

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Contract Reference No.	: IB_GOODS_2025-03-011
Name of Contract	: PURCHASE AND DELIVERY OF SUPPLIES, MATERIALS AND EQUIPMENT NOT AVAILABLE AT PS-DBM FOR CY 2025
Location of Contract	: KALINGA STATE UNIVERSITY-MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO, TABUK CITY, KALINGA
Name of Procuring Entity	: KALINGA STATE UNIVERSITY (KSU)



Kalinga State University envisions to be "a Knowledge and Technology Hub in Asia-Pacific Region"

Sixth Edition
July 2020



Republic of the Philippines
KALINGA STATE UNIVERSITY
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Bids and Awards Committee

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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-



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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 the 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



INVITATION TO BID FOR PURCHASE AND DELIVERY OF SUPPLIES,
MATERIALS AND EQUIPMENT NOT AVAILABLE AT PS-DBM FOR CY
2025

1. The Kalinga State University, through the Regular Agency Fund (RAF) for CY 2025 intends to apply the sum of Three Million Four Hundred Sixty-Nine Thousand Two Hundred Thirty-Three Philippine Pesos and Fifty-Three Centavos (Php 3,469,233.53) being the Approved Budget for the Contract (ABC) to payments under the contract for Purchase and Delivery of Supplies, Materials and Equipment not Available at PS-DBM for CY 2025/ IB_Goods_2025-03-011 for the following lots. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Particulars	ABC	Bidding Fees (Non-Refundable)	Delivery Period
1	Common-use Supplies Including Janitorial and Miscellaneous Supplies and Materials	2,509,445.53	5,000.00	45 cd
2	ICT Supplies, Equipment and Consumables	959,788.00	1,000.00	45 cd
Total Amount of ABC		3,469,233.53		

Partial bids are allowed. All Goods are grouped into lots listed above. Bidders shall have the option of submitting a proposal on any or all lots, and evaluation and contract award will be undertaken on a per-lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

2. The Kalinga State University now invites bids for the above Procurement Project. Delivery of the Goods is required **within Forty-Five (45) calendar days upon receipt of the Purchase Order**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **Kalinga State University** and inspect the Bidding Documents at the address given below during *office hours from 9 am to 4 pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 5, 2025 (Thursday) until 10 am of March 25, 2025 (Tuesday)** from the given address and websites 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 not more than Five Thousand Philippine Pesos (Php 5,000.00) as prescribed in the Guidelines for the sum of the ABC of all lots as stated above*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *either in person or through electronic means*.
6. The Kalinga State University will hold a Pre-Bid Conference on **March 13, 2025 (Thursday), 10 am** at the BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main



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Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga, and/or through video conferencing or webcasting via **Google Meet Platform** at the link: meet.google.com/dbi-xvqi-jgm, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **10 am on March 25, 2025 (Tuesday)**. 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 **10:01 am on March 25, 2025 (Tuesday)** at the given address below and/or via **Google Meet Platform** at the link: meet.google.com/kio-bshk-xjn. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders should comply with the applicable provisions of Section 23.4.1.1 of 2016 Revised IRR of R.A. 9184 (Eligibility Criteria for Procurement of Goods) and with a modified set of requirements integrating eligibility documents and criteria for procurement of goods as provided in Annex D of the 2016 revised IRR of RA No. 9184.
11. The **Kalinga 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 No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Ricky James B. Sagun
BAC Secretariat
Procurement Management Office
Kalinga State University-Main Campus
Administration Building, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800
procurementservice_bac@ksu.edu.ph
(074) 627-5321 / 09176240170
<https://ksu.edu.ph/>

13. You may visit the following websites:

For downloading of Bidding Documents: <https://ksu.edu.ph/bid/purchase-and-delivery-supplies-materials-and-equipment-not-available-ps-dbm-cy-2025>

March 4, 2025

(Sgd)
ROMUALDO U. WACAS, PhD
BAC Chairperson for Bulanao Campus



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, Kalinga State University, wishes to receive Bids for the **Purchase and Delivery of Supplies, Materials and Equipment not Available at PS-DBM for CY 2025**, with identification number **IB_Goods_2025-03-011**.

The Procurement Project (referred to herein as "Project") is composed of **two (2) Lots**, 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 **CY 2023** in the amount of **Three Million Four Hundred Sixty-Nine Thousand Two Hundred Thirty-Three Philippine Pesos and Fifty-Three Centavos (Php 3,469,233.53)**.

2.2. The source of funding is:

Regular Agency Fund CY 2025

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

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

a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.



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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at **BAC Conference Room, Procurement Management Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga**, and/or through video conferencing/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 **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 a 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)**.



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- 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 the 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.
 - a. 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 **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.

15. Sealing and Marking of Bids



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Each Bidder shall submit **three (3)** copies of the first and second components of its Bid labeled as original copy, copy 1 and copy 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.

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 video conferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

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

19.4. The Project shall be awarded as follows:



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Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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



Section III. Bid Data Sheet

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Bid Data Sheet

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Single Largest Completed Contract shall refer to any of the following: Lot 1: Purchase and Delivery of Supplies and Materials including Janitorial and Miscellaneous, 50% of the ABC for Lot 1: or Lot 2: Purchase and Delivery ICT Supplies, Equipment and Consumables, 50% of the ABC of Lot 2; or</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>												
7.1	<i>Subcontracting is not allowed.</i>												
12	The price of the Goods shall be quoted DDP port of Manila or the applicable International Commercial Terms (INCOTERMS) for this Project.												
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>Lot 1: Office Supplies and Materials including Janitorial and Miscellaneous:</p> <p>a. The amount of not less than Php 50,188.91 (2%) 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 Php 125,472.28 (5%) if bid security is in Surety Bond.</p> <p>Lot 2: ICT Equipment and materials including Consumables:</p> <p>a. The amount of not less than Php 19,195.76 (2%) 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 Php 47,989.40 (5%) if bid security is in Surety Bond.</p>												
19.3	<p>The Project will be awarded by lot, and the following are the grouping of lots:</p> <table><tr><th>Lot No.</th><th>Title</th><th>Items</th><th>ABC</th></tr><tr><td>1</td><td>Common-use Supplies including Janitorial and Miscellaneous Supplies and Materials</td><td>Various items, refer to Section VII (Technical Specifications)</td><td>2,509,445.53</td></tr><tr><td>2</td><td>ICT Supplies, Equipment and Consumables</td><td>Various items, refer to Section VII (Technical Specifications)</td><td>959,788.00</td></tr></table>	Lot No.	Title	Items	ABC	1	Common-use Supplies including Janitorial and Miscellaneous Supplies and Materials	Various items, refer to Section VII (Technical Specifications)	2,509,445.53	2	ICT Supplies, Equipment and Consumables	Various items, refer to Section VII (Technical Specifications)	959,788.00
Lot No.	Title	Items	ABC										
1	Common-use Supplies including Janitorial and Miscellaneous Supplies and Materials	Various items, refer to Section VII (Technical Specifications)	2,509,445.53										
2	ICT Supplies, Equipment and Consumables	Various items, refer to Section VII (Technical Specifications)	959,788.00										
20.2	<p>List of licenses and permits relevant to the Project and the corresponding law requiring it:</p> <p>a. VAT or Non-VAT Registration Certificates; and</p> <p>b. Other appropriate licenses and permits, as may be required during post-qualification evaluation.</p>												
21.2	<p>Contract documents relevant to the Project:</p> <p>a. The following relevant documents are to be submitted by the lowest calculated and responsive bidder after issuance of a notice of award:</p> <p>1. Performance Security. The Winning Bidder shall be responsible for the extension of its performance security during the remaining period or duration of the Project reckoned from the date of the effectivity of the contract, or for any contract time extension granted by the Procuring Entity, which shall be valid until final acceptance of the Project.</p> <p>In place of the Performance Security, a post qualified bidder may submit an unnotarized Performance Securing Declaration (PSD) - Revised Edition, to</p>												



	<p>guarantee its faithful performance of obligations under the contract, subject to the following:</p> <ul style="list-style-type: none">i) Such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with a prior similar offense, in the event it violates any of the conditions stated in the contract.ii) The unnotarized PSD may be accepted, subject to submitting a notarized PSD before payment unless the same is replaced with performance security in the prescribed form. <p>The end-user may require the winning bidder to replace the submitted PSD with performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting the State of Calamity, or community quarantine or similar restrictions, as the case may be.</p> <ul style="list-style-type: none">b. During or after the delivery, the Supplier shall submit the following requirements:<ul style="list-style-type: none">1. Delivery Receipt2. Supplier's Sales Invoice
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

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

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

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.



