



PHILIPPINE BIDDING DOCUMENTS

Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office

(Framework Agreement)



Government of the Republic of the Philippines

**Bidding No. 24-004
08 March 2024**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	2
Section I. Invitation to Bid.....	6
Section II. Instructions to Bidders.....	9
1. Scope of Bid	9
2. Funding Information.....	9
3. Bidding Requirements	9
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	9
5. Eligible Bidders.....	9
6. Origin of Goods	10
7. Subcontracts	10
8. Pre-Bid Conference	10
9. Clarification and Amendment of Bidding Documents	11
10. Documents comprising the Bid: Eligibility and Technical Components	11
11. Documents comprising the Bid: Financial Component	11
12. Bid Prices	12
13. Bid and Payment Currencies	13
14. Bid Security	13
15. Sealing and Marking of Bids	13
16. Deadline for Submission of Bids	13
17. Opening and Preliminary Examination of Bids	14
18. Domestic Preference	14
19. Detailed Evaluation and Comparison of Bids	14
20. Post-Qualification	15
21. Signing of the Contract	15
Section III. Bid Data Sheet	14
Section IV. General Conditions of Contract	16
1. Scope of Contract	16
2. Advance Payment and Terms of Payment	16
3. Performance Security	16
4. Inspection and Tests	16
5. Warranty	17
6. Liability of the Supplier	17
Section V. Special Conditions of Contract	18
Section VI. Schedule of Requirements	24
Section VII. Technical Specifications	27
Section VIII. Checklist of Technical and Financial Documents	31

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)

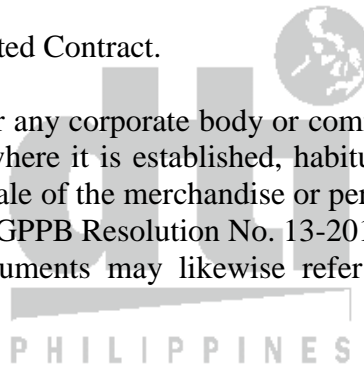
PSA – Philippine Statistics Authority.

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

Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement)

1. The Department of Trade and Industry, using a single-year until 31 December 2024 Framework Agreement, through the General Appropriations Act for CY 2024 intends to apply the sum of **Three Million Eight Hundred Ninety-Five Thousand Pesos (PhP3,895,000.00)** being the ABC to payments under the contract of **Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement) (Bidding No. 24-004)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Trade and Industry now invites bids for the **Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement)**. Delivery of Goods and Services is required **three (3) calendar days upon receipt of every Call-Off**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures that will be subject of Framework Agreement using a non- discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from Department of Trade and Industry and inspect the Bidding Documents at the address given below during office hours from 8 AM to 5 PM, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **11 March 2024** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or via electronic mail.
6. The Department of Trade and Industry will hold a Pre-Bid Conference on **18 March 2024, 9:30AM** through video conferencing or webcasting via Zoom, which shall

be open to prospective bidders. Zoom Meeting link is contained in Section III (Bid Data Sheet).

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **9 AM of 01 April 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **01 April 2024, 9:30AM** at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City and/or via Zoom. Zoom Meeting link is contained in Section III (Bid Data Sheet). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The bidders may submit their bids in any of the following form:
 - 10.1. Physical submission of the documents on the address stated below; or
 - 10.2. Electronic submission of bids with the following guidelines:
 - 10.2.1. The Bidder shall submit three (3) set of files of the same documents in PDF format, **NOT EDITABLE**, with different individual password before the set deadline. The Encryption Key and Password shall be submitted during the opening of the bids of the concerned bidder.
 - 10.2.2. The Bidder shall have the full responsibility on securing the files submitted are not corrupted. The DTI-BAC shall have three (3) attempts to open the submitted files.
 - If the first file was successfully opened, the two (2) remaining files shall be disregarded.
 - If the first file was corrupted, the DTI-BAC shall open the second file. If the second file was successfully opened, the first and third file shall be disregarded.
 - If the first and second file were corrupted, the third file shall be opened.
 - If the third file was corrupted, the bidder shall be automatically disqualified.
11. The Department of Trade and Industry reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Mary Ann D. Yulas

Officer-in-Charge, Procurement Management Division
Human Resource and Administrative Service
Department of Trade and Industry
G/F, Trade and Industry Building

361 Sen. Gil Puyat Avenue, Makati City
Tel. No: +63 (2) 7791-3200/3201
Email: MaryAnnYulas@dti.gov.ph
Website: www.dti.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.dti.gov.ph/good-governance-program/transparency-seal/bac-resources/>

For online bid submission:

BACSecretariat@dti.gov.ph

08 March 2024



SGD.

KRISTIAN R. ABLAN

Assistant Secretary

Chairperson

DTI-Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Department of Trade and Industry, wishes to receive Bids for the **Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office under Framework Agreement**, with identification number **24-004**.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

a. The GOP through the source of funding as indicated below for 2024 in the amount of **Three Million Eight Hundred Ninety-Five Thousand Pesos (PhP3,895,000.00)**.

b. The source of funding is NGA, the General Appropriations Act.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

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

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

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 either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) 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.
- 11.5. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal

during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

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

- b. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.

- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

12.2 For Framework Agreement, the following should also apply in addition to Clause 12.1:

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

13. Bid and Payment Currencies

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

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 for **one hundred twenty (120) calendar days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at 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.

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.

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

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

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

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

20. Post-Qualification

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

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**.
- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring

entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.

- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
 - 21.2. Framework Agreement Form;
 - 21.3. Bidding Documents;
 - 21.4. Call-offs;
 - 21.5. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - 21.6. Performance Security or Performance Securing Declaration, as the case may be;
 - 21.7. Notice to Execute Framework Agreement; and
 - 21.8. Other contract documents that may be required by existing laws and/or specified in the **BDS**.



Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Supply and Delivery of Printer Ink Bottles/Cartridges or Toner Cartridges; b. completed within three (3) years prior to the deadline for the submission and receipt of bids. <p>The prospective bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least 50% of the ABC; and</p> <p>The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</p>
7.1	Subcontracting is not allowed.
8	<p>The Department of Trade and Industry will hold a Pre-Bid Conference on 18 March 2024, 9:30AM through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.</p> <p>Zoom Meeting Details: https://zoom.us/j/99996856234?pwd=WG4vUnJ0WDhPd1QzNzVzM3VMVGpu dz09</p> <p>Meeting ID: 999 9685 6234 Passcode: BAC2024</p>
10.1	<p>Submission of updated PhilGEPS Certificate (Platinum Membership) with updated/valid “Annex A” (Eligibility Documents) is required pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021: https://www.gppb.gov.ph/issuances/Resolutions/GPPB%20Resolution%20No.%2015.%202021.pdf</p> <p><i>PhilGEPS Certificate (Platinum Membership)</i> x x x For the purpose of updating the Certificate of Registration and Membership, all Class “A” eligibility documents mentioned in this section supporting the veracity, authenticity and validity of the Certificate shall remain current and updated. The failure by the prospective bidder to update its Certificate with the current and updated Class “A” eligibility documents shall result in the automatic suspension of the validity of its Certificate until such time that all of the expired Class “A” eligibility documents has been updated.</p>

14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a The amount of not less than Seventy-Seven Thousand Nine Hundred Pesos (PhP77,900.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b The amount of not less than One Hundred Ninety-Four Thousand Seven Hundred Fifty Pesos (PhP194,750.00) if bid security is in Surety Bond.</p>				
15	<p>a. Physical Submission: Each Bidder shall submit one (1) original and three (3) copies of the first and second components of its bid.</p> <p>b. Electronic Submission: Please refer to Section I (Invitation to Bid Clause 10).</p>				
17	<p>Bid opening shall be on 01 April 2024, 9:30AM at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p> <p>Zoom Meeting Details: https://zoom.us/j/94401612346?pwd=VExHWVRtQnp0cTNGbG5BaXo5d3ZWdz09</p> <p>Meeting ID: 944 0161 2346 Passcode: BAC2024</p>				
19.3	<p>The lot(s) and reference is/are:</p> <table border="1" data-bbox="379 1196 1412 1435"> <thead> <tr> <th data-bbox="379 1196 895 1249">Project Title</th> <th data-bbox="895 1196 1412 1249">Approved Budget of the Contract</th> </tr> </thead> <tbody> <tr> <td data-bbox="379 1249 895 1435"> Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement) (Bidding No. 24-004) </td> <td data-bbox="895 1249 1412 1435"> PhP3,895,000.00 </td> </tr> </tbody> </table>	Project Title	Approved Budget of the Contract	Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement) (Bidding No. 24-004)	PhP3,895,000.00
Project Title	Approved Budget of the Contract				
Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement) (Bidding No. 24-004)	PhP3,895,000.00				

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.
- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

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 or Framework Agreement specifications at no extra cost to the Procuring Entity in accordance

with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

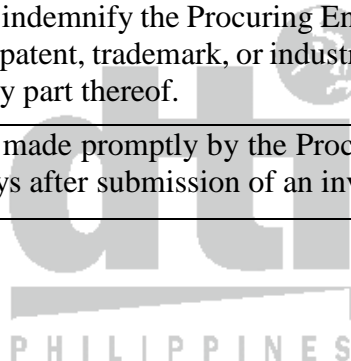
Special Conditions of Contract

GCC Clause	
1	<p>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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="text-align: center;">JOEL R. CRUZ <i>Director</i> Human Resource and Administrative Service Trade and Industry Building, 361 Sen. Gil Puyat Avenue, Makati City</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

	<p>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>].</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within [<i>insert appropriate time period</i>] months of placing the order.</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>
2.2	Payments shall be made promptly by the Procuring Entity, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.



