



REPUBLIC OF THE PHILIPPINES  
Department of Health  
**NATIONAL CENTER FOR MENTAL HEALTH**  
Nueve de Febrero Street, Mandaluyong City, Philippines

## **BIDDING DOCUMENTS**

**PUBLIC BIDDING FOR THE  
SUPPLY AND DELIVERY OF  
OFFICE SUPPLIES (SUB-LOT  
ITEM) CY 2025**

***(Early Procurement Activity)***

**NCMH-BIDS AND AWARDS COMMITTEE**

**November 2024**



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## *Section I. Invitation to Bid*

**Public Bidding for the Supply and Delivery of Office Supplies  
(Sub-Lot Item) CY 2025 (Early Procurement Activity)  
IB No. G-009-2025-PB**

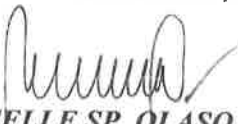
1. The **National Center for Mental Health**, through the **FY 2025 National Expenditure Program (NEP)** intends to apply the sum of **Two Million Three Hundred Seventy-Nine Thousand Two Hundred Eighty-Six Pesos Only (₱ 2,379,286.00)** being the ABC to payments under the contract for the following category. Bids received in excess of the ABC shall be automatically rejected at bid opening.

CATEGORY	APPROVED BUDGET FOR THE CONTRACT (ABC)
<b>Public Bidding for the Supply and Delivery of Office Supplies (Sub-Lot Item) CY 2025 (Early Procurement Activity)</b>	<b>₱ 2,379,286.00</b>

2. The **National Center for Mental Health** now invites bids for the above Procurement Project. Delivery of the Goods is required by (**See Schedule of Requirements**). Bidders should have completed, within **two (2) 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.
  - a. 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 **Procurement Section of the National Center for Mental Health** and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders **November 18, 2024 –December 6, 2024 (Monday to Friday, 8:00AM – 5:00PM)** from the given address and website(s) below and upon submission of **LETTER OF INTENT** and payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000.00 and below	500.00
More than 500,000.00 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



- The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **National Center for Mental Health** will hold a Pre-Bid Conference on **November 25, 2024, 1:30PM (Monday)** at **BAC Conference Room of National Center for Mental Health**, which shall be open to prospective bidders.
  7. Bids must be duly received by the BAC Secretariat through manual submission at the office indicated below. 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 **December 9, 2024 (Monday), 9:00AM at the BAC Conference Room of National Center for Mental Health**. Bids will be opened in the presence of bidders' representatives who choose to attend the activity.
  10. Not applicable
  11. The **National Center for Mental Health** 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:  
  
**RUSSELLE SP. OLASO, MPA**  
*Head, WCMH BAC Secretariat*  
*Nueve de Febrero St. Brgy. Mauway, Mandaluyong City*  
*Tel: 028531906 loc 239, 242 Telefax: 0285318318*  
*(02) 8531-9001 loc.239; (02) 8531-8318*  
*Email: [bacforgoods@ncmh.gov.ph](mailto:bacforgoods@ncmh.gov.ph); [www.ncmh.gov.ph](http://www.ncmh.gov.ph)*
  13. You may visit the following websites:  
  
For downloading of Bidding Documents:  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph) (*PhilGEPs website using suppliers/bidders account*)  
<https://ncmh.gov.ph> (*National Center for Mental Health Official Website*)

November 17, 2024  
*Date of Issue*

  
**JERRY C. RODRIGUEZ, MGM-ESP**  
Chairperson, NCMH-Bids and Awards Committee



## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, **National Center for Mental Health** wishes to receive Bids for the **Public Bidding for the Supply and Delivery of Office Supplies (Sub-Lot Item) CY 2025 (Early Procurement Activity)** with identification number **ITB NO. G-009-2025-PB**.

The Procurement Project (referred to herein as “Project”) is composed of **two (2) sub-lot item**, the details of which are described in Section VII (Technical Specifications).