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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

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Special Conditions of Contract

GCC Clause	
1	<p><i>Additional requirements for the completion of this Contract.</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i></p> <p>“The delivery terms applicable to the Contract are DDP delivered in the port of Manila in accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>“The delivery terms applicable to this Contract are delivered at the Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga. 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) and Section VII (Technical Specifications).</p> <p>For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is:</p> <p>Mr. Joseph Tracy D. Labbutan Supply and Property Officer Supply and Management Office Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao Tabuk City 3800, Kalinga, Philippines</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">performance or supervision of on-site assembly and/or start-up of the supplied Goods;furnishing of tools required for assembly and/or maintenance of the supplied Goods;furnishing of detailed operations and maintenance manual for each appropriate unit of the supplied Goods;



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	<ul style="list-style-type: none">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; ande. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <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> <ul style="list-style-type: none">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; andb. in the event of termination of production of the spare parts:<ul style="list-style-type: none">i. advance notification to the Procuring Entity of the pending termination, insufficient time to permit the Procuring Entity to procure needed requirements; andii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements), and the costs 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 30 days. <i>If not used, a time period of 90 days, which is three times the warranty period.</i></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 style="padding-left: 40px;">Name of the Procuring Entity Name of the Supplier</p>



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	<p>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 the use of the Goods or any part thereof.</p>
2.2	<p><i>Partial payment is not allowed.</i></p>
4	<p>The inspections and tests that will be conducted are: Testing and Sealing by the Inspectorate and Acceptance Committee of the University, including a COA representative, TWG, and end-users representatives.</p>



Section VI. Schedule of Requirements

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

No.	Lot and Reference	Qty	Unit	Delivered, Weeks/Months
1	COMMON-USE SUPPLIES INCLUDING JANITORIAL SUPPLIES AND MATERIALS	1	Lot	Delivery shall be completed within FORTY-FIVE (45) CALENDAR DAYS upon acceptance of the Purchase Order
2	ICT SUPPLIES, EQUIPMENT AND CONSUMABLES	1	Lot	Delivery shall be completed within FORTY-FIVE (45) CALENDAR DAYS upon acceptance of the Purchase Order

Note:

- Contract Warranty:* Three (3) months in the case of Expendable Supplies and One (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.
- To be delivered at:* Supply and Property Management Office (SPMO), Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga, Philippines

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder

Signature Over Printed Name
of Representative

Date



Section VII. Technical Specifications

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Technical Specifications

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
				[Bidders must state here either “ Comply ” or “ Not Comply ” against each of the individual parameters of each Specification stating the corresponding performance parameter of the Equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of Specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification, or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier liable for prosecution subject to the applicable laws and issuances.]
	LOT 1: COMMON-USE SUPPLIES INCLUDING JANITORIAL SUPPLIES AND MATERIALS			
	I. COMMON-USE SUPPLIES AND DEVICES			
1	Acrylic Folder/paper holder (A4), 1 layer	1	piece	
2	Air Humidifier, Electrical, 4liters, Air Purifiers with Essential Oils	1	unit	
3	Arc File Folder, 13 1/2" H x 11" W x 3" diameter, Color: Blue; 2 hole punch	50	piece	
4	Arc File Folder, 13 1/2" H x 11" W x 3" diameter, Color: Green	30	piece	
5	Arc File, ISO folder (2.5 inches) green	20	piece	
6	ARCH FILE FOLDER, 13 1/2" H x 11" W x 3" diameter, Blue	5	piece	
7	Ball pen, black, 25 pcs./box	4	box	
8	Ball Point Pen, High Quality Writing, BP-S Fine, Black	20	piece	
9	Ball Point Pen, High Quality Writing, BP-S Fine, 12pcs/box, Black	34	box	
10	Ballpen, 0.7mm, 12pcs/box, Black	1	box	
11	Ballpen, black, 0.5mm, 12pcs per box	2	box	
12	BALLPEN, black, Water Gel, 25pcs/box	1	box	
13	ballpen, My Gel, 0.5 mm, 12 pcs/box - Black	10	box	
14	ballpen, My Gel, 0.5 mm, 12 pcs/box - Red	10	box	
15	Ballpen, Ordinary, 12pcs/box, Black	228	box	
16	Ballpen, Ordinary, 12pcs/box, Blue	2	box	



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17	Ballpoint Pen, High Quality Writing, BP-S Fine, 12pcs/box, Color: Blue	4	box	
18	Ballpoint Pen, High Quality Writing, BP-S Fine, 12pcs/box, Color: Red	3	box	
19	BATTERY CHARGER, 4 slots with AA/AAA rechargeable battery	2	set	
20	BATTERY, dry cell, AAA	5	piece	
21	BATTERY, Rechargeable, size AA	5	pair	
22	BATTERY, Rechargeable, size AA, with charger	1	pair	
23	BATTERY, Rechargeable, size AAA	8	pair	
24	BATTERY, Rechargeable, size AAA, with charger	1	pair	
25	BATTERY, size AA, alkaline, 2 pieces per blister pack	3	pair	
26	BOOK STAND (225 mm x 300 mm)	1	unit	
27	BOOKSHELVES (Chipboard) (4 layers, 8 shelves)	1	unit	
28	Cacha bag for agenda folder	15	piece	
29	CACHA CLOTH, Off white,110yards/roll, 60" width (Thick type)	1	roll	
30	Cash Drawer Box Case Storage,5 Bills, 5 coins	1	unit	
31	Ceiling fan	4	unit	
32	Certificate Frame (8.5" x 11")	23	piece	
33	CERTIFICATE FRAME (8.5" x 13")	45	piece	
34	CERTIFICATE FRAME, A4	155	piece	
35	Certificate Holder,A4, Apple Green	80	piece	
36	Chair, Monobloc, with arm rest, Backrest height: 710mm, Seat Height: 380mm, Seat Depth: 403mm Seat Width: 370mm Writing Board Height: 614mm Writing Board Depth: 617mm Writing Board Width: 250mm Weight: 3.40 kgs. Mold Insert: 24mm x 78mm	50	piece	
37	Chalk, Dustless, Colored, Assorted Colors, 100pcs./box	2	box	
38	Clear Book paper and file organizer, Legal, 60 Pockets, black	5	piece	
39	Clear Book, Legal size non-refillable	9	piece	
40	Clear Plastic Protective, LP Outer Sleeves Vinyl Record Sleeves Album Covers, 10pcs/ pack, legal (85x13) size	5	pack	
41	Clearbook (A4)	5	piece	
42	Clip, backfold, 50mm, 12 pcs per box	68	box	
43	Clipboard, Legal	4	piece	
44	CLOTHES RACK HANGER,	2	piece	
45	Coffee Maker 1.2L	1	unit	
46	COLORED PAPER assorted, A4 Size, 250's	5	ream	
47	Colored Paper, Assorted Colors, Legal	2	ream	
48	COLORED PAPER, Legal, Yellow, 250's	2	ream	
49	Computer Desk with 4 Drawers and Keyboard Tray multifunction office table writing table study table 36" x 34"	2	unit	
50	Computer Desk with 4 Drawers and Keyboard Tray multifunction office table, writing table study table 36" x 34"	1	unit	
51	Computer Table, 3 Layers	1	unit	
52	Continous Form, 3ply, 11" x 5.5", 500sets/box, carbonless	6	box	
53	Continuous Form 3 Ply 11 x 9.5, Carbonless	8	box	
54	Cork Board with Wooden Frame, 60x40cm	17	unit	
55	Curtain End cap, 1", Silver	8	piece	
56	Curtain Holder, 1", Silver	8	piece	
57	Curtain Plain, Blackout with Rings W-2m x L-2m for Window , Color green, polyester	10	piece	
58	Curtain Rods, 2meters, 1"	4	piece	



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59	Curtain, Blackout 7 feet (Olive green)	10	piece	
60	Curtain, Blackout Plain with Rings W-2m x L-2m for Window, Color gray, polyester	10	piece	
61	Curtain, Plain, Color Cream (8 rings, 215 cm Length, 140 cm Width)	25	piece	
62	Curtains, Blackout, thick, with ring, 52"x87" gray	24	piece	
63	Curtains, Midsize, light green	4	piece	
64	Curtains, regular size, light green	2	piece	
65	Cutter Blade, L500, 10 pcs/tube	3	tube	
66	Cutter, L500, Retractable	5	piece	
67	Cutting Shears, 10inch Aviation Snip Straight 250mmn Steel Metal Cutter Multifunction	4	pair	
68	Data File Box w/ Cover, Size: Width: 280mm x Height: 270mm x Length: 395mm, Color: Dark Blue	12	piece	
69	Data File Box with cover 12 inches width, 15 inches tall	6	piece	
70	Data File Box with cover, 15 1/2" W x 11" H x 11 1/2" diameter	49	piece	
71	Data File box, made of chipboard, with close end, legal	47	piece	
72	Data Folder, Legal Green	10	piece	
73	Data Folder, Legal, Green, expanded, 100 pcs/box	1	box	
74	Dater Stamp, 4mm (not self ink)	3	piece	
75	Dating and Stamping Machine	1	piece	
76	Dating and Stamping Machine	1	piece	
77	Dating and Stamping Machine, Personnalized/Rubber Stamp	4	piece	
78	Defense table (1 set) Long table with 10 chairs	1	set	
79	Deskpad, High Quality with Excel Shortcut Keys Mouse Pad Large	2	piece	
80	DESKTOP STORAGE BOX, transparent pen holder frosted simple oblique insertion type multifunctional stationary tube, material: plastic, with compartments, no cover, Capacity: 12*7cm 25*5cm	2	set	
81	Dish Cabinet, dual upper storage spacious dish rack durable, 46cm length, 37cm width, 59cm height	1	unit	
82	Dish Drainer with spoon and pork drawer, green, medium	1	unit	
83	Dish Rack, 5 layers	1	unit	
84	Document Folder White, letter size	100	piece	
85	Document Holder, Monitor Mounted, Adjustable, copy clip holds up to 100 sheets of paper	1	unit	
86	Drawer Dish Cabinet/Organizer Dimension: L61cmXW33cmX156cm	1	set	
87	Dressmaker Pin 20 mats per box	5	box	
88	Dressmaker's chalk	4	piece	
89	Duct tape, 1", black	10	roll	
90	Duct Tape, 1.5", Green	5	roll	
91	Duct Tape, 2", black	29	roll	
92	Duct Tape, 2", Blue	16	roll	
93	Duct Tape, 2", Green	49	roll	
94	DUCT TAPE, 2", Grey	10	roll	
95	DUCT TAPE, 2", Red	11	roll	
96	DUCT TAPE, 2", Yellow	11	roll	
97	Electric coffee urn/coffee boiler/perculator 8 liter capacity and can hold 30—40 cups. Made of food grade stainless steel and is safe to use. Transparent water indicator with heat and warm button.	2	unit	