Section VI. Schedule of Requirements (Framework Agreement List)

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot Number	Quantity	Delivery Period	Statement of Compliance	
Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement)				
1	Delivery Area: G/F, DTI Central Office, 361 Sen. Gil Puyat Ave., Makati City.		3 Calendar days upon receipt of the Call-Off with specific number of units	
	No.	Item Description		Total Quantity
	1	Epson 003 black		107
	2	Epson 003 magenta		74
	3	Epson 003 cyan		74
	4	Epson 003 yellow		74
	5	EPSON 008 Black 2 PCS		20
	6	EPSON 008 Cyan 2 PCS		6
	7	EPSON 008 Yellow 2 PCS		7
	8	EPSON 008 Magenta 2 PCS		7
	9	Epson 001 black		87
	10	Epson 001 cyan		59
	11	Epson 001 magenta		59
	12	Epson 001 yellow		59
	13	EPSON 673 BLACK (T6731)		96
	14	EPSON 673 CYAN (T6732)		60
	15	EPSON 673 MAGENTA (T6733)		60
	16	EPSON 673 YELLOW (T6734)		60
	17	EPSON 673 LIGHT CYAN (T6735)		60
	18	EPSON 673 LIGHT MAGENTA (T6736)		60
	19	EPSON 057 BLACK		60
	20	EPSON 057 MAGENTA		36
	21	EPSON 057 CYAN		36
	22	EPSON 057 YELLOW		36
	23	EPSON 057 LIGHT CYAN		36
	24	EPOSN 057 LIGHT MAGENTA		36
	25	Canon CA92 yellow		8
	26	Canon CA92 magenta		8
	27	Canon CA92 cyan		8
28	Canon CA92 black	8		
29	Canon CA91 black	8		

30	HP W2122A yellow (HP212A)	3
31	HP W2123A magenta (HP212A)	3
32	HP W2121A cyan (HP212A)	3
33	HP W2120A black (HP212A)	5
34	Brother DCP-T710W, BT-5000C, Cyan Ink Bottle	10
35	Brother DCP-T710W, BT-5000M, Magenta Ink Bottle	10
36	Brother DCP-T710W, BT-5000Y, Yellow Ink Bottle	10
37	LC39BK for Brother DCP-J140W printer	20
38	Brother DCP-T710W, BTD60BK Genuine Brother High Yield, Black Ink Bottle	15
39	Brother Black TN-3478	4
40	Brother DR-3455	1
41	TONER CART, SAMSUNG MLT-D203E, Black	2
42	Canon Pixma G4010 GI-790 cyan	15
43	Canon Pixma G4010 GI-790 magenta	15
44	Canon Pixma G4010 GI-790 yellow	15
45	Canon Pixma G4010 GI-790 black	30
46	Canon Pixma G4770 GI-71 BK black	30
47	Canon Pixma G4770 GI-71 BK yellow	15
48	Canon Pixma G4770 GI-71 BK magenta	15
49	Canon Pixma G4770 GI-71 BK cyan	15
50	Canon Pixma BH-70 Black Cartridge	10
51	Canon Pixma CH-70 Color Cartridge	10
52	Canon CLI 36 Color Cartridge	15
53	Canon PGI 35 Black Cartridge	12
54	Original HP 678 Black	24
55	Original HP 678 Tricolor	20
56	HP 682 BLACK	60
57	HP 682 TRI COLOR	60
58	HP 680 black	21
59	HP 680 tricolor	55
60	HP 206 A (Black)	20
61	HP 206 A (Yellow)	6
62	HP 206 A (Cyan)	6
63	HP 206A (Magenta)	6
64	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	29
65	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	19

3 Calendar days upon receipt of the Call-Off with specific number of units

66	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	19	3 Calendar days upon receipt of the Call-Off with specific number of units
67	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	18	
68	Original HP GT53XL 135 ml for HP Smart Tank 615 AiO Printer	15	
69	Original HP GT52 Magenta 70 ml for HP Smart Tank 615 AiO Printer	10	
70	Original HP GT52 Yellow 70 ml for HP Smart Tank 615 AiO Printer	10	
71	Original HP GT52 Cyan 70 ml for HP Smart Tank 615 AiO Printer	10	
72	Toner Cartridge Original HP151A	2	
73	TONER CARTRIDGE, HP204A(CF513A Magenta)	4	
74	TONER CARTRIDGE, HP204A(CF512A Yellow)	4	
75	TONER CARTRIDGE, HP204A(CF511A Blue Cyan)	4	
76	TONER CARTRIDGE, HP 204A(CF510A Black)	10	
77	HP BLACK LASERJET CF226A, ORIGINAL	91	
78	HP Toner Cartridge 30A	6	
79	HP Toner Cartridge 85A	15	
80	HP Toner Cartridge Black 76x CF276x	1	
81	INK CARTRIDGE, Original Black HP 955XL	10	
82	NK CARTRIDGE, Original Cyan, HP 955XL	10	
83	INK CARTRIDGE, Original Magenta HP 955XL	10	
84	INK CARTRIDGE, Original Yellow, HP 955XL	10	
85	Toner Cartridge Original HP215A Black	2	
86	Toner Cartridge Original HP215A Yellow	2	
87	Toner Cartridge Original HP215A Magenta	2	
88	Toner Cartridge Original HP215A Cyan	2	

I hereby commit to deliver the required quality and quantities upon receipt of the Call-Off.

