.	PAPER, Vellum Board, White, 220gsm, Legal, 10 sheets per pack	
87.	PAPER, Vellum, 8.5 x 11, white, 200gsm, (10's/Pack)	
88.	PAPER, VELLUM, A4, 180gsm, White (10's/pack)	
89.	PAPER, Vellum, A4, Plain, 120gsm	
90.	PAPER, VELLUM, Legal, 180gsm, White (10's/pack)	
91.	PAPER, VELLUM, Letter, 180gsm, White (10's/pack)	
92.	PEN, Sign Pen, black, liquid/gel ink, 0.5mm, non-refillable	
93.	PEN, Sign Pen, blue, liquid/gel ink, 0.5mm, non-refillable	
94.	PEN, Sign Pen, red, liquid/gel ink, 0.5mm, non-refillable	
95.	PHOTO PAPER, A4, 210gsm, Glossy, 10pcs/pack	
96.	PHOTO PAPER, Glossy, A4 Premium 260gsm, 10sheets/pack	
97.	PHOTO PAPER, Glossy, A4, 10sheets/pack	
98.	PHOTO PAPER, Glossy, Legal, 10 sheets/pack	
99.	PIN, Skirting/Dressmaker Pin	
100.	PVC COVER, Legal, 8.5" x 13", 300 Micron	
101.	RIBBON CART, R7310, correctable cassette ribbon, for Olympia compact 5 DM.	
102.	RIBBON, White	
103.	RING BIND, 2"x44, Black	
104.	RING BIND, 3/4"x 44, Black	
105.	RING BIND, 5/8"x 44, Black	
106.	RING BINDER, D-Type 3 ring binder, Legal, PVC hard cover, 3" inch ring, D-ring	
107.	RING BINDER, Plastic, 12mm, 110 sheets, (1 dozen)	
108.	RING BINDER, Plastic, 16mm, 150 sheets, (1 dozen)	
109.	RING BINDER, Plastic, 24mm, 220 sheets, (1 dozen)	
110.	RUBBER STAMP, Self-inking, rectangle stamp, 1-1/16".	
111.	SPOOL, R14216 Lift off tape with Swintec	
112.	STAMP PAD INK, Black, 50ml	
113.	STAMP PAD INK, Blue, 50ml	
114.	STAMP PAD INK, Green, 50ml	
115.	STAMP PAD INK, Red, 50ml	
116.	STAMP PAD, Felt, bed dimension: 60mm x 100mm, Black.	
117.	STAMP, 4-line, self-inking	
118.	STAMP, DRY SEAL, Stainless Steel, Desk Type, 2.5kg-2 inches max. diameter seal, made of solid stainless body and handle, bronze plate-for heavy duty stamps	
119.	STAMP, Paid/Date	
120.	STAMP, Self-Inking Stamping Machine, 8-digit number	
121.	STAPLE WIRE, 10mm, 1000pcs/box	

122.	STAPLE WIRE, 6mm,1000pcs/box	
123.	STAPLE WIRE, For gun tacker HT21, 2000/box	
124.	STAPLE WIRE, for gun tacker T50 (3/8)	
125.	STAPLE WIRE, For gun tacker JT21, 2,000/box (2025)	
126.	STICKER PAPER, (different colors) 8.5" x 11" (letter) matte type (10sheets/pack)	
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128.	STORAGE BOX, 12 Inches Plastic Stackable Screw Box Organizer PBX1211 size: 12 inches (305mm x 230mm x 65mm), Stackable design allows multiple boxes to snap together, Removable black dividers for customizable storage, Ideal for storing and transporting small items and consumables, Weight: 0.50 kg	
129.	STORAGE BOX, 24 Grids Transparent Storage Box With Cover For Jewelry, Beads, Electronics Parts, Small Tools Organization24 Grids Transparent Storage Box Tools size 6.88x10.6x1.57 inches	
130.	STORAGE BOX, Plastic, 41cmx28.5x24	
131.	STORAGE BOX, Plastic, 75 liters	
132.	STORAGE BOX, With cover, lock, and handle, L:35.5, W: 24.5, H: 21, Capacity: 12L, Transparent	
133.	STORAGE ORGANIZER, Transparent Organizer box 13 - compartment : Designed for smaller components, ensuring organized storage; Removable Partitions: Allows customization of compartment sizes to fit various items; Durable Material: Made from high-quality PP Plastic for long-lasting use; Clear Design: Transparent material makes it easy to see contents; Dimension: 320 x 180 x 50mm	
134.	TAPE, Double side, 48mm	
135.	TAPE, Double Sided, 18mm x 10m	
136.	TAPE, Double Sided, 18mmx1mm	
137.	TAPE, Double Sided, 18mmx1mm	
138.	TAPE, Double sided, 24mm, 50meters.	
139.	TAPE, Duct, width: 48mm; length: 50 meters	
140.	TAPE, transparent 1/2" x 100m	
141.	T-PINS, 1-1/2" stainless steel pins, 50pcs/mat	
142.	WHITEBOARD, (90x140cm) Double Sided Use	
143.	WHITEBOARD, 3ft x 4ft	
144.	WHITEBOARD, 4 x 3 ft.	
145.	WHITEBOARD, 5x5 ft	
146.	WHITEBOARD, Hanging Whiteboard, Small, 8.5 x 11	
147.	WHITEBOARD, Magnetic dry erase whiteboard 36"x 24"	
148.	WHITEBOARD, Writing glass tempered whiteboard, 60x90cm	