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	Maximum temperature is 110 degree celcius. Includes its strainer to filter coffee/tea.			
98	Electric Fan, Stand Type	2	unit	
99	Electric Fan, Stand Type, 16" diameter	3	unit	
100	Electric Fan, Stand Type, 18" Industrial Metal blade	1	unit	
101	Emergency Lamp , Chargeable	1	unit	
102	Envelope, Catalog, for filing, 6 x 9 inches, customized	3000	piece	
103	Envelope, Documentary (Long size)	50	piece	
104	Envelope, Documentary, A4, box of 500pcs/box	1	box	
105	Envelope, Documentary, legal,	100	piece	
106	Envelope, Documentary, legal, 500pcs/box	3	box	
107	Envelope, Expanding, Kraft (Legal)	194	piece	
108	ERASER felt, for blackboard/whiteboard	10	piece	
109	ERASER, felt, for blackboard/whiteboard	30	piece	
110	Eraser, plastic or rubber	2	piece	
111	ERASER, Whiteboard, magnetic	6	piece	
112	Ergonomic Mouse Pad	2	piece	
113	Expanded Folder with Tab, 8.5 x 13 legal, 100pcs/box	1	box	
114	Fastener, 50 sets/box, plastic	2	box	
115	Fastener, metal, non-sharp edges, 70mm between prongs, 50 sets per box	24	box	
116	FASTENER, plastic, Assorted colors, 7cm ,50set/box	41	box	
117	Fastener, plastic, FS-5507 Assorted 7cm/50 set/ Box	5	box	
118	File Box	40	piece	
119	File Organizer, 3-layer tray, legal, Metal	2	piece	
120	File/Magazine File Holder/Organizer (3-layer compartments), Mesh	4	piece	
121	Filing Cabinet with Swing Glass Door (4 shelves) - 1850*900*400 mm, steel thickness: 0.6mm, gray	3	unit	
122	First Aid Emergency Kit, complete set/42 pcs, package content: 1 storage bag, 1 roll elastic bandage,	2	set	
123	FIRST AID EMERGENCY KIT, complete set/42 pcs, Package Contents: 1 Storage bag, 1 Roll elastic bandage, 4* Povidine- Iodine Prep Pad, 10* Band-aid, 1 Roll silicone tourniquet, 1 Small scissors, 10* Alcohol Pad, 1 Roll of medical tape, 10* pcs of Individual needles, 2* sterile gauze pieces, 1 Plastic tweezer	7	set	
124	Flash Drive, 32GB capacity	2	piece	
125	Flashlight Heavy Duty, Rechargeable, Waterproof, Illuminant: Four LED lamp beads, Light distance: 500-1000m, Battery: 1*18650 lithium batteries, Brightness level: Strong light, normal light, weak light, flashing light, SOS, Material: Aluminium alloy shell, Weight: 278g, Standby time: 4-8h	5	piece	
126	Foldable Platform Trolley For Heavy Weight Heavy Duty Push Cart 90*60cm - 300 kg Capacity	1	unit	
127	Folder - White, Long with tab, legal, 100pcs/pack	1	pack	
128	Folder, Legal, White, 100 pcs/pack	1	pack	
129	FOLDER, A4 cream	50	piece	
130	Folder, Brown, Legal	50	piece	
131	Folder, Expandable Legal , Brown	20	piece	
132	Folder, Expandable , A4, Brown	20	piece	
133	Folder, Expandable, Color : Green, Legal Size	55	piece	
134	Folder, Expandable, Color : WHITE, Legal Size	25	piece	
135	Folder, Expandable, Legal size, 210mmx370mm, light green	50	piece	



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136	Folder, Expandable, with Tab, Legal	120	piece	
137	Folder, Expandable, with Tab, Legal, size 210mm x 370mm, 100pcs/box, color: Brown	55	piece	
138	Folder, Expandable, with Tab, Legal, size 210mm x 370mm, 100pcs/box, color: Yellow	55	piece	
139	Folder, Expandable, with Tab, Legal, size 210mm x 370mm, 100pcs/box, Light Green	25	piece	
140	FOLDER, Expanded, Metal Tab	55	piece	
141	Folder, Expanded, Metal Tab (Red)	50	piece	
142	Folder, Expendable, green ,legal, 100pcs/box	1	box	
143	Folder, Fancy Morocco, A4	1	bundle	
144	FOLDER, long, cream	50	piece	
145	Folder, Plain White, legal, 100pcs/box	1	box	
146	Folder, Pressboard, Legal, Green	55	piece	
147	Folder, Pressboard, A4, size 210mmx297mm, red	55	piece	
148	Folder, Pressboard, Legal, size 210mm x 370mm, Green	34	piece	
149	Folder, Pressboard, Legal, size 210mm x 370mm, red	50	piece	
150	FOLDER, Pressboard, Legal, size 240mm x 370mm, Green, 100pc/pack	1	pack	
151	Folder, Pressboard/ Expanded, Legal, size 210mm x 370mm, 100pcs/box, Green	4	box	
152	Folder, Pressboard/ Expanded, Legal, size 210mm x 370mm, Brown	18	piece	
153	Folder, Pressboard/ Expanded, Legal, size 210mm x 370mm, Green	55	piece	
154	Folder, Pressboard/ Expanded, Legal, size 210mm x 370mm, Red	66	piece	
155	Folder, Pressboard/ Expanded, Legal, size 210mm x 370mm, white	55	piece	
156	Folder, Pressboard/Expanded, Legal size 210 mm x 370 mm, Green	55	piece	
157	Folder, Tagboard, (A4), 100pcs/pack	2	pack	
158	Folder, with Tab, A4, 100pcs/pack	10	pack	
159	Folder, with Tab, Legal, 100pcs/pack	19	pack	
160	FOLDER, with tab, Short	30	piece	
161	Folder, with Tab, Short, 100pcs/pack	3	pack	
162	FRAME STAND, X type aluminum banner stand adjustable	5	piece	
163	Gang Chair, 4-seater, all steel, Dimensions: 238(W) x 66(D) x 80(H) cm, Weight: 36kgs, Silver	6	unit	
164	Gloves, disposable, latex, medium, 100pcs/box	4	box	
165	Glue Gun, heavy duty, big size	2	piece	
166	GLUE GUN, medium size	2	piece	
167	Glue Stick, big size	46	piece	
168	GLUE STICK, medium	20	piece	
169	Glue, 240 grams	4	bottle	
170	GLUE, all purpose, 200 grams min	4	tube	
171	GLUE, all purpose, 240 grams min	25	tube	
172	GLUE, All-purpose, 130 grams	14	tube	
173	GLUE, multi-purpose, 40ml	2	tube	
174	Gun tucker wire (for TR150-22)	4	box	
175	Gun tucker wire, T50	3	box	
176	Gun tucker, HD, TR150-22	2	unit	
177	Hand Needles, different sizes, 12pcs/mat	2	mat	
178	Handheld metal detector, high sensitivity, safety detector	4	set	
179	Hard Paper	1	ream	