Name & Signature of the
Authorized Representative

Name of Company

Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
1	<p>Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement)</p> <p>I. Objective To ensure that Printer Consumables are readily available to end users whenever needed.</p> <p>II. Deliverables</p> <ul style="list-style-type: none"> • The winning bidder shall Supply Brand New, Original / Genuine and Unexpired Printer Consumables to the Department of Trade and Industry for the CY 2024. • The List and Quantity of the Printer Consumables can be seen on the “Annex A”. • The winning bidder shall submit a certification issued by Printer Manufacturers stating that the winning bidder is an authorized distributor / supplier of genuine/original printer consumables. (Shall be required during Post-Qualification process.) <p>III. General Conditions of the Contract</p> <ul style="list-style-type: none"> • This shall undergo Framework Agreement (Public Bidding). • In the event that the delivered supplies are proven fake or ingenuine by a report from ISMS and/or validated by the Printer Manufacturer, the winning bidder shall replace the items with genuine and unexpired ones within 3 calendar days upon notification with no additional cost to DTI. • In the event of unavailability of the items, the winning bidder shall immediately notify and request for delivery extension subject for approval of the end-user office. Declined requests for delivery extension will be considered as late deliveries and will be subject to Liquidated Damages. • Failure to deliver ordered items within the delivery period / approved extension period for more than five (5) times shall be subjected to the provisions of RA9184. <p>IV. Approved Budget for the Contract (ABC) The ABC for this project is Three Million Eight Hundred Ninety-Five Thousand Pesos (PhP3,895,000.00) inclusive of all applicable taxes and fees, with the cost to be shared by the offices according to the value of their ordered items.</p> <p>V. Terms of Delivery and Payment</p> <ul style="list-style-type: none"> • Below is the Tentative delivery schedule: <ul style="list-style-type: none"> ➤ 1st Batch - June 2024 ➤ 2nd Batch - August 2024 ➤ 3d Batch - October 2024 	<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment 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,</i></p>

- Call-Off Order / List of items to be delivered for each quarter will be provided to the winning bidder.
- A separate call-off order may be issued whenever needed.
- Deliveries must be completed by the supplier **within 3 Calendar days upon receipt of Call-off order.**
- Payment shall be made within 30 calendar days after completion of each call-off order.
- Delivery Area is at G/F, DTI Central Office, 361 Sen. Gil Puyat Ave., Makati City.

ANNEX A

No.	Item Description	Total Quantity
1	Epson 003 black	107
2	Epson 003 magenta	74
3	Epson 003 cyan	74
4	Epson 003 yellow	74
5	EPSON 008 Black 2 PCS	20
6	EPSON 008 Cyan 2 PCS	6
7	EPSON 008 Yellow 2 PCS	7
8	EPSON 008 Magenta 2 PCS	7
9	Epson 001 black	87
10	Epson 001 cyan	59
11	Epson 001 magenta	59
12	Epson 001 yellow	59
13	EPSON 673 BLACK (T6731)	96
14	EPSON 673 CYAN (T6732)	60
15	EPSON 673 MAGENTA (T6733)	60
16	EPSON 673 YELLOW (T6734)	60
17	EPSON 673 LIGHT CYAN (T6735)	60
18	EPSON 673 LIGHT MAGENTA (T6736)	60
19	EPSON 057 BLACK	60
20	EPSON 057 MAGENTA	36
21	EPSON 057 CYAN	36
22	EPSON 057 YELLOW	36
23	EPSON 057 LIGHT CYAN	36
24	EPOSN 057 LIGHT MAGENTA	36
25	Canon CA92 yellow	8
26	Canon CA92 magenta	8
27	Canon CA92 cyan	8
28	Canon CA92 black	8
29	Canon CA91 black	8
30	HP W2122A yellow (HP212A)	3
31	HP W2123A magenta (HP212A)	3
32	HP W2121A cyan (HP212A)	3
33	HP W2120A black (HP212A)	5

independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

34	Brother DCP-T710W, BT-5000C, Cyan Ink Bottle	10
35	Brother DCP-T710W, BT-5000M, Magenta Ink Bottle	10
36	Brother DCP-T710W, BT-5000Y, Yellow Ink Bottle	10
37	LC39BK for Brother DCP-J140W printer	20
38	Brother DCP-T710W, BT-D60BK Genuine Brother High Yield, Black Ink Bottle	15
39	Brother Black TN-3478	4
40	Brother DR-3455	1
41	TONER CART, SAMSUNG MLT-D203E, Black	2
42	Canon Pixma G4010 GI-790 cyan	15
43	Canon Pixma G4010 GI-790 magenta	15
44	Canon Pixma G4010 GI-790 yellow	15
45	Canon Pixma G4010 GI-790 black	30
46	Canon Pixma G4770 GI-71 BK black	30
47	Canon Pixma G4770 GI-71 BK yellow	15
48	Canon Pixma G4770 GI-71 BK magenta	15
49	Canon Pixma G4770 GI-71 BK cyan	15
50	Canon Pixma BH-70 Black Cartridge	10
51	Canon Pixma CH-70 Color Cartridge	10
52	Canon CLI 36 Color Cartridge	15
53	Canon PGI 35 Black Cartridge	12
54	Original HP 678 Black	24
55	Original HP 678 Tricolor	20
56	HP 682 BLACK	60
57	HP 682 TRI COLOR	60
58	HP 680 black	21
59	HP 680 tricolor	55
60	HP 206 A (Black)	20
61	HP 206 A (Yellow)	6
62	HP 206 A (Cyan)	6
63	HP 206A (Magenta)	6
64	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	29
65	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	19
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67	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	18
68	Original HP GT53XL 135 ml for HP Smart Tank 615 AiO Printer	15
69	Original HP GT52 Magenta 70 ml for HP Smart Tank 615 AiO Printer	10