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for **FY 2025 National Expenditure Program (NEP)** in the amount of **₱ 2,379,286.00**

2.2. The source of funding is:

**NGA, the National Expenditure Program.**

### **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. *[Select one, delete other/s]*



- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
    - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
    - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
    - iii. When the Goods sought to be procured are not available from local suppliers; or
    - iv. When there is a need to prevent situations that defeat competition or restrain trade.
  - b. 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.
  - b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of (a) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least twenty-five percent (25%) of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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



## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **November 25, 2024, 1:30PM (Monday) at BAC Conference Room of National Center for Mental Health** 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 **two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.



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

## 12. Bid Prices

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

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

## 13. Bid and Payment Currencies

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

- 13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

## 14. Bid Security





- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until (120 calendar days from the date of Submission and Opening of Bids). Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's 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 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- Option 1 – One Project having several items that shall be awarded as one contract.
- 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*

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="padding-left: 40px;">a. <i>Office Supplies</i></p> <p>Completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted in Philippine Peso.
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 style="padding-left: 40px;">a. The amount of not less than the <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="padding-left: 40px;">b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>
19.3	<p><b>Public Bidding for the Supply and Delivery of Office Supplies (Sub-Lot Item) CY 2025 (Early Procurement Activity)</b></p> <p><i>Please see List of Items (Annex A) for complete lists, quantity and ABC</i></p>
20.2	<p><i>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that is submitted the Lowest Calculated Bid, the Bidder shall submit its</i></p> <p style="padding-left: 40px;">a. <i>Current and Valid Tax Clearance</i></p> <p style="padding-left: 40px;">b. <i>Latest Annual Income Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable)</i></p> <p style="padding-left: 40px;">c. <i>Certificate of Philgeps Registration (Platinum Membership)</i></p> <p style="padding-left: 40px;">d. <i>Current and Valid Mayor's Permit</i></p>
21.2	<p>Additional contract documents relevant to the Project that is required by the Procuring Entity:</p> <p style="padding-left: 40px;">a. <b>Notice of Award or Notice to Proceed or Contract</b> issued by the owners, as attachment for the Statement of the prospective bidder of <b>All its On-Going Government and Private Contracts</b></p> <p style="padding-left: 40px;">b. <b>Notice of Award or Contract</b> issued by the owners, as attachment for the Single Largest Completed Contract (SLCC)</p> <p style="padding-left: 40px;">c. Notarized Letter of Assurance from the Bidder on the <b>Availability of Stocks</b></p> <p style="padding-left: 40px;">d. Certificate of Performance [For <b>current supplier</b>, it shall be issued by the <b>Head of the Procuring Entity</b> for the current year. For <b>non-current supplier</b>, certificate issued from other hospitals or agencies are acceptable (at least <b>SATISFACTORY RATING</b>)]</p> <p style="padding-left: 40px;">e. Sample per item</p>



The Eligibility Documents and Technical Proposal combined in one folder and the Financial Proposal in separate Folder (**RED FOLDER**). Each folder with **fastener/shoelace on top, with Table of Contents and Tabs (properly labeled according to the checklist for bidders issued).**