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180	Heavy duty Ring binding machine 24 hole	1	unit	
181	Heavy Duty Storage Shelves with 5 Layer Metal & Wood Shelves, 265 kg Load Bearing Steel Shelving Units for Kitchen Living Room Garage Commercial Industrial Steel Storage Racks 【Oversized 100*40*180】	1	unit	
182	Highlighter pen color set, yellow, green, orange	3	set	
183	Impluse Plastic Sealer 16 inches - 400mm (PFS-400P)	2	piece	
184	INDEX TAB, self-adhesive, transparent, 5sets/box	24	box	
185	Industrial Stand Fan, 24", 3 speed control w/ oscillation, 200 watts power, 215m3 per minute air volume, w/ built-in thermal fuse & adjustable height up to 178 cm, solid x stand base	2	unit	
186	Ink, Refill, Permanent, Black, 30ml	6	bottle	
187	Ink, Refill, Whiteboard, Black, 30 ml	6	bottle	
188	Ink, Refill, Whiteboard, Black, 30ml	17	bottle	
189	Ink, Refill, Whiteboard, Blue, 30ml	1	bottle	
190	Ink, Refill, Whiteboard, Red, 30ml	1	bottle	
191	Ink, RefillPermanent, Black, 30ml	10	bottle	
192	Kalinga Table Runner, 2 yards	2	piece	
193	Keyboard Cleaning Brush Kit, Multifunctional	2	set	
194	KSU Letterhead letter size 8.5 x 11 full color gsm 16	6	ream	
195	KSU Letterhead long size 8.5 x 13 full color gsm 16	3	ream	
196	LCD Cleaner, Cleaning Kit for PC	4	set	
197	Light Weight coated paper (Magazine)	1	pack	
198	Linen Board , matte, legal ,10sheets/pack	7	pack	
199	Linen Board Cream, 220 gsm 8.5x13 (10 sheets/set)	15	pack	
200	Linen board, 180 gsm, white, legal	20	pack	
201	Linen board, 180 gsm, white, short	20	pack	
202	Linen Board, white, A4 size, 220 gsm, 10 pieces/pack	15	pack	
203	LINEN BOARD, 120 gsm, 10pcs/pack, A4, White	95	pack	
204	LINEN BOARD, 120gsm, 10pcs/pack, Legal, White	100	pack	
205	Linen Board, 180 gsm, 10pcs/pack, A4, Cream	35	pack	
206	LINEN BOARD, 180 gsm, 10pcs/pack, A4, White	304	pack	
207	LINEN BOARD, 180 gsm, 10pcs/pack, A4,White	20	pack	
208	LINEN BOARD, 180 gsm, 10pcs/pack, short	10	pack	
209	Linen Board, 180 GSM, Legal, Cream, 10pcs/pack	5	pack	
210	Linen board, 180 gsm, white, A4, 10pcs/pack	100	pack	
211	Linen board, 180 gsm, white, short, 10pcs/pack	100	pack	
212	Linen Board, 180gsm, 10pcs/pack, A4, asst color	7	pack	
213	Linen Board, 180gsm, 10pcs/pack, A4, color: cream	40	pack	
214	Linen Board, 180gsm, 10pcs/pack, A4, Cream	10	pack	
215	Linen Board, 180gsm, 10pcs/pack, A4, white	60	pack	
216	Linen Board, 180gsm, 10pcs/pack, Legal (Pale - cream)	10	pack	
217	Linen Board, 180gsm, 10pcs/pack, Legal, assorted color	12	pack	
218	Linen Board, 180gsm, 10pcs/pack, Legal, Cream	20	pack	
219	Linen Board, 180gsm, 10pcs/pack, legal, white	5	pack	
220	LINEN BOARD, 180gsm, 10pcs/pack, Letter, color: White	73	pack	
221	Linen Board, 180gsm, 10pcs/pack, Letter, Cream	10	pack	
222	Linen Board, Legal, 200 GSM, White, 100 sheets/pack	2	pack	
223	Linen Paper matte, 120 gsm, A4 10 sheets/pack, white	48	pack	
224	Linen Paper matte, 80gsm, A4 10 sheets/pack, white	5	pack	
225	Linen Paper matte, 80gsm, legal, 10 sheets/pack, white	5	pack	
226	Linen paper, 180gsm, A4, white, 100 pcs/ream	3	ream	
227	Linen Paper, 180gsm, legal, white, 100 pcs/ream	3	ream	
228	LINEN PAPER, matte, 80gsm, A4, 10sheets/pack, White	30	pack	



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229	LINEN PAPER, matte, 80gsm, legal, 10sheets/pack	20	pack	
230	LINEN PAPER, matte, 80gsm, legal, 10sheets/pack, Color White	51	pack	
231	LINEN PAPER, matte, 80gsm, Letter, 10sheets/pack, White	30	pack	
232	Machine Needles	10	piece	
233	Magnetic Round pin	30	piece	
234	Magnetic Whiteboard Calendar (with Corkboard at bottom, 17" x 23", black, rectangular)	1	unit	
235	Manila paper, brown	28	piece	
236	Marker for Projector, Permanent, Fine tip, 0.4mm	10	piece	
237	Marker Permanent, broad type, 12pcs/box, refillable, red	2	box	
238	Marker white board, broad type, 12pcs/box, refillable, black	20	box	
239	Marker Whiteboard, Bullet type, 12pcs/box, refillable	3	box	
240	Marker, flourescent, set of 3 colors	24	set	
241	Marker, Permanent, Black	4	piece	
242	MARKER, Permanent, black, bullet type, refillable	14	piece	
243	MARKER, Permanent, broad type, 12pcs/box, Refillable, Black	44	box	
244	MARKER, Permanent, bullet type, 12pcs/box, Refillable, Black	3	box	
245	MARKER, Permanent, bullet type, 12pcs/box, Refillable, black	5	box	
246	Marker, permanent, felt tip, bullet type, black	48	piece	
247	Marker, permanent, felt tip, bullet type, blue	48	piece	
248	Marker, permanent, felt tip, bullet type, red	48	piece	
249	Marker, White Board, Bullet type, refillable, Black	2	piece	
250	Marker, White Board, Bullet type, refillable, Red	3	piece	
251	MARKER, Whiteboard, Broad type, refillable, 12pcs/box, color: black	26	box	
252	MARKER, Whiteboard, Broad type, refillable, 12pcs/box, color:black	28	box	
253	MARKER, Whiteboard, Broad type, refillable, 12pcs/box, color:blue	2	box	
254	MARKER, Whiteboard, Broad type, refillable, Black	10	piece	
255	MARKER, Whiteboard, Bullet type, refillable, 12pcs/box, color black	2	box	
256	MARKER, Whiteboard, Bullet type, refillable, 12pcs/box, color: Black	17	box	
257	MARKER, Whiteboard, Bullet type, refillable, 12pcs/box, color: Blue	25	box	
258	Marker, whiteboard, felt tip, bullet type, black	100	piece	
259	Marker, whiteboard, felt tip, bullet type, blue	100	piece	
260	Marker, whiteboard, felt tip, bullet type, red	100	piece	
261	Measuring Tape, 100meters, Fiber Glass	1	set	
262	MESH LETTER SORTER Mail Document Tray Desk Office File Holder Organizer, Material: Metal, Color: Black, Size:17.5x9x5.5-12.5cm	5	set	
263	Metal Iron Mesh File Frame (Multilayer organizer)	1	unit	
264	Metal Iron Mesh File Tray Holder	3	unit	
265	Metal Paper Trimmer 18x15 inch	3	piece	
266	METAL RACK STEEL, 4 layers (storage shelves) 6ft	4	piece	
267	Microphone Stand Adjustable ,Steel, Minimum Height - 1219 mm Maximum Height 2438mm, Boom Arm Length 580-900mm	1	piece	
268	Microphone Wired Voice Dynamic Professional	1	unit	



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269	Microphone, cord, 10 meters	2	unit	
270	Microphone, Wireless, Two Microphone System	2	unit	
271	Mobile Pedestal Office Steel Drawer, 2 layers, movable	1	unit	
272	Mobile pedestal Office Steel drawer, 3 layers, movable, H=23.5", W= 15.5", D=22.5"	8	unit	
273	Moisturizer, Fingertip money counting	4	piece	
274	Monobloc chair, beige	6	piece	
275	Monobloc table, beige	1	piece	
276	Morocco Paper Binding Cover 230gsm,100sheets/pack, Long size (8.5" x13"),Green	20	pack	
277	Mosquito Repellant, aerosol type, 600ml/can	5	can	
278	Multifunctional office table with drawers and book shelves	1	unit	
279	Note Pad, Size: 1.5" x 2", 100sheets/pad	12	pack	
280	Note Pad, Stick-on, 1.5" x 2", 100 sheets/pad	5	pad	
281	Note Pad, Stick-on, 10 X 25", assorted colors flourescent pad	5	pad	
282	NOTE PAD, Stick-on, 2" x 1", 100 sheets/pad	6	pad	
283	Note Pad, Stick-on, 3" x 3", 100 sheets/pad	51	pad	
284	Note Pad, Stick-on, 3" x 4", 100 sheets/pad	13	pad	
285	NOTEBOOK, 40 pages, Spring	202	piece	
286	Office Computer Desk Desktop Table with Drawers and Three Key Locks 2 Ratings, 120cm x 60cm	3	unit	
287	Office Table, Length 2400mm x width 1200mm x height 1050mm	2	unit	
288	Office Wall-mounted Tray Magazine Organizer 5 Tier Wall Mount Document Letter Tray Organizer	1	unit	
289	OPEN SHELVE, Metal Frames and Shelves, H 1500mm x L 900mm x W 400mm, 3 Layers	1	unit	
290	Open Shelve, Metal Frames and Shelves, Powder Coated, H 2000mm x L 900mm x W 400mm, 5 Layers	13	unit	
291	Open Steel Shelves, Metal Frames and Shelves, Powdered Coated, 5 Layers, Dimension: H 2000mm x L 900mm x W400mm, Color: Cream/Biege	5	unit	
292	Ordinary White Buttons	125	piece	
293	ORGANIZING TRAY/RACK, 3 layers, Metal/Steel	7	unit	
294	Paper Binding Cover, Short, Blue (Morocco)	50	piece	
295	Paper Clip, 33mm, 100pcs/box or 52g	10	box	
296	Paper Clip, 50mm, 100pcs/box or 120g	12	box	
297	Paper clip, vinyl/plastic coated, 33mm	20	box	
298	Paper clips, 32mm	6	box	
299	Paper clips, 50mm	6	box	
300	PAPER CUTTER, A5 Wood	3	unit	
301	PAPER CUTTER, A5 Wood (unit)	1	unit	
302	PAPER CUTTER/ TRIMMER, heavy duty, No. 8003, 15" x 12"	2	unit	
303	Paper Cutting Machine, A3 Wood Base	1	unit	
304	Paper Cutting Machine, A3, Wood Base	1	unit	
305	Paper Shredder Machine, Automatic, Heavy Duty, HSM X10 AC Input Frequency: 50hz Bin Capacity: 20L Machine Noise: 58dB AC Input Voltage: 230V Security Level: 4	1	unit	
306	Paper Shredder,12 Sheets Manual Feed 150 Sheets Auto-Feed	5	unit	