70	Original HP GT52 Yellow 70 ml for HP Smart Tank 615 AiO Printer	10
71	Original HP GT52 Cyan 70 ml for HP Smart Tank 615 AiO Printer	10
72	Toner Cartridge Original HP151A	2
73	TONER CARTRIDGE, HP204A(CF513A Magenta)	4
74	TONER CARTRIDGE, HP204A(CF512A Yellow)	4
75	TONER CARTRIDGE, HP204A(CF511A Blue Cyan)	4
76	TONER CARTRIDGE, HP 204A(CF510A Black)	10
77	HP BLACK LASERJET CF226A, ORIGINAL	91
78	HP Toner Cartridge 30A	6
79	HP Toner Cartridge 85A	15
80	HP Toner Cartridge Black 76x CF276x	1
81	INK CARTRIDGE, Original Black HP 955XL	10
82	INK CARTRIDGE, Original Cyan, HP 955XL	10
83	INK CARTRIDGE, Original Magenta HP 955XL	10
84	INK CARTRIDGE, Original Yellow, HP 955XL	10
85	Toner Cartridge Original HP215A Black	2
86	Toner Cartridge Original HP215A Yellow	2
87	Toner Cartridge Original HP215A Magenta	2
88	Toner Cartridge Original HP215A Cyan	2

Conforme:

Name & Signature of the
Authorized Representative

Name of Company

Date

Section VIII. Checklist of Technical and Financial Documents

×/✓	A.	TECHNICAL COMPONENT ENVELOPE						
		Eligibility Documents						
	1.	PhilGEPS Certificate of Registration and Membership under Platinum category with the updated/valid of Eligibility Documents under its Annex "A" pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021.						
	2.	Statement of all on-going government and private contracts, including contracts awarded but not yet started. (<i>Annex A</i>)						
	3.	Statement of the Bidder's Single Largest Completed Contract similar to the contract to be bid, within the relevant period as provided in the Bidding Documents. (<i>Annex B</i>)						
		Technical Documents						
	1.	Bid security in the following prescribed form, amount and validity period: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">a.</td> <td>Cash or cashier's/manager's check issued by a universal or commercial bank, bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank = Two percent (2%) of the ABC; or</td> </tr> <tr> <td style="text-align: center;">b.</td> <td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety = Five percent (5%) of the ABC. Certification by Insurance Commission should be attached to the surety bond; or</td> </tr> <tr> <td style="text-align: center;">c.</td> <td>Bid Securing Declaration. (<i>Annex C</i>)</td> </tr> </table>	a.	Cash or cashier's/manager's check issued by a universal or commercial bank, bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank = Two percent (2%) of the ABC; or	b.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety = Five percent (5%) of the ABC. Certification by Insurance Commission should be attached to the surety bond; or	c.	Bid Securing Declaration. (<i>Annex C</i>)
a.	Cash or cashier's/manager's check issued by a universal or commercial bank, bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank = Two percent (2%) of the ABC; or							
b.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety = Five percent (5%) of the ABC. Certification by Insurance Commission should be attached to the surety bond; or							
c.	Bid Securing Declaration. (<i>Annex C</i>)							
	2.	Conformity with Schedule of Requirements, as enumerated in <i>Section VI</i> of the Bidding Documents.						
	3.	Conformity with Technical Specifications, as enumerated in <i>Section VII</i> of the Bidding Documents.						
	4.	Omnibus Sworn Statement executed by the bidder or its duly authorized representative. (<i>Annex D</i>)						
	5.	Secretary's Certificate for Corporation; or Special Power of Attorney for Sole Proprietorship						
	6.	Prospective bidder's computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to or greater than the ABC; or Committed Line of Credit, which must be at least equal to ten (10%) of the ABC of the contract to bid, in lieu of the NFCC.						
	7.	Joint Venture Agreement, if applicable.						
	8.	Bid Bulletin/s, if any.						
		B. FINANCIAL COMPONENT ENVELOPE						
	1.	Bid Form (<i>Annex E</i>)						
	2.	Price Schedule (<i>Annex F-1 or F-2</i>)						

Disclaimer: The CHECKLIST only serves as a guide in the preparation of the bidding documents/requirements. In case of discrepancy between the requirements indicated in the BIDDING DOCUMENT and the CHECKLIST, the BIDDING DOCUMENT shall prevail.

Statement of Ongoing Contract/s

This is to certify that _____ (Name of Company) _____ has the following ongoing contract/s:

Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of contract and value of outstanding contracts	Date of Delivery	End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements (if applicable)



Name of Company/Bidder

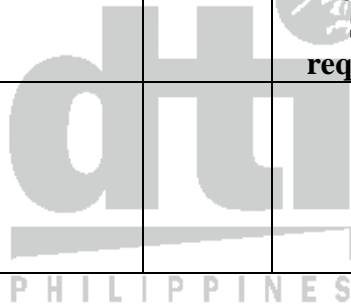
Signature over printed Name of
Authorized Representative

Date

Statement of Single Largest Contract

This is to certify that _____ (Name of Company) _____ has the following completed contract/s for the period CY _____.

Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Kind of Goods	Amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement	Date of Delivery	End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements



Name of Company/Bidder

Signature over printed Name of Authorized Representative

Date

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

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

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2024 at _____, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules in Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibit to me his/her _____ with his/her photograph and signature appearing thereon, with no. _____ issued by _____.

Witness my hand and seal this ____ day of _____ 2024.

NOTARY PUBLIC

Doc. No.: _____

Page No.: _____

Book No.: _____

Series of _____



ANNEX D

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2024 at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of _____ 2024 at _____, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules in Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibit to me his/her _____ with his/her photograph and signature appearing thereon, with no. _____ issued by _____.

Witness my hand and seal this ___ day of _____ 2024.

NOTARY PUBLIC



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

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

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	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

(if none, state "None")]

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

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

We certify/confirm that we comply with the eligibility requirements 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: _____



ANNEX F-1

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

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Quantity	Country of origin	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
1	Epson 003 black	107						
	Epson 003 magenta	74						
	Epson 003 cyan	74						
	Epson 003 yellow	74						
	EPSON 008 Black 2 PCS	20						
	EPSON 008 Cyan 2 PCS	6						
	EPSON 008 Yellow 2 PCS	7						
	EPSON 008 Magenta 2 PCS	7						
	Epson 001 black	87						
	Epson 001 cyan	59						
	Epson 001 magenta	59						
	Epson 001 yellow	59						
	EPSON 673 BLACK (T6731)	96						
	EPSON 673 CYAN (T6732)	60						
	EPSON 673 MAGENTA (T6733)	60						
	EPSON 673 YELLOW (T6734)	60						
	EPSON 673 LIGHT CYAN (T6735)	60						
	EPSON 673 LIGHT MAGENTA (T6736)	60						
EPSON 057 BLACK	60							

EPSON 057 MAGENTA	36					
EPSON 057 CYAN	36					
EPSON 057 YELLOW	36					
EPSON 057 LIGHT CYAN	36					
EPOSN 057 LIGHT MAGENTA	36					
Canon CA92 yellow	8					
Canon CA92 magenta	8					
Canon CA92 cyan	8					
Canon CA92 black	8					
Canon CA91 black	8					
HP W2122A yellow (HP212A)	3					
HP W2123A magenta (HP212A)	3					
HP W2121A cyan (HP212A)	3					
HP W2120A black (HP212A)	5					
Brother DCP- T710W, BT-5000C, Cyan Ink Bottle	10					
Brother DCP- T710W, BT-5000M, Magenta Ink Bottle	10					
Brother DCP- T710W, BT-5000Y, Yellow Ink Bottle	10					
LC39BK for Brother DCP-J140W printer	20					
Brother DCP- T710W, BTD60BK Genuine Brother High Yield, Black Ink Bottle	15					
Brother Black TN- 3478	4					
Brother DR-3455	1					
TONER CART, SAMSUNG MLT- D203E, Black	2					
Canon Pixma G4010 GI-790 cyan	15					
Canon Pixma G4010 GI-790 magenta	15					
Canon Pixma G4010 GI-790 yellow	15					
Canon Pixma G4010 GI-790 black	30					
Canon Pixma G4770 GI-71 BK black	30					
Canon Pixma G4770 GI-71 BK yellow	15					
Canon Pixma G4770 GI-71 BK magenta	15					
Canon Pixma G4770 GI-71 BK cyan	15					
Canon Pixma BH- 70 Black Cartridge	10					

Canon Pixma CH-70 Color Cartridge	10					
Canon CLI 36 Color Cartridge	15					
Canon PGI 35 Black Cartridge	12					
Original HP 678 Black	24					
Original HP 678 Tricolor	20					
HP 682 BLACK	60					
HP 682 TRI COLOR	60					
HP 680 black	21					
HP 680 tricolor	55					
HP 206 A (Black)	20					
HP 206 A (Yellow)	6					
HP 206 A (Cyan)	6					
HP 206A (Magenta)	6					
TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	29					
TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	19					
TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	19					
TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	18					
Original HP GT53XL 135 ml for HP Smart Tank 615 AiO Printer	15					
Original HP GT52 Magenta 70 ml for HP Smart Tank 615 AiO Printer	10					
Original HP GT52 Yellow 70 ml for HP Smart Tank 615 AiO Printer	10					
Original HP GT52 Cyan 70 ml for HP Smart Tank 615 AiO Printer	10					
Toner Cartridge Original HP151A	2					
TONER CARTRIDGE, HP204A(CF513A Magenta)	4					
TONER CARTRIDGE, HP204A(CF512A Yellow)	4					
	4					