**MARKING FOR ELIGIBILITY/TECHNICAL PROPOSALS /  
FINANCIAL PROPOSALS**

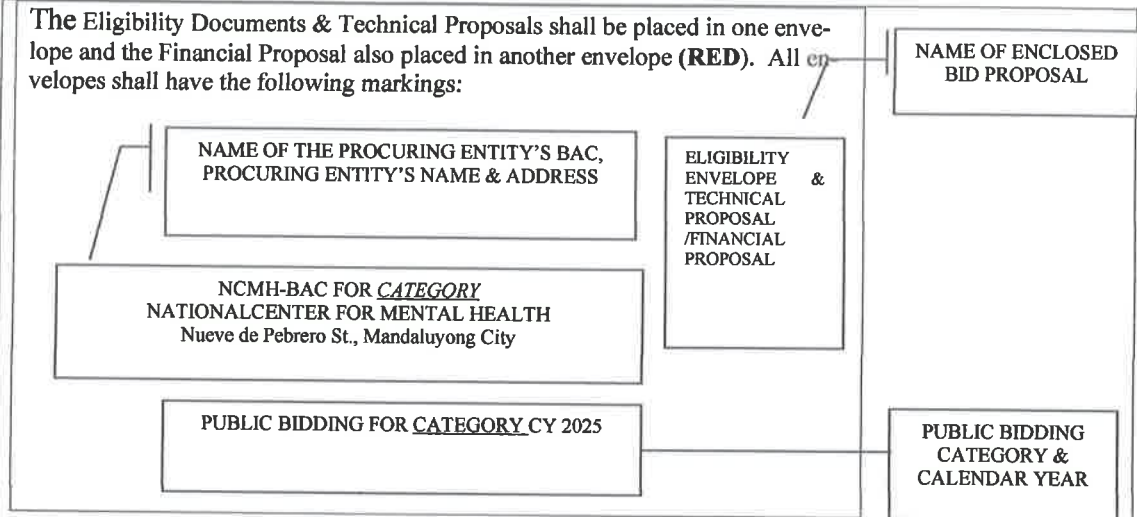
 "Original Copy"	Indicate here "Original Copy of Eligibility Documents & Technical Proposal, and Financial Proposal"
<b>NATIONALCENTER FOR MENTAL HEALTH</b> Nueve De Pebrero St., Mandaluyong City	PROCURING ENTITY'S NAME & ADDRESS
<b>PUBLIC BIDDING</b> FOR <u>(CATEGORY)</u> CY 2025	PUBLIC BIDDING CATEGORY & CALENDAR YEAR
<b>ELIGIBILITY DOCUMENTS</b> <u>TECHNICAL PROPOSAL</u> / <u>FINANCIAL PROPOSAL</u>	BID PROPOSAL NAME
<u><b>DELA CRUZ COMPANY</b></u> <u>143 Pag-ibig St., Quezon City</u> Tel: / Fax:	NAME, ADDRESS, & CONTACT NOS. (TELEPHONE & FACSIMILE) OF THE BIDDERS

**NOTE:** Color of Folder is **RED**  
Color of Envelope is **RED**

*Note: All tabbing shall be in words / title based on the Checklist.*



The Eligibility Documents & Technical Proposals shall be placed in one envelope and the Financial Proposal also placed in another envelope (**RED**). All envelopes shall have the following markings:



**MARKINGS FOR ENVELOPES**

DELA CRUZ COMPANY  
143 Pag-Ibig St., Quezon City  
Tel: \_\_\_\_\_ / Fax: \_\_\_\_\_  
DO NOT OPEN BEFORE: \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME, ADDRESS & CONTACT NUMBERS (Telephone & Facsimile) OF THE BIDDER, "DO NOT OPEN" LABEL WITH THE DATE & TIME OF THE SUBMISSION & OPENING OF BIDS



## ***Section IV. General Conditions of Contract***

### **1. Scope of Contract**

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

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

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

### **2. Advance Payment and Terms of Payment**

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

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

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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



**5. Warranty**

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

**6. Liability of the Supplier**

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

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



## Section V. Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <b>Material Management Section of the National Center for Mental Health</b> in accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <b>Material Management Section of the National Center for Mental Health</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Ms. Solidad G. Yambao</b></p> <p><b>Incidental Services –</b></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"><li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li><li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li><li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li><li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li><li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods (<i>please see TOR</i>).</li></ol> <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><b>Spare Parts –</b></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> <ol style="list-style-type: none"><li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li><li>2. in the event of termination of production of the spare parts:<ol style="list-style-type: none"><li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li><li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li></ol></li></ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> 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 [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>].</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within [<i>insert appropriate time period</i>] months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>



	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></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><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.” <b>NOT APPLICABLE</b></p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></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.

Item Number	Description	Qty	Delivery Site			Delivery Period and Terms of Payment
			Office	Facility	Address	
1	Battery, dry cell, AA, 4 pieces per blister pack, heavy duty, branded	2,500	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
2	Battery, dry cell, AAA, 4 pieces per blister pack, heavy duty, branded	2,500	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
3	BALLPEN, fine point (0.5mm) color: black	3,500	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
4	BALLPEN, fine point (0.5mm) color: blue	1,000	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.