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	32L Bin Capacity Operating time: 60 mins continuous Shred Type: Crosscut Shred Size: 4 x 25 mm Security Level 4 Dimension: 480 x 350 x 545 mm Weight: 17 kgs			
307	Paper Trimmer/Cutting Machine, A3, Wood Base	1	unit	
308	Paper trimmer/cutting machine, table top	1	unit	
309	Paper, Multi copy, (Legal)	20	ream	
310	Paper, Coated Glossy, 8 1/4 x 11 3/4 (A4)	15	ream	
311	Paper, Letter Size, Book Paper, 80gsm	10	ream	
312	Paper, Multi-copy Paper (A4) 80 gsm	25	ream	
313	Paper, Multi-copy Paper(long) 80gsm	25	ream	
314	PAPER, MULTICOPY, A3, 80gsm	2	ream	
315	PAPER, MULTICOPY, Letter, 80gsm	133	ream	
316	Paper, Multi-Purpose, 8.5 x 24 inches, 70gsm (customized size)	5	ream	
317	PAPER, Multi-Purpose, A4, 70 gsm	18	ream	
318	PAPER, Multi-purpose, legal, 70gsm	20	ream	
319	PAPER, Multi-purpose, letter, 70gsm	35	ream	
320	Paper, Vellum, white, 200gsm, 8.5" x 11", 10 sheets/pack	20	ream	
321	Paper, Vellum, white, 200gsm, 8.5" x 13", 10 sheets/pack	145	ream	
322	Pen holder, metal, round, Dimensions : 3.54"D x 3.94"H	2	piece	
323	PEN, Fine point 0.7mm, G2 Premium Gel Roller Pens, BLACK, 12pcs/box	6	box	
324	PEN, Fine point 0.7mm, G2 Premium Gel Roller Pens, BLUE, 12pcs/box	6	box	
325	PEN, needle point, BLACK, 12pcs/box	6	box	
326	PEN, needle point, BLUE, 12pcs/box	6	box	
327	Pencil sharpener, Table Mountable type with metal clamp	3	piece	
328	Pencil, Lead with Eraser, #2, 12 pcs/box	11	box	
329	Percolator, 12L Capacity	2	unit	
330	PERCOLATOR, Electric Coffee Urn, 7.0 L	3	unit	
331	Phil. National Flag cotton standard size	1	piece	
332	Photo Frame ,A3 297 mm x 420 mm, landscape	1	piece	
333	Photo Frame ,A3 297 mm x 420 mm, portrait	6	piece	
334	Photo Paper, 20pcs/pack, A4, Glossy	65	pack	
335	Photo Paper, 20pcs/pack, Legal, Glossy	34	pack	
336	Photo Paper, 20pcs/pack, Letter, Glossy	17	pack	
337	Plastic Ring Binder 1"	50	piece	
338	Plastic Ring Binder 1.5"	40	piece	
339	Plastic Ring Binder 2"	30	piece	
340	Puncher, Paper, Heavy Duty with 2 holes and guide	5	piece	
341	Push Pin, Flathead type, assorted colors, 100pcs/case	26	case	
342	Push Pin, hammer head type, Assorted colors, 100pcs/case	28	case	
343	PVC Binding Cover, A4, 217mm x 331mm x 200mic, 100 pcs/pack	1	pack	
344	PVC Binding Cover, legal, 217mm x 331mm x 200mic, 100 pcs/pack	4	pack	
345	PVC Binding Cover, Letter, 100piece/pack	2	pack	
346	Rechargeable Battery with Charger (for AA and AAA Batteries) Set	1	pack	
347	Record Book, 150 pages, size: 11.5"x7"	2	book	
348	Record book, 300 pages	5	book	



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349	Record Book, 500 pages	9	book	
350	Ribbon Cartridge, Epson LX 310	10	piece	
351	Ribbon Cartridge, EPSON LX310	12	piece	
352	Ribbon Cartridge, LX-310	12	piece	
353	Ring Binder Machine, 24 holes	2	unit	
354	Ring BINDER, Plastic 3/4 inc 200 mm	10	piece	
355	Ring binder, Plastic 12mm(A4 size 21 holes) 100 pcs	1	box	
356	Ring binder, Plastic 16mm(A4 size 21 holes) 100 pcs	1	box	
357	Ring binder, Plastic 20mm(A4 size 21 holes) 100 pcs	1	box	
358	RING BINDER, Plastic, ½"	37	piece	
359	RING BINDER, plastic, ¾ inch(20mm)	12	piece	
360	RING BINDER, plastic, 1 inch(24mm)	17	piece	
361	RING BINDER, plastic, 2 inches(45mm)	15	piece	
362	RING BINDER, plastic, 3 inches	9	piece	
363	RUBBER BAND (small size)	5	box	
364	Rubber band, No. 18	6	box	
365	Rubber Slippers, Titan black, size 10	6	pair	
366	Rubber Slippers, Titan black, size 9	6	pair	
367	Rubber Stamp (Certified True Copy)	1	piece	
368	Rubber Stamp(Received)	2	piece	
369	Rubber Stamp, Personalized	3	piece	
370	Ruler, metal, heavy duty, 12"	7	piece	
371	Ruler, plastic, 12"	3	piece	
372	RULER, Plastic, 450mm, 1 piece in individual plastic	25	piece	
373	Safety Glasses Personal Protective Equipment, PPE, Eyewear Protection, Clear High Impact, Vented Sides, For Construction	10	piece	
374	School Register (DepED Form 1)	12		
375	Scissor, Ergonomic 3D Handles made of 60% recycled plastic 8"	1	pair	
376	Scissors, symmetrical, blade length: 65mm (6")	31	pair	
377	Security guard reflective vest	15	piece	
378	Self Inking Stamp "Released" "Date"	1	piece	
379	Self Inking Stamp, Laser Engraved, Rubber Pad, Customized (Receive - Procurement Management Office - Bulanao Campus) w/ date	2	piece	
380	Self Inking Stamp, Personalized	2	piece	
381	Self Inking Stamp, "Received", Personalized	1	piece	
382	Self-Inking Stamp, (Receive - Supply and Property Management Office - Bulanao Campus) w/ date	1	piece	
383	Sewing Pins	2	mat	
384	SHARPENER, Rotary/Crank Type	1	piece	
385	SIDE TABLE with Caster Wheels, Size: 50 x 30 x 60 cm (LWH), made from metal frame and particle board;	1	unit	
386	Sign pen - black, energel, 0.5mm needle tip, 12pcs/box	2	box	
387	Sign pen - blue, energel, 0.5mm needle tip, 12pcs/box	2	box	
388	SIGN PEN, , liquid gel, 0.5 needle tip 12 pcs/box	2	box	
389	Sign Pen, 0.3, black, Liquid Gel	25	piece	
390	Sign Pen, 0.3, blue, Liquid Gel	25	piece	
391	Sign pen, 0.5mm, black (12 pieces per box)	5	box	
392	Sign Pen, Black, G-tech-C4,4	12	piece	
393	SIGN PEN, energel, 0.5mm, Black, 12pcs/box	4	box	
394	SIGN PEN, energel, 0.5mm, Blue, 12pcs/box	8	box	
395	SIGN PEN, energel, black, 0.7mm ball, Metal point, 12 pcs/box	6	box	



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396	SIGN PEN, energel, blue, 0.7mm ball, Metal point, 12 pcs/box	12	box	
397	Sign pen, Gel, Black, 1.0mm	10	piece	
398	Sign pen, Gel, Blue, 1.0mm	10	piece	
399	Sign Pen, Liquid gel ink, 0.3mm needle tip, Black	4	piece	
400	Sign Pen, Liquid gel ink, 0.5mm needle tip, Black	303	piece	
401	Sign Pen, Liquid gel ink, 0.5mm needle tip, Black, 12 pcs/box	19	box	
402	Sign Pen, Liquid gel ink, 0.5mm needle tip, Blue	116	piece	
403	Sign Pen, Liquid gel ink, 0.5mm needle tip, Blue, 12 pcs/box	4	box	
404	Sign Pen, Liquid gel ink, 0.5mm needle tip, Blue, 12pcs/box	2	box	
405	Sign Pen, Liquid gel ink, 0.5mm needle tip, Red	48	piece	
406	Sign Pen, liquid gel ink, 0.7mm ball, metal point, Blue	74	piece	
407	SIGN PEN, liquid gel ink, 0.7mm ball, metal point, Blue, 12pcs/box	1	box	
408	Sign Pen, Liquid gel ink, 0.5mm needle tip, Blue	12	piece	
409	Sign Pen, Liquid Gel, 0.5mm Needle point	24	piece	
410	Sign Pen, Needle Point, Energel, 0.5mm, Black, 12pcs/box	6	box	
411	Sign Pen, Needle Point, Energel, 0.5mm, Blue, 12pcs/box	6	box	
412	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	4	piece	
413	Sign Pen, Roller Ball Pens, 0.4mm, Black	24	piece	
414	Sign Pen, Roller Ball Pens, 0.4mm, Black, 12pcs/box	4	box	
415	Sign Pen, Roller Ball Pens, 0.4mm, Blue	24	piece	
416	Sign Pen, Roller Ball Pens, 0.4mm, Blue, 12pcs/box	3	box	
417	Sign pen, BL-G2-7-L, 0.5mm, black, 12pcs/box	1	box	
418	Sign pen, BL-G2-7-L, 0.5mm, blue, 12pcs/box	1	box	
419	Signpen, black, liquid gel ink, 0.7mm ball, metal point	20	piece	
420	Signpen, blue, liquid gel ink, 0.7mm ball, metal point	32	piece	
421	SignPen, G-Tech 0.4 mm, 12 pcs/box (Black)	1	box	
422	SignPen, GTECH, 0.5mm, 12 pcs/box (Black)	2	box	
423	Singer Machine Oil	1	bottle	
424	Splinter Forecep, Plastic, 12"	2	piece	
425	Splinter Forecep, Plastic, 14"	2	piece	
426	Splinter Forecep, Plastic, 16"	2	piece	
427	Stamp Ink (Blue), 25ml	5	bottle	
428	Stamp Pad Ink, purple or violet, 50ml (min.)	1	bottle	
429	Stamp Pad, felt pad, 60mm x 100mm	1	piece	
430	Stamp Pad, Rubber, regular size	6	piece	
431	Stand Fan, metal, 16"	5	piece	
432	Staple wire for Binding, 23/8	2	piece	
433	Staple Wire remover, plier-type	12	piece	
434	Staple Wire, 23/10	4	box	
435	Staple Wire, 23/17	1	box	
436	Staple wire, 23/6	2	box	
437	Staple wire, 26/6	15	box	
438	Staple wire, for heavy duty stapler, 23/13	6	box	
439	Staple Wire, Heavy Duty, Binder type, 23/13	5	box	
440	Staple wire, no. 23/17	1	box	
441	Staple Wire, Standard, No. 35	21	box	
442	STAPLER with Staple Remover, Heavy Duty	21	piece	
443	Stapler, binder type, heavy duty	1	piece	
444	Steel Cabinet, 4 Drawer, Vertical, Gray	3	unit	
445	Steel Filing Cabinet, 4 Drawers, Lateral	2	unit	
446	Stick on Arrow (Sign here tab), 10 sets/pack	10	pad	
447	Stick on arrow (sign here tab), 5 sets/pad	158	pad	