TONER CARTRIDGE, HP204A(CF511A Blue Cyan)	10						
TONER CARTRIDGE, HP 204A(CF510A Black)	91						
HP BLACK LASERJET CF226A, ORIGINAL	6						
HP Toner Cartridge 30A	15						
HP Toner Cartridge 85A	1						
HP Toner Cartridge Black 76x CF276x	10						
INK CARTRIDGE, Original Black HP 955XL	10						
NK CARTRIDGE, Original Cyan, HP 955XL	10						
INK CARTRIDGE, Original Magenta HP 955XL	10						
INK CARTRIDGE, Original Yellow, HP 955XL	2						
Toner Cartridge Original HP215A Black	2						
Toner Cartridge Original HP215A Yellow	2						
Toner Cartridge Original HP215A Magenta	2						
Toner Cartridge Original HP215A Cyan							



Name: _____

Legal Capacity: _____

Signature: _____

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

ANNEX F-2

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Quantity	Country of origin	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Epson 003 black	107							
	Epson 003 magenta	74							
	Epson 003 cyan	74							
	Epson 003 yellow	74							
	EPSON 008 Black 2 PCS	20							
	EPSON 008 Cyan 2 PCS	6							
	EPSON 008 Yellow 2 PCS	7							
	EPSON 008 Magenta 2 PCS	7							
	Epson 001 black	87							
	Epson 001 cyan	59							
	Epson 001 magenta	59							
	Epson 001 yellow	59							
	EPSON 673 BLACK (T6731)	96							
	EPSON 673 CYAN (T6732)	60							
	EPSON 673 MAGENTA (T6733)	60							
	EPSON 673 YELLOW (T6734)	60							
	EPSON 673 LIGHT CYAN (T6735)	60							
EPSON 673 LIGHT									

MAGENTA (T6736)	60							
EPSON 057 BLACK	60							
EPSON 057 MAGENTA	36							
EPSON 057 CYAN	36							
EPSON 057 YELLOW	36							
EPSON 057 LIGHT CYAN	36							
EPOSN 057 LIGHT MAGENTA	36							
Canon CA92 yellow	8							
Canon CA92 magenta	8							
Canon CA92 cyan	8							
Canon CA92 black	8							
Canon CA91 black	3							
HP W2122A yellow (HP212A)	3							
HP W2123A magenta (HP212A)	3							
HP W2121A cyan (HP212A)	5							
HP W2120A black (HP212A)	10							
Brother DCP-T710W, BT-5000C, Cyan Ink Bottle	10							
Brother DCP-T710W, BT-5000M, Magenta Ink Bottle	10							
Brother DCP-T710W, BT-5000Y, Yellow Ink Bottle	20							
LC39BK for Brother DCP-J140W printer	15							
Brother DCP-T710W, BTD60BK Genuine Brother High Yield, Black Ink Bottle	4							
Brother Black TN-3478	1							
Brother DR-3455	2							
TONER CART, SAMSUNG MLT-D203E, Black	15							



Canon Pixma G4010 GI-790 cyan								
Canon Pixma G4010 GI-790 magenta	15							
Canon Pixma G4010 GI-790 yellow	15							
Canon Pixma G4010 GI-790 black	30							
Canon Pixma G4770 GI-71 BK black	30							
Canon Pixma G4770 GI-71 BK yellow	15							
Canon Pixma G4770 GI-71 BK magenta	15							
Canon Pixma G4770 GI-71 BK cyan	15							
Canon Pixma BH-70 Black Cartridge	10							
Canon Pixma CH-70 Color Cartridge	10							
Canon CLI 36 Color Cartridge	15							
Canon PGI 35 Black Cartridge	12							
Original HP 678 Black	24							
Original HP 678 Tricolor	20							
HP 682 BLACK	60							
HP 682 TRI COLOR	60							
HP 680 black	21							
HP 680 tricolor	55							
HP 206 A (Black)	20							
HP 206 A (Yellow)	6							
HP 206 A (Cyan)	6							
HP 206A (Magenta)	6							
TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	29							
TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	19							
TONER CARTRIDGE, HP CF362A	19							



(HP508A), Yellow LaserJet								
TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	18							
Original HP GT53XL 135 ml for HP Smart Tank 615 AiO Printer	15							
Original HP GT52 Magenta 70 ml for HP Smart Tank 615 AiO Printer	10							
Original HP GT52 Yellow 70 ml for HP Smart Tank 615 AiO Printer	10							
Original HP GT52 Cyan 70 ml for HP Smart Tank 615 AiO Printer	10							
Toner Cartridge Original HP151A	2							
TONER CARTRIDGE, HP204A(CF513 A Magenta)	4							
TONER CARTRIDGE, HP204A(CF512 A Yellow)	4							
TONER CARTRIDGE, HP204A(CF511 A Blue Cyan)	4							
TONER CARTRIDGE, HP 204A(CF510A Black)	10							
HP BLACK LASERJET CF226A, ORIGINAL	91							
HP Toner Cartridge 30A	6							
HP Toner Cartridge 85A	15							
HP Toner Cartridge Black 76x CF276x	1							
INK CARTRIDGE, Original Black HP 955XL	10							
NK CARTRIDGE,	10							



Original Cyan, HP 955XL								
INK CARTRIDGE, Original Magenta HP 955XL	10							
INK CARTRIDGE, Original Yellow, HP 955XL	10							
Toner Cartridge Original HP215A Black	2							
Toner Cartridge Original HP215A Yellow	2							
Toner Cartridge Original HP215A Magenta	2							
Toner Cartridge Original HP215A Cyan	2							