Note: Bidders must state in the Statement of Compliance 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 Bidders 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 provision of **ITB** Clause 4.

Attached herewith are the manufacturer's product literature(s) and certification(s) that we are authorized to sell the goods.

We certify that the foregoing information and the supporting documents are true and correct.

[Signature]
[Name of Authorized Signatory]
[Position/Title of Authorized Signatory]

Omnibus Sworn Statement

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:**

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

- a. *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;
 - b. *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:**

- a. *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;
- b. *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;

- c. *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 following responsibilities as a Bidder:

- a. Carefully examine all of the Bidding Documents;
- b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquire or secure 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 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 delivery 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.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

[Bidder's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

NET FINANCIAL CONTRACTING CAPACITY

Based on our Income Tax Return and Audited Financial Statement for the Fiscal Year [YEAR], duly submitted to the Bureau of Internal Revenue, and which form part of our Bid, the summary of our firm's financial condition is as given below:

		Year [YEAR]
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Based on the aforementioned data and the Value of Outstanding Works from the Statement of All Ongoing Government and Private Contracts, which also form part of our Bid, our Net Financial Contracting Capacity (NFCC) is:

NFCC = [(current asset minus current liabilities) (**15**)] minus [value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid].

NFCC =

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Bidder or Authorized Representative]
[Position or Title]

[Bidder's Letterhead]

[Date]

FINANCIAL BID FORM

To: Tarlac State University
Re: Invitation to Bid No.

Date : _____

Project Invitation to Bid No. : _____

To: Tarlac State University

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or 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 PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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:

Name and address of agent	Amount and Purpose of Currency 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 pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

[Bidder's Letterhead]

[Date]

To: Tarlac State University
Re: Invitation to Bid No.

SCHEDULE OF PRICES

Item No.	Description	Qty.	Unit	Unit Price	Total Price
Office Supplies					
1.	BALLOON, High Quality Balloons, Latex, Assorted colors Colors: Gold, Silver, different shades of Blue, different shades of Pink with Arch and Garland Kit	50	set		
2.	BALLPEN, Black	50	piece		
3.	BATTERY, Alkaline, 15A, LR6, 1.5V	50	pack		
4.	BATTERY, Alkaline, LR44, Button Cell, Heavy Duty, Pack of 5	2	pack		
5.	BATTERY, CMOS, CR2032 3V CMOS BATTERY	30	Unit		
6.	BATTERY, Size AA, heavy duty, 4pcs/pack	57	pack		
7.	BATTERY, Size AAA, heavy duty, 4 pcs/pack	150	pack		
8.	BATTERY, Size C, 2pcs/pack	2	pack		
9.	BIN, Stackable, Hard Plastic, 400 x 250 x 160mm (Blue)	200	piece		
10.	BINDER RING, Plastic comb binding ring, 25mm (250 sheet capacity)	20	piece		
11.	BINDER RING, Plastic comb binding ring, 51mm (450 sheet capacity)	20	piece		
12.	BINDING COVER, PVC, 300 mic, 100 pcs, 216mm x 330mm	1	ream(s)		
13.	BINDING COVER, PVC, Transparent, 200 microns, A4, 100pc/pack.	1	pack		
14.	BINDING COVER, PVC, Transparent, 200 microns, Legal, 100pc/pack.	7	pack		
15.	BOOK PAPER, 8.5" x 13", Sub24, 80gsm	2,000	ream(s)		
16.	BOOK PAPER, A3, Sub24, 80gsm	20	ream(s)		
17.	BOOK PAPER, A4, Sub24, 80gsm	2,000	ream(s)		
18.	CARD CASE, A4	40	piece		
19.	CASH BOX, metal large, w/ money tray & lock	4	piece		
20.	CERTIFICATE HOLDER, A4 size (8.27x11.69)	100	piece		
21.	CERTIFICATE HOLDER, Blue, (landscape, size 8.5 x 11)	15	piece		
22.	CHIP BOARD, 50"	44	piece		
23.	CLIP BOARD, Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy	8	piece		
24.	CLIP BOARD, PVC CLIP BOARD LONG 13-1/2" X 9" (BLACK COLOR) CLIPBOARD a small board with a	24	piece		