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448	Stick on arrow (sign here tab), 5sets/pad	10	pad	
449	STICKER PAPER for Thermal printer (XPS), 4x6in	2	roll	
450	STICKER PAPER, 10 pcs/pack, A4, White	145	pack	
451	STICKER PAPER, 10 pcs/pack, Long, White	5	pack	
452	Sticker paper, 180gsm, A4, glossy	10	pack	
453	Sticker paper, 180gsm, A4, matte	10	pack	
454	Sticker Paper, Matte, A4, Green	1	pack	
455	Sticky Notes - 3 x 4 inches	10	pad	
456	Sticky Notes, 3'x3'	20	pad	
457	Storage box, plastic, white, heavy duty, 120 liters capacity	3	unit	
458	Storage File Box with Cover, red	10	piece	
459	Swivel Chair, Gas Type, Clerical with arm rest	42	unit	
460	Swivel Chair, Jr. Executive, Black , Steel base,leather	3	unit	
461	SWIVEL CHAIR, Senior Executive chair; high back with tilting and reclining backrest; leather finish; black color; B9	6	unit	
462	Swivel Chair,Senior Executive chair, high back with tilting and reclining backrest executive chair; high bback with tilting and reclining backrest, comfortable fabric padded, high-density foam set, durable back and seat load capacity, Black	3	unit	
463	T Batons, 60cm	5	piece	
464	TABLE, Junior Executive. 1 Center Drawer. 6 Side Drawer	5	unit	
465	Table, Foldable, White, 6 ft	6	unit	
466	Table, Metal with 1 center drawer and 3 side drawers w/ lock	2	unit	
467	Table, Office, 6 side drawers with a center drawer, Metal Base	1	unit	
468	Table, Wooden, Square type, w/ 1 drawer & shelf, Size: 15" x W 12" x H 11"	1	unit	
469	Tactical Duty Belt, Tactical Waist Belt Set for Security Guard, Adjustable Nylon Military Security Belt Police Belt	5	piece	
470	Tape Dispenser, packing, Metal, 2", Heavy-duty	1	unit	
471	Tape Dispenser, Table Top, Heavy Duty, Size: Big - 10cmx22cmx11cm	8	unit	
472	Tape Dispenser, Top Table, 24mm wide on 75mm core (pieces)	2	unit	
473	Tape measures	25	piece	
474	Tape, double sided 1.5 inches	4	roll	
475	Tape, Double sided, 1/2"	97	roll	
476	TAPE, DOUBLE SIDED, 1', Adhesive, 50m/roll	5	roll	
477	Tape, Double sided, 2"	28	roll	
478	Tape, Double-sided, 1"	196	roll	
479	Tape, Double-Sided, Foam Type, width: 48mm (±1mm)	5	roll	
480	TAPE, Electrical, big size	55	roll	
481	Tape, Masking, width: 24mm (±1mm)	17	roll	
482	Tape, Masking, width: 48mm (±1mm)	31	roll	
483	Tape, Transparent, width: 24mm (±1mm)	31	roll	
484	Tape, Transparent, width: 48mm (±1mm)	26	roll	
485	Tetoron Cloth, Navy Blue	30	yard	
486	Tetoron Cloth, White	30	yard	
487	Thread, White	5	spool	
488	Thread, Navy Blue	5	spool	
489	Thumbtacks, 1000pcs/box	12	box	
490	UV Plastic Sheet, 4 mil-75 ,microns, 3m x 1 meter	1	roll	
491	WALL CLOCK, Analog 14"	1	piece	



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492	Wall Clock, Analog, 18"	3	piece	
493	Wall Clock, Analog, 18" (piece)	1	piece	
494	Wall fan, 16", Standard	1	unit	
495	Water containers, 25 liters, round plastic, for water dispenser	2	piece	
496	Water containers; 16 liters; round plastic for water dispenser	1	piece	
497	Water Dispenser, Free Standing Bottom, Hot, Cold and Warm Water	5	unit	
498	Water Gallon Rack, 5 tiers	1	unit	
499	White Board, 2' x 3'	3	unit	
500	White board, 3' x 4'	1	unit	
501	White board, 4' x 5', with stand	1	unit	
502	Whiteboard Corkboard Combination Board (1ft x 2ft)	1	piece	
503	Wired microphone	1	unit	
504	Wireless Keyboard 104-key 2.4GHz wireless transmission, Multi-function shortcut keys, Simple and lightweight	2	unit	
505	WOODEN EASEL PAINTING STAND, Sizes: 70 CM, 90CM and 120CM	8	piece	
506	Zipper 8" navy blue	25	piece	
II. JANITORIAL SUPPLIES AND MATERIALS				
1	Air Freshener (300ml), TrueScent Aerosol	5	can	
2	Air Freshener (Lavander) 170g, Lysol Disinfectant	3	can	
3	Air Freshener , 300ml	3	can	
4	Air Freshener, aerosol, 280ml/150g min	5	can	
5	Air Freshener, Room, Scented Gel, Ocean Escape scent	10	can	
6	AIR FRESHENER, AEROSOL, 280ML/150G MIN	3	can	
7	Alcohol, Ethyl, 500ml/bottle	10	bottle	
8	Alcohol, ethyl, 68%-70%, 500ml/bottle	12	bottle	
9	Alcohol, ethyl, 68%-72%	6	bottle	
10	Alcohol, ethyl, 68%-72%, scented, 3.785 Liters	2	galloon	
11	Alcohol, Isophrophyl, 70% 200 ml	6	bottle	
12	Alcohol, isopropyl, 70%, 500ml/bottle	6	bottle	
13	BLACK Garbage Bag (XXL) Heavy Duty	10	roll	
14	Bleach (Color Safe) , 1 liter	15	bottle	
15	Bleach 3785 ml 1 galoon	10	galloon	
16	Bleach, Color Safe Blossom Fresh 900ml	5	bottle	
17	Bleach, Lemon, 1000ml/bottle	6	bottle	
18	BLEACH, Original, 1000ml/bottle	227	bottle	
19	Bleach, Safe blossom, 1000 ml/bottle	9	bottle	
20	BROOM (Walis Tambo), Kalinga made	91	piece	
21	BROOM, stick (Tingting)	25	piece	
22	DETERGENT POWDER, 1 kg/pack	14	pack	
23	Detergent powder, premium quality, 25 kgs/sack	12	sack	
24	Dishwashing Liquid, with antibacterial, 1000 ml/bottle	10	bottle	
25	Dishwashing Liquid, 1000ml/bottle	63	bottle	
26	Dishwashing liquid, 250ml/bottle	16	bottle	
27	Dishwashing liquid, 500ml/bottle	31	bottle	
28	DISHWASHING LIQUID, 600ml	12	bottle	
29	Dishwashing Liquid, Lemon 780ml	4	bottle	
30	Dishwashing paste, anti-bacterial, 400g	39	piece	
31	Dishwashing paste. Anti-bacterial, 400g	10	piece	
32	Dishwashing Sponge with scouring pad	77	piece	
33	Disinfectant Spray, 600ml/can	36	can	