5	BALLPEN, fine point (0.5mm), color: red	500	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
6	CARTOLINA, 180gsm, Red	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
7	CARTOLINA, 180gsm, Green	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
8	CARTOLINA, 180gsm, Blue	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
9	CARTOLINA, 180gsm, Yellow	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
10	CARTOLINA, 180gsm, White	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.



11	CARTOLINA, 180gsm, Pink	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
12	CARTOLINA, 180gsm, Orange	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
13	IN/OUT TRAY, metal, 2 layer	300	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
14	PHOTO PAPER, Glossy, 20 pcs/pack, A4, 210gsm	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
15	ONION SKIN PAPER, Legal, 8.5"x13" size, 30gsm, 500 sheet/ream	35	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.



16	LITHIUM BATTERY, 3V, CR2032, 2pcs/pack	150	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
17	ADHESIVE TAPE, double sided, 24mm x 10m	300	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
18	LAMINATING SHEET, A4 size, 216mmx303mm, 200microns 100pcs/pack	600	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
19	COLORED PAPER, 80gsm, A4, Green, 500 pcs/ream	300	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
20	COLORED PAPER, 80gsm, A4, Pink, 500 pcs/ream	300	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.



21	DATA FOLDER/ARCH FILE, horizontal with Tagila lock size: 3x9x15.5 inches, color: Blue	700	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
22	PUSH PINS, 100's/box, for cork board	125	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
23	SPECIAL PAPER, Board, 200 gsm, A4 size, 10pcs/pack	680	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
24	PAPER SHREDDER can shred staples, folders, *can shred at least 10 sheets per pass, *silent shred, * has at least 90% jam proof system, *cut size (mm) 3x25, * cut type cross Cut, *Bin capacity (liters) atleast 20.	20	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
25	NOTEPAD, stick-on, 76mm x 76mm, 100pcs/pad	200	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.



26	NOTEPAD, stick-on, 76mm x 100mm, 100 pcs/pad	200	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
27	NOTEPAD, stick-on, 76mm x 76mm, 100pcs/pad	200	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
28	LOOSELEAF COVER Legal size, 50's/bundle	50	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
29	TWIN MARKER, permanent, fine and extra fine, water resistant, Black, Pilot	50	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. Staggered Delivery (as needed) within seven calendar days upon receipt of Notice to Deliver.
30	LAMINATOR White, light weight, power consumption 220W, entry width – 230mm, item size – 35.3 x 12.2x7.5cm, item weight – 1026g, ma pouch size – A4, credit card size White color	1	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. One-time delivery (1 <sup>st</sup> quarter) within seven calendar days upon receipt of Notice to Deliver.
31	LAMINATING FILM Roll, 125 microns, 12 inches, 100 meters	1	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyong City Contact No: 85319001 loc. 241	a. One-time delivery (1 <sup>st</sup> quarter) within seven calendar days upon receipt of Notice to Deliver.





32	PAPER SHREDDER 12 liters bi capacity, runtime up to 6 mins., shred 10 sheets per pass, 220 volts input	1	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. One-time delivery (1 <sup>st</sup> quarter) within seven calendar days upon receipt of Notice to Deliver.
33	WHITEBOARD WITH STAND Magnetic whiteboard, 4ft x 6ft, reversible with rolling stand	2	NCMH Material Management Section	National Center for Mental Health	9 De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. One-time delivery (1 <sup>st</sup> quarter) within seven calendar days upon receipt of Notice to Deliver.
34	MANUAL PAPER CUTTER Metal base, multi-sheet capacity, heavy duty blade, can cut up to 10 sheet at the same time	1	NCMH Material Management Section	National Center for Mental Health	9De Pebrero St. Mauway, Mandaluyon g City Contact No: 85319001 loc. 241	a. One-time delivery (1 <sup>st</sup> quarter) within seven calendar days upon receipt of Notice to Deliver.