	spring clip at the top, used for holding papers and providing support for writing. computing a temporary storage area where material cut or copied from a file is kept for pasting into another file.				
25.	CLIPBOARD, file/organizer folder, long, with cover, black	4	piece		
26.	CONSTRUCTION PAPER, Legal, Assorted color (500 pieces/pack)	1	pack		
27.	CORK BOARD, 3x4 ft	2	piece		
28.	CORK BOARD, Wall mount, 3x4 ft.	2	piece		
29.	CORK BOARD, With aluminum frame, 50 x 70cm	2	piece		
30.	CUTTER, Heavy Duty, Big (L500)	9	piece		
31.	CUTTER, Paper cutter, wood base, 12'x15'	5	piece		
32.	CUTTING MAT, 90x120cm	2	piece		
33.	DATA FILE BOX, Magazine Holder Stand Long-125mmx230mmx400mm (Color: Green)	5	piece		
34.	DATER, 1.5" Rubber Stamp Line Dater, Date Stamp, Office Stamp, Rotating Stamp 3/16" , 5mm	2	piece		
35.	DATER, 2-Message Stamp, self inking, 3/8 x 2 inches, Black	1	piece		
36.	DATER, Self inking mini dater S-300 pad size 3mm	4	piece		
37.	DESK TRAY, 3 Layers, wiremesh	5	piece		
38.	DOUBLE SIDED ROLLING WHITEBOARD, with Stand; Item Weight67.3 pounds (30.29 kg); Package Dimensions62 x 43 x 3.75 inches (157.5 x 109.2 x 9.5 cm); Color: White; Material Type: Polystyrene; Size: Double-sided 60"X40"; Mounting Type: Floor Standing	1	piece		
39.	ENVELOPE, Brown, 7.5x10.5	5	box		
40.	ENVELOPE, Clear, Legal	95	piece		
41.	ENVELOPE, Mailing White (customized) - OUP	1	box		
42.	ENVELOPE, Plastic, Transparent, short	25	piece(s)		
43.	FASTENER, Coated vinyl, Plastic, 70mm, 50sets/box	3	box		
44.	FASTENER, PLASTIC (long, 70mm x 8-1/2", 50sets/box) (2025)	5	box		
45.	FOLDER, Level Arch File Folder, A4	5	piece		
46.	FOLDER, Level Arch File Folder, Long	20	piece		
47.	FOLDER, pressboard A4 100pcs/box (2025)	1	box		
48.	GLUE GUN, Big	4	piece		
49.	GLUE GUN, small	8	piece		
50.	GLUE STICK, Hot Melt, Big	369	piece		
51.	GLUE STICK, Hot Melt, Small	399	piece		
52.	GLUE, all purpose 100 grams	7	bottle		
53.	GLUE, solid white, 22 grams.	190	tube		
54.	GUN TACKER, T50	3	piece		
55.	HIGHLIGHTER, 3 color set	2	set		
56.	ILLUSTRATION BOARD, 30X40", 2ply	34	piece		
57.	INK REFILL, For Permanent Marker Black, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	32	bottle		