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34	DISINFECTANT SPRAY, aerosol type	6	can	
35	Disinfecting Door Mat	8	piece	
36	Disinfecting DoorMat	2	piece	
37	Door Mat (Cloth), Rectangle	64	piece	
38	Door Mat (plastic/Rubberize) 17"x30"	18	piece	
39	Dura - Brite Heavy Duty Bunot Pad (use to clean walls of comfort rooms and sides of toilet bowls)	5	piece	
40	Dust Duster Cloth	16	piece	
41	Dust pan ,medium size, plastic	11	piece	
42	Dust pan, tin, wooden handle, 230mm x 230mm x 1m high wooden handle.	30	piece	
43	Dustpan, Stainless, Medium Size	7	piece	
44	Fabric Conditioner, 1000ml/bottle	51	bottle	
45	Floor Wax, Paste, Red, 1kg/can	5	can	
46	Floor Wax, Paste, Red, 2kg/can	23	can	
47	Floor Wax, Paste, Red, 500g/can	62	can	
48	Fresh Linen Disinfectant	15	bottle	
49	GARBAGE BIN, NON RIGID PLASTIC	4	piece	
50	GARBAGE BIN, Rectangular, Plastic with Cover, 30 liters	9	piece	
51	GLASS CLEANER, 1000ml/bottle, Spray	17	bottle	
52	GLASS MULTI-SURFACE CLEANER, 500ml, Spray	6	bottle	
53	Insecticide, Insect Killer Multi Water Based 600 mL	3	can	
54	INSECTICIDE, aerosol type, 600ml/can	3	can	
55	INSECTICIDE, aerosol type, net content: 600mL	5	can	
56	Insecticide, Multi-insect killer (600ml), odorless	3	can	
57	Insecticide, MULTI-INSECT KILLER SPRAY, 500ml, odorless	12	can	
58	Kwik Water-Based Multi-Insect Killer Fast Knockdown	5	can	
59	Liquid Floorwax Red	10	galloon	
60	Liquid Hand Sanitizer, 250 ml/bottle, with pump	23	bottle	
61	Liquid Hand Sanitizer, 500 ml/bottle, strawberry scent, with pump	5	bottle	
62	Liquid Hand Sanitizer, 500ml, with pump	4	bottle	
63	LIQUID HAND SOAP, 250 ml/bottle	4	bottle	
64	LIQUID HAND SOAP, 250 ml/bottle, with pump	6	bottle	
65	LIQUID HAND SOAP, 500 ml/bottle, with pump	23	bottle	
66	Mophandle, heavy duty, screw type, aluminum	8	piece	
67	mophead, made of rayon	5	piece	
68	Mophead, Made of Rayon, Weight: 400grams min.	33	piece	
69	Multi-Purpose cleaner	2	galloon	
70	Muriatic acid, 1L/bottle	4	bottle	
71	Pail, 16 Liter capacity, with cover	4	piece	
72	RAGS, large	1	kilo	
73	Sacks, 50kls capacity	100	piece	
74	Scouring pad, 10pcs/pack	1	pack	
75	SPIN MOP WITH WHEELS, 48x27x26cm, Heavy Duty	1	piece	
76	surface cleaner Lavander 900ml, disinfectant, all in one	5	bottle	
77	SWEEPING CEILING CLEANER, 2.8m long (handle)	2	piece	
78	Tile Cleaner, All Purpose, 1liter, anti-bacterial	5	bottle	
79	TILES & BOWL CLEANER, 500ml/bottle	5	bottle	
80	TISSUE (Bathroom tissue), 2 ply, 12 rolls/pack	6	pack	
81	TISSUE (Facial tissue), 3 ply, 140 pulls/box	24	box	
82	TISSUE PAPER, 12rolls/bag, 3 ply	46	pack	
83	Tissue, Interfolded paper towel (8pcs/pack)	5	pack	
84	Toilet bowl brush with stand, medium size, plastic	94	piece	
85	TOILET BOWL BRUSH, wooden handle	12	piece	



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86	Toilet Bowl Cleaner, 1000ml/bottle	29	bottle	
87	Toilet Bowl Cleaner, 500 ml	9	bottle	
88	Toilet bush w/ handle, hard bristles	30	piece	
89	Toilet Deodorant Cake, 100g, 3pcs/pack	37	pack	
90	TOILET DEODORANT CAKE, 100g/pc	180	piece	
91	Toilet floor brush with handle, 4in1 floor brush floor Scrub Brush with Handle Stiff Bristle Brush	2	piece	
92	Toilet Floor Brush with Wooden Handle, Long Handle Brush 1.2M Wooden Handle Stiff Bristle Brush	8	piece	
93	Toilet Rubber Pump with wooden handle	4	piece	
94	Toilet Tissue Paper, 12rolls/bag, 3ply	2	pack	
95	Toilet Tissue Paper, 2 ply, 12 rolls/pack	5	pack	
96	Toilet Tissue Paper, 48rolls/bale 3ply	6	pack	
97	Tornado Mop Head	5	piece	
98	Tornado Spin Mop Stainless wringer buckt with mop pole and microfiber mop head eco series 360-degree spin mop head, heavy duty	22	piece	
99	Trash bag, Black, 940mmx1016mm, 10pcs/roll/pack	45	roll	
100	TRASH BIN, 42L, plastic	1	piece	
	LOT 2: ICT SUPPLIES, EQUIPMENT AND CONSUMABLES			
1	Dongle for Wi-Fi	2	piece	
2	Dongle for Wi-Fi TP-Link Archer TX20U AX1800	1	piece	
3	Endoscope Camera, obd2 scanner, 3-in-1HD Type C/Micro-USB/USB 8mm Lens Inspection Pipe, Compatible with Android Phones, Suitable for hard to reach corners.	1	unit	
4	External Hard Drive, 1TB, USB 3.0	2	piece	
5	External Hard Drive, 2TB, USB 3.0	1	piece	
6	Flash Drive OTG, 128 GB capless	2	piece	
7	Flash Drive, 128 GB capacity	1	piece	
8	Flash Drive, 16GB capacity, 3.0	7	piece	
9	Flash Drive, 2 TBG, OTG Pendrive 2 in 1 USB 3.0	2	piece	
10	Flash Drive, 3.0, 16GB, Dual drive, with USB A-Type and Micro-USB B connectors	1	piece	
11	Flash Drive, 3.0,64GB capacity	2	piece	
12	Flash Drive, 32GB capacity	5	piece	
13	Flash Drive, 32GB capacity, 1pc in individual blister/pack	5	piece	
14	FLASH DRIVE, 64 GB capacity, dual drive, OTG USB 3.0	3	piece	
15	Flash Drive, 64 GB, plug and play, capless, OTG, 3.0	22	piece	
16	HDMI Cable (high Speed) 5 meters HDMI to HDMI	1	piece	
17	HDMI Cable High Quality Dual Magnetic Ring Nylon Protection 25 meters	1	piece	
18	HDMI connector (1.5 meters)	1	piece	
19	HDMI connector (1.5 meters), use to connect the Laptop and the LCD Projector	8	piece	
20	HDMI connector (10 meters), use to connect the Laptop and the LCD Projector	2	piece	
21	HDMI to HDMI Male Cable, 3m, Micro	1	piece	
22	HP 4 in 1 OTG drive Flash drive, 128GB, Flash drive, USB 3.0 Memory stick Pendrive, Fast Type-C, for Micro, USB, Android for Lightning	3	piece	
23	Ink Brother Printer, DCP - T 700 W - Magenta, Original	6	bottle	
24	Ink Brother Printer, DCP - T 700 W - Yellow, Original	6	bottle	
25	Ink Brother Printer, DCP - T 700 W -Black, Original	15	bottle	
26	Ink Brother Printer, DCP - T 700 W -Cyan, Original	6	bottle	



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27	INK CART, Compatible for EPSON Printer, T6641, Black, Original	62	bottle	
28	INK CART, Compatible for EPSON Printer, T6642, Cyan, Original	26	bottle	
29	INK CART, Compatible for EPSON Printer, T6643, Magenta, Original	26	bottle	
30	INK CART, Compatible for EPSON Printer, T6644, Yellow, Original	26	bottle	
31	Ink, Brother Compatible to MFC-TH500DW and DCP-T720DW, Black, Original	5	bottle	
32	Ink, Brother Compatible to MFC-TH500DW and DCP-T720DW, Cyan, Original	3	bottle	
33	Ink, Brother Compatible to MFC-TH500DW and DCP-T720DW, Magenta, Original	3	bottle	
34	Ink, Brother Compatible to MFC-TH500DW and DCP-T720DW, Yellow, Original	3	bottle	
35	Ink, Brother Printer, DCP-T700W, Black, Original	7	bottle	
36	Ink, Brother Printer, DCP-T700W, Cyan, Original	4	bottle	
37	Ink, Brother Printer, DCP-T700W, Magenta, Original	4	bottle	
38	Ink, Brother Printer, DCP-T700W, Yellow, Original	4	bottle	
39	Ink, Brother Printer, DCP-T720W, Black, Original	4	bottle	
40	Ink, Brother Printer, DCP-T720W, Cyan, Original	4	bottle	
41	Ink, Brother Printer, DCP-T720W, Magenta, Original	4	bottle	
42	Ink, Brother Printer, DCP-T720W, Yellow, Original	4	bottle	
43	Ink, compatible for Epson Printer, 001, Black, Original	74	bottle	
44	Ink, compatible for Epson Printer, 001, Cyan, Original	39	bottle	
45	Ink, compatible for Epson Printer, 001, Magenta, Original	39	bottle	
46	Ink, compatible for Epson Printer, 001, Yellow, Original	38	bottle	
47	Ink, compatible for Epson Printer, 003, Black, Original	693	bottle	
48	Ink, compatible for Epson Printer, 003, Cyan, Original	308	bottle	
49	Ink, compatible for Epson Printer, 003, Magenta, Original	308	bottle	
50	Ink, compatible for Epson Printer, 003, Yellow, Original	298	bottle	
51	Ink, compatible for Epson Printer, 008, Black, Original	1	bottle	
52	Ink, compatible for Epson Printer, 008, Cyan, Original	1	bottle	
53	Ink, compatible for Epson Printer, 008, Magenta, Original	1	bottle	
54	Ink, compatible for Epson Printer, 008, Yellow, Original	1	bottle	
55	Ink, compatible for Epson Printer, 008, Black, 127 ml 008, Original	2	bottle	
56	Ink, compatible for Epson Printer, 008, Black, Original	2	bottle	
57	Ink, compatible for Epson Printer, 008, Cyan, Original	2	bottle	
58	Ink, compatible for Epson Printer, 008, Magenta, Original	2	bottle	
59	Ink, compatible for Epson Printer, 008, Yellow, Original	2	bottle	
60	Mouse Pad with wrist support	3	piece	
61	MOUSE, OPTICAL, USB Connection type	6	piece	
62	Portable Multifunctional Power Station, 10000 mAh, 220V, 300W	2	unit	
63	PRINTER, impact, dot matrix, 9 pins	1	unit	
64	RJ45 Coupler Network Connector	9	piece	
65	RJ45 Crimper, Crimping tool for Passthrough/ Passthru RJ45	1	piece	
66	RJ45 Pass Through Modular Plug Connector, 100pcs.	1	box	
67	SOUND SYSTEM, POWERED PORTABLE w/ bluetooth 15", 2 way, 400 watts, w/ 2 wireless Microphone and 2 Mic input (1xL12, 1 1oL55	1	unit	
68	sound system, Powered portable with free 2 wireless handheld microphones	1	unit	