**CONFORME:**

(Company Name)

(Name and Signature of Authorized Representative)



## *Section VII. Technical Specifications*

**Instructions: 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.**

Item No.	Particular	Specification	Statement of Compliance	Proof of Compliance
1	<b>BATTERY</b>			(Please attached brochure page 1)
	Type	Dry cell		
	Size	Double A		
	Packaging	4 pieces/pack		
2	<b>BATTERY</b>			
	Type	Dry cell		
	Size	Triple A		
	Packaging	4 pieces/pack		
	Feature	Heavy duty, branded		
3	<b>BALLPEN</b>			
	Type	Fine point		
	Point Size	0.5mm		
	Color	Black		
4	<b>BALLPEN</b>			
	Type	Fine point		
	Point Size	0.5mm		
	Color	Blue		



5	<b>BALLPEN</b>			
	Type	Fine point		
	Point Size	0.5mm		
	Color	Red		
6	<b>CARTOLINA</b>			
	Thickness	180gsm		
	Color	Red		
7	<b>CARTOLINA</b>			
	Thickness	180gsm		
	Color	Green		
8	<b>CARTOLINA</b>			
	Thickness	180gsm		
	Color	Blue		
9	<b>CARTOLINA</b>			
	Thickness	180gsm		
	Color	Yellow		
10	<b>CARTOLINA</b>			
	Thickness	180gsm		
	Color	White		
11	<b>CARTOLINA</b>			
	Thickness	180gsm		
	Color	Pink		
12	<b>CARTOLINA</b>			
	Thickness	180gsm		
	Color	Orange		



13	<b>IN/OUT TRAY</b>			
	Material	Metal		
	Layer	2 layer		
14	<b>PHOTO PAPER</b>			
	Type	Glossy		
	size	A4		
	Thickness	210gsm		
	Packaging	20 pcs/pack		
15	<b>ONION SKIN PAPER</b>			
	size	Legal 8.5"x13"		
	Thickness	30gsm		
	Packaging	500 sheet/ream		
16	<b>LITHIUM BATTERY</b>			
	Type	3V CR2032		
	Packaging	2 pcs/pack		
17	<b>ADHESIVE TAPE</b>			
	Type	Double sided		
	Size	24mm x 10m		
18	<b>LAMINATING SHEET</b>			
	Size	A4 (216mmx303mm)		
	Thickness	200 microns		
	Packaging	100pcs/pack		
19	<b>COLORED PAPER</b>			
	Size	A4		
	Thickness	80gsm		



	Color	Green		
	Packaging	500 pcs/ream		
20	<b>COLORED PAPER</b>			
	Size	A4		
	Thickness	80gsm		
	Color	Pink		
	Packaging	500 pcs/ream		
21	<b>DATA FOLDER/ARCH FILE</b>			
	Size	3x9x15.5 inches		
	Color	Blue		
	Feature	horizontal with Tagila lock		
22	<b>PUSH PINS</b>			
	Packaging	100's/box		
	Feature	For corkboard		
23	<b>SPECIAL PAPER</b>			
	Size	A4		
	Thickness	200gsm		
	Packaging	10pcs/pack		
24	<b>PAPER SHREDDER</b>			
	Type of material can shred	Paper, staples, folders,		
	Quantity per shred	at least 10 sheets per pass		
	Cut size (mm)	3x25		
	Cut type	cross Cut		
	Bin capacity (liters)	At least 20 L		



	Feature	silent shred, has at least 90% jam proof system		
<b>25</b>	<b>NOTEPAD</b>			
	Type	Stick on		
	Size	50mm x 76mm		
	Packaging	100pcs/pad		
<b>26</b>	<b>NOTEPAD</b>			
	Type	Stick on		
	Size	76mm x 100mm		
	Packaging	100pcs/pad		
<b>27</b>	<b>NOTEPAD</b>			
	Type	Stick on		
	Size	76mm x 76mm		
	Packaging	100pcs/pad		
<b>28</b>	<b>LOOSELEAF COVER</b>			
	Size	Legal		
	Packaging	50's/bundle		
<b>29</b>	<b>TWIN MARKER</b>			
	Type	permanent		
	Color	Black		
	Feature	fine and extra fine, water resistant		
<b>30</b>	<b>LAMINATOR</b>			
	Features	Light weight, entry width – 230mm, Item size – 35.3 x 12.2 x 7.5 cm, Item Weight – 1026grams, max pouch size – A4, credit card size		
	Power Consumption	220 watts, 220 volts input		
	Color	White		