58.	INK REFILL, For Permanent Marker Blue, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	2	bottle		
59.	INK REFILL, For Permanent Marker Red, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	1	bottle		
60.	INK REFILL, For Whiteboard Marker, Black, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper	131	bottle		
61.	INK REFILL, permanent marker (black)	7	bottle		
62.	MAGNETIC DRY ERASE WHITE BOARD, 36 x 24 Inch Whiteboard-Silver Aluminum Frame	1	piece		
63.	MARKER, Permanent, Tip: Broad, Black, Refillable	44	piece		
64.	MARKER, Permanent, Tip: Broad, Blue, Refillable	5	piece		
65.	MARKER, Permanent, Tip: Broad, Red, Refillable	7	piece		
66.	METALLIC FOIL BOARD, for Arts and Crafts, Golden	5	set		
67.	NOTARIAL SEAL, No. 24, for Diploma, 40 per pack, Sticker	300	pack		
68.	NOTE PAD, Stick On, 2"x3"	22	pad		
69.	PAD, Columnar, 24 columns	2	pad		
70.	PAPER TRIMMER/CUTTING MACHINE, 12 x 10inches, wooden	1	piece		
71.	PAPER TRIMMER/CUTTING MACHINE, Wooden 18" x 15"	3	Unit		
72.	PAPER, Colored, 80gsm, Legal, Color: Cream (250 Sheets/Ream)	1	ream(s)		
73.	PAPER, Colored, 80gsm, Legal, Color: Cyber Pink (250 Sheets/Ream)	1	ream(s)		
74.	PAPER, Colored, 80gsm, Legal, Color: Cyber Yellow (250 Sheets/Ream)	1	ream(s)		
75.	PAPER, Colored, 80gsm, Legal, Color: Gold (250 Sheets/Ream)	1	ream(s)		
76.	PAPER, Colored, 80gsm, Legal, Color: Ivory (250 Sheets/Ream)	1	ream(s)		
77.	PAPER, Colored, 80gsm, Legal, Color: Lemon (250 Sheets/Ream)	1	ream(s)		
78.	PAPER, Colored, 80gsm, Legal, Color: Ocean (250 Sheets/Ream)	1	ream(s)		
79.	PAPER, Colored, 80gsm, Legal, Color: Peach (250 Sheets/Ream)	1	ream(s)		
80.	PAPER, Colored, 80gsm, Legal, Color: Rose Pink (250 Sheets/Ream)	1	ream(s)		
81.	PAPER, Colored, 80gsm, Legal, Color: Taro (250 Sheets/Ream)	1	ream(s)		
82.	PAPER, Colored, 80gsm, Legal, Colors: Turquoise (250 Sheets/Ream)	1	ream(s)		
83.	PAPER, Specialty Paper, 70gsm, Cream, Legal	15	pack		
84.	PAPER, Vellum Board, Cream, 220gsm, Legal, 10 sheets per pack	7	pack		
85.	PAPER, Vellum Board, White, 220gsm, A4, 10 sheets per pack	21	pack		
86.	PAPER, Vellum Board, White, 220gsm, Legal, 10 sheets per pack	10	pack		
87.	PAPER, Vellum, 8.5 x 11, white, 200gsm, (10's/Pack)	20	pack		
88.	PAPER, VELLUM, A4, 180gsm, White (10's/pack)	56	pack		
89.	PAPER, Vellum, A4, Plain, 120gsm	25	pack		

90.	PAPER, VELLUM, Legal, 180gsm, White (10's/pack)	5	pack		
91.	PAPER, VELLUM, Letter, 180gsm, White (10's/pack)	5	pack		
92.	PEN, Sign Pen, black, liquid/gel ink, 0.5mm, non-refillable	66	piece		
93.	PEN, Sign Pen, blue, liquid/gel ink, 0.5mm, non-refillable	8	piece		
94.	PEN, Sign Pen, red, liquid/gel ink, 0.5mm, non-refillable	12	piece		
95.	PHOTO PAPER, A4, 210gsm, Glossy, 10pcs/pack	18	pack		
96.	PHOTO PAPER, Glossy, A4 Premium 260gsm, 10sheets/pack	50	pack		
97.	PHOTO PAPER, Glossy, A4, 10sheets/pack	8	pack		
98.	PHOTO PAPER, Glossy, Legal, 10 sheets/pack	17	pack		
99.	PIN, Skirting/Dressmaker Pin	32	pack		
100.	PVC COVER, Legal, 8.5" x 13", 300 Micron	10,0 50	piece		
101.	RIBBON CART, R7310, correctable cassette ribbon, for Olympia compact 5 DM.	3	cart		
102.	RIBBON, White	1	roll		
103.	RING BIND, 2"x44, Black	300	piece		
104.	RING BIND, 3/4"x 44, Black	500	piece		
105.	RING BIND, 5/8"x 44, Black	500	piece		
106.	RING BINDER, D-Type 3 ring binder, Legal, PVC hard cover, 3" inch ring, D-ring	72	piece		
107.	RING BINDER, Plastic, 12mm, 110 sheets, (1 dozen)	1	bundle		
108.	RING BINDER, Plastic, 16mm, 150 sheets, (1 dozen)	11	bundle		
109.	RING BINDER, Plastic, 24mm, 220 sheets, (1 dozen)	1	bundle		
110.	RUBBER STAMP, Self-inking, rectangle stamp, 1-1/16".	3	piece		
111.	SPOOL, R14216 Lift off tape with Swintec	3	piece		
112.	STAMP PAD INK, Black, 50ml	11	bottle		
113.	STAMP PAD INK, Blue, 50ml	8	bottle		
114.	STAMP PAD INK, Green, 50ml	5	bottle		
115.	STAMP PAD INK, Red, 50ml	5	bottle		
116.	STAMP PAD, Felt, bed dimension: 60mm x 100mm, Black.	2	piece		
117.	STAMP, 4-line, self-inking	1	piece		
118.	STAMP, DRY SEAL, Stainless Steel, Desk Type, 2.5kg-2 inches max. diameter seal, made of solid stainless body and handle, bronze plate- for heavy duty stamps	1	piece		
119.	STAMP, Paid/Date	2	piece		
120.	STAMP, Self-Inking Stamping Machine, 8-digit number	2	piece		
121.	STAPLE WIRE, 10mm, 1000pcs/box	3	box		
122.	STAPLE WIRE, 6mm,1000pcs/box	3	box		
123.	STAPLE WIRE, For gun tacker HT21, 2000/box	10	box		
124.	STAPLE WIRE, for gun tacker T50 (3/8)	20	box		
125.	STAPLE WIRE, For gun tacker JT21, 2,000/box (2025)	3	box		
126.	STICKER PAPER, (different colors) 8.5" x 11" (letter) matte type (10sheets/pack)	10	pack		