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69	Sound System, powered portable, with Free 2 Wireless Handheld Microphones	3	unit	
70	Speaker with Bluetooth and Subwoofer, Computer Desktop Speaker Wired USB Speaker	1	unit	
71	Speaker, powerful, wireless, 750-1000-watt, w/ 1-unit microphone + USB playback, & AM & FM	1	unit	
72	speaker, powerful, wireless, 750-1000-watt, w/ 2 unit microphone + usb playback, AM and FM	1	unit	
73	Speaker, portable, 2 way with 2 wireless microphone & built in	1	unit	
74	SSD Harddrive (1 Terabyte)	1	piece	
75	UPS/APC, 650VA, Backups with AVR, output, power capacity: 300 Watts / 500 VA	7	unit	
76	VGA to HDMI connector	1	piece	
77	Wireless Mouse, 2.4 GHz wireless connection, Black , AA battery	4	piece	
78	Wireless USB Remote Control Projector Pen	2	piece	
	Terms and Conditions:			
	a) Device and Components should be branded (not clone, imitation, or assemble) and brand new.			
	b) Partial bid is allowed. All the items are grouped in two (2) lot and each lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.			
	c) Evaluation of bids and award of contract shall be based on the total lowest offer of all the items in each lot.			
	d) Provision of Technical Data Sheet indicating the brand name and model of applicable item/s			
	e) The items as specified in this Technical Specifications shall be delivered only to the address indicated herein to be received by authorized personnel.			
	f) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M., and on non-working days.			
	g) The Supplier shall replace any rejected item within fifteen (15) calendar days from receipt of a written notice from the end-user.			
	h) Prior to issuing the Certificate of Complete Deliveries, the Equipment's testing and sealing must be conducted with the end-users, Inspectorate Team or TWGs.			
	i) After the Testing and Sealing, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.			
	j) Three (3) months Warranty, in the case of Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies/items.			
	k) The total price offered/quoted is subject to withholding tax and payable checks.			
	l) Award of Contract shall be per lot.			
	m) Partial payment is not allowed. All of the items in each lot shall be delivered and accepted before the preparation of documents for payment.			
	n) During or after the delivery, the Supplier shall submit the following requirements: 1. Delivery Receipt 2. Supplier's Sales Invoice 3. Operations and Maintenance Manual 4. Warranty or KSU will deduct 1% on the total value of the items as Retention Money			

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name
of Representative

Date



Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

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



Checklist of Technical Documents

Name of Project	:	PURCHASE AND DELIVERY OF SUPPLIES, MATERIALS AND EQUIPMENT NOT AVAILABLE AT PS-DBM FOR CY 2025	
Approved Budget for the Contract	:	[] Lot 1:Php 2,509,445.53	[] Lot 2: Php 959,788.00
Name of Bidder	:		
Address of Bidder	:		

ITEM NO.	REQUIREMENTS	PASSED	FAILED
I. TECHNICAL COMPONENT ENVELOPE			
Class "A" Documents			
Legal Documents			
<input type="checkbox"/> A.	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); and		
<input type="checkbox"/> B.	Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and		
<input type="checkbox"/> C.	Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and		
<input type="checkbox"/> D.	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).		
Technical Documents			
<input type="checkbox"/> E.	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		
<input type="checkbox"/> F.	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; This statement shall be supported with any of the following as applicable: a) For Government Contracts: i. Certificate of Final Acceptance (CFA) and/or Certificate of Complete Deliveries (CCD) signed by Head of the Procuring Entity (HOPE) or its duly authorized representative, or ii. Official Receipt(s) of the bidder covering the full amount of the contract; or Sales Invoice issued for the contract, if completed. b) For Private Contracts: i. End-user's Acceptance, or		



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<div>ii. Official Receipt(s) of the bidder covering the full amount of the contract; and</div>		
<div><div><input type="checkbox"/> G. Original copy of Bid Security. If in the form of a Surety Bond, also submit a certification issued by the Insurance Commission; or</div><div>Original copy of Notarized Bid Securing Declaration; and</div></div>		
<div><input type="checkbox"/> H. Conformity with Technical Specifications, which include Production/ Delivery Schedule based on Section VI- Schedule of Requirements, and After-Sales/Parts, if applicable;</div>		
<div><input type="checkbox"/> I. Original duly signed revised Omnibus Sworn Statement, with the following supporting paragraphs as follows:</div>		
<div>1) Signatory is proprietor/duly authorized representative of bidder.</div>		
<div>2) Full power and authority to perform acts or represent bidder.</div>		
<div>3) Not “blacklisted” or barred from bidding</div>		
<div>4) Each document is authentic copy of original, complete, and correct.</div>		
<div>5) Authorizing Head of Procuring Entity to verify all documents submitted.</div>		
<div>6) Not related to HOPE, BAC, TWG, Secretariat, PMO/IU, within 3rd civil degree.</div>		
<div>7) Complies with existing labor laws and standards.</div>		
<div>8) Aware of and undertaken responsibilities as a bidder.</div>		
<div>9) Did not give any commission, amount, fee, or consideration.</div>		
<div>10) 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.</div>		
<div><input type="checkbox"/> i.1. 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 (<i>Authority of the signatory</i>)</div>		
<div><input type="checkbox"/> i.2. Integrity Pledge of KSU Service Provider with the attached ID of AMO and</div>		
<div>Financial Documents</div>		
<div><input type="checkbox"/> J. The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and</div>		
<div><input type="checkbox"/> K. The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); or</div> <div>A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</div>		
<div>Class “B” Documents</div>		



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<input type="checkbox"/> L. 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.		
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>		
<input type="checkbox"/> M. <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.		
<input type="checkbox"/> N. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.		
<input type="checkbox"/> O. Certificate of Exclusive Distributorship, if applicable		
<input type="checkbox"/> P. License to Operate issued by a relevant government agency		

NOTE:

- Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
- For hassle-free and easier bid evaluation, the Technical and Financial Envelopes must be soft bound and with Ear-Tabbing for each Checklist.

CHECKED BY:

BAC MEMBER's/TWG's Name and Signature: _____

DATE AND TIME OF EVALUATION: _____

REMARKS: ☐ Eligible/ Passed
☐ Non-Eligible/ Failed



Checklist of Financial Documents

Name of Project	:	PURCHASE AND DELIVERY OF SUPPLIES, MATERIALS AND EQUIPMENT NOT AVAILABLE AT PS-DBM FOR CY 2025	
Approved Budget for the Contract	:	[] Lot 1:Php 2,509,445.53	[] Lot 2: Php 959,788.00
Name of Bidder	:	Total: Php 3,469,233.53	
Address of Bidder	:		

ITEM NO.	REQUIREMENTS	PASSED	FAILED
II. FINANCIAL COMPONENT ENVELOPE			
<input type="checkbox"/> A.	Original of duly signed and accomplished Financial Bid Form; <u>and</u>		
<input type="checkbox"/> B.	Original of duly signed and accomplished Price Schedule(s)		
<input type="checkbox"/> C.	Technical Data Sheet of Items, as applicable		

NOTE:

1. Any missing, incomplete, or patently insufficient document in the above-mentioned Checklist is a ground for outright rejection (non-complying) of the bid.
2. For hassle-free and easier bid evaluation, the Technical and Financial Envelopes must be soft bound and with Ear-Tabbing for each Checklist.
3. **Each and every page of the Documents comprising the Financial Proposal shall be signed by the duly authorized representative/s of the Bidder.** Failure to do so shall be a ground for the rejection of the bid.

CHECKED BY:

BAC MEMBER's/TWG's Name and Signature: _____

DATE AND TIME OF EVALUATION: _____

REMARKS:

- ☐ **Complying**
- ☐ **Non-Complying**