Name: _____

Legal Capacity: _____

Signature: _____

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



Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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]

CALL-OFF					
Department of Trade and Industry					
Agency					
Supplier: _____			C.O. No.: _____		
Address: _____			Date: _____		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: _____			Delivery Term: _____		
Date of Delivery: _____			Payment Term: _____		
Quantity	Unit	Description	Inventory	Unit Cost	Amount
Total Amount in Words: _____					PHP 0.00
<p>Please see attached Terms and Conditions.</p> <p style="text-align: right;">Very Truly Yours,</p> <p>Conforme: _____</p> <p style="text-align: right;">Authorized Official</p> <p>_____</p> <p style="text-align: center;">Signature over Printed Name of Supplier</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>					
Funds Available: _____			ALOBS No.: _____		
Chief Accountant			Amount: _____		

FRAMEWORK AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into by and between **Department of Trade and Industry** of the Philippines with office address at Trade and Industry Bldg., 361 Sen. Gil Puyat Ave., Makati City, represented herein by **Assistant Secretary Agaton Teodoro O Uvero** and hereinafter referred to as the “**THE PROCURING ENTITY**”.

and

[**Name of Supplier**], a duly registered entity existing under the laws of the Philippines, with postal address at [Address of Supplier], represented by [**Name of Representative**] hereinafter referred to as the “**THE SUPPLIER**”,

WITNESSETH that:

WHEREAS, THE PROCURING ENTITY decided to use Framework Agreement on its procurement project “**Supply and Delivery of Printer Supplies and Consumables for the DTI-Central Office (Framework Agreement) (Bidding No. 24-004)**”;

WHEREAS, this Agreement is for the option to purchase of goods determined to be necessary and desirable to address and satisfy the needs of THE PROCURING ENTITY by its nature, use or characteristic, the quantity and/or exact time of need cannot be accurately pre-determined;

WHEREAS, THE PROCURING ENTITY has the option to purchase the items provided in the Framework Agreement List, attached and made an integral part of this Agreement as provided in the Article I, on a date and time to be determined in the Call-Off to be issued for such purpose by THE PROCURING ENTITY; and

WHEREAS, THE SUPPLIER which passed the eligibility screening conducted by THE PROCURING ENTITY, shall maintain and update the eligibility requirements during period of this Agreement and shall honor all obligations under this Framework Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

Article I GENERAL CONSIDERATIONS

1. This Framework Agreement is an option contract. THE PROCURING ENTITY is given the option to either purchase the identified items in the Framework Agreement or not to purchase at all. The discretion to exercise the option falls solely with THE PROCURING ENTITY. THE SUPPLIER may not require or demand for the latter to purchase the items in the Framework Agreement List.

2. In this Framework Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract which is attached thereto and made an integral part thereof;
3. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - a. the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - b. the Framework Agreement List and the Technical Specifications;
 - c. the General Conditions of the Contract;
 - d. the Special Conditions of Contract;
 - e. the Performance Security or Performance Securing Declaration;
 - f. the Procuring Entity's Notice to Execute Framework Agreement;
 - g. Mini Competition, when necessary; and
 - h. Call-Offs.

Article II DURATION

The term of this Agreement shall be from receipt of Notice to Proceed to 31 December 2024 unless sooner revoked by both parties.

Article III CONSIDERATIONS

For the consideration of one peso (PhP1.00), THE PROCURING ENTITY have the option to purchase any or all of the items in the Framework Agreement List through the issuance of Call-off and THE SUPPLIER commits to deliver the goods and perform the services subject to the conditions of the Call-off.

Article IV PERFECTION OF PROCUREMENT CONTRACT

The Framework Agreement being an option contract, a procurement contract is perfected only when THE PROCURING ENTITY exercises the option to procure any item from the Framework Agreement List through the issuance of a Call-off.

Article V OBLIGATIONS TO ANSWER A CALL-OFF

Once THE PROCURING ENTITY issues a Call-off, THE SUPPLIER is bound to deliver the goods or perform the services identified at the time and date specified in the Call-off.

Failure on the part of THE SUPPLIER to deliver goods or perform the services shall warrant forfeiture of performance security or performance securing declaration and imposition of liquidated damages as provided for in the Guidelines on use of Framework Agreement by all Procuring Entities without prejudice to all other applicable actions.

Article VI
TERMS AND CONDITIONS

The terms and conditions of this Framework Agreement shall be governed by Guidelines on the Use of Framework Agreement by all Procuring Entity and all relevant issuance of the GPPB.

IN WITNESS whereof, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines, on the day and year first above written.

Department of Trade and Industry

[Name of Supplier]



ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in _____, on this ____ day of _____, personally appeared the following persons:

Name	ID Presented/No.
Department of Trade and Industry	

[Name of Supplier]

Whom I have identified through competent evidence of identity and to me known to be the same person(s) who executed the foregoing Memorandum of Understanding, consisting of three (3) pages, including the page on which this Acknowledgement is written, and who acknowledged to me that they executed and signed the foregoing as their free and voluntary act and deed, and of the entities they are authorized to represent.

PHILIPPINES

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal.

Notary Public

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