127.	STORAGE BOX, "160L Storage Box PRODUCT DESCRIPTION: Product Size: L74cm x W50cm x H43cm With Wheels Very durable With side clip Stackable No Leakage Allow you to easily view the items inside and diminish the need for labelling. They are light in weight and are chemically stable. Easily molded into different shapes and sizes. Good insulation and low thermal conductivity. Good impact resistance and they do not rust. Good transparency and wear resistance."	4	piece		
128.	STORAGE BOX, 12 Inches Plastic Stackable Screw Box Organizer PBX1211 size: 12 inches (305mm x 230mm x 65mm), Stackable design allows multiple boxes to snap together, Removable black dividers for customizable storage, Ideal for storing and transporting small items and consumables, Weight: 0.50 kg	24	piece		
129.	STORAGE BOX, 24 Grids Transparent Storage Box With Cover For Jewelry, Beads, Electronics Parts, Small Tools Organization 24 Grids Transparent Storage Box Tools size 6.88x10.6x1.57 inches	30	piece		
130.	STORAGE BOX, Plastic, 41cmx28.5x24	5	piece		
131.	STORAGE BOX, Plastic, 75 liters	2	piece		
132.	STORAGE BOX, With cover, lock, and handle, L:35.5, W: 24.5, H: 21, Capacity: 12L, Transparent	3	piece		
133.	STORAGE ORGANIZER, Transparent Organizer box 13 - compartment : Designed for smaller components, ensuring organized storage; Removable Partitions: Allows customization of compartment sizes to fit various items; Durable Material: Made from high-quality PP Plastic for long-lasting use; Clear Design: Transparent material makes it easy to see contents; Dimension: 320 x 180 x 50mm	25	piece		
134.	TAPE, Double side, 48mm	13	roll		
135.	TAPE, Double Sided, 18mm x 10m	14	roll		
136.	TAPE, Double Sided, 18mmx1mm	5	piece		
137.	TAPE, Double Sided, 18mmx1mm	40	roll		
138.	TAPE, Double sided, 24mm, 50meters.	99	roll		
139.	TAPE, Duct, width: 48mm; length: 50 meters	21	roll		
140.	TAPE, transparent 1/2" x 100m	12	roll		
141.	T-PINS, 1-1/2" stainless steel pins, 50pcs/mat	12	mat		
142.	WHITEBOARD, (90x140cm) Double Sided Use	1	unit		
143.	WHITEBOARD, 3ft x 4ft	4	piece		
144.	WHITEBOARD, 4 x 3 ft.	1	piece		
145.	WHITEBOARD, 5x5 ft	1	piece		
146.	WHITEBOARD, Hanging Whiteboard, Small, 8.5 x 11	3	piece		
147.	WHITEBOARD, Magnetic dry erase whiteboard 36"x 24"	1	piece		
148.	WHITEBOARD, Writing glass tempered whiteboard, 60x90cm	1	piece		
Aggregate Bid Amount					

[*Signature*]
[Name of Authorized Signatory]
[*Position/Title of Authorized Signatory*]