31	<b>LAMINATING FILM</b>			
	Size	Roll 125 microns, 12 inches, 100 meters		
32	<b>PAPER SHREDDER</b>			
	Features	Run time up to 6 minutes, shred 10 sheet per pass		
	Capacity	22 liters bi capacity		
	Power Consumption	220 volts input		
33	<b>WHITEBOARD WITH STAND</b>			
	Features	Magnetic, Reversible and with rolling stand		
	Size Length	6 feet		
	Size Width	4 feet		
34	<b>MANUAL PAPER CUTTER</b>			
	Features	Metal base, Heavy duty blade		
	Capacity	Multi-sheet, can cut up to 10 sheet at the same time		
<b>CONFORME:</b>				
<b>(Company Name)</b>				
<b>(Name and Signature of Authorized Representative)</b>				



## ***Section VIII. Checklist of Technical and Financial Documents***

### **Public Bidding for the Supply and Delivery of Office Supplies (Sub-Lot Item) CY 2025 (Early Procurement Activity) IB No. G-009-2025-PB**

#### **Instructions:**

1. A bidder must submit one (1) original during submission and opening of bids and two (2) additional copies of the original are requested to be submitted on the submission of the additional requirements for post qualification. All documents shall be current and updated. (Note: Supplier's may submit (2) additional copies during Submission and Opening of Bids)
2. The "ORIGINAL" copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.
3. To facilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) separate folders (i.e., one for Eligibility/Technical Documents and another for Financial Documents), properly labelled and tabbed, and following the sequence provided herein.
4. All Legal Documents and Supplier's Audited Financial Statements must be Certified True Copy (CTC).

#### **I. TECHNICAL COMPONENT ENVELOPE**

##### ***Class "A" Documents***

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**And**
- (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**
- (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**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### Technical Documents

- (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**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC), within the past two (2) years prior to the date of submission and receipt of bids, similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 (a) and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**





- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (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; (CY 2023 with comparative statement CY 2023 and CY 2022) **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- (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.

NOTES:

- (a) The JVA or the Protocol must specify the company/partner and the name of the office designated as the authorized representative of the joint venture.
- (b) Each partner of the joint venture shall submit their respective Legal (I.A) —Eligibility Documents.
- (c) The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided that*, the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and latest Audited Financial Statements.

**\*\*\*\*IF NOT APPLICABLE INDICATE IN A SEPARATE SHEET WITH  
TABBING THAT JOINT VENTURE AGREEMENT IS NOT**

M L T



***APPLICABLE\*\*\*\****

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

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

*Handwritten signature and initials*



**LIST OF ITEMS**  
**Public Bidding for the Supply and Delivery of Office Supplies**  
**(Sub-Lot Item) CY 2025 (Early Procurement Activity)**  
**IB No. G-009-2025-PB**

ITEM NO.	ITEM CODE	ITEM DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL PRICE
<b>Material Management Office Supplies</b>						
1	<b>OS-01</b>	<b>Battery, dry cell, AA, 4 pieces per blister pack, heavy duty, branded</b>	<b>2,500</b>	pack	186.00	<b>465,000.00</b>
2		<b>Battery, dry cell, AAA, 4 pieces per blister pack, heavy duty, branded</b>	<b>2,500</b>	pack	187.20	<b>468,000.00</b>
3		<b>BALLPEN, pine point, color: black point size 0.5mm</b>	<b>3,500</b>	piece	18.00	<b>63,000.00</b>
4		<b>BALLPEN, pine point, color: blue point size 0.5mm</b>	<b>1,000</b>	piece	18.00	<b>18,000.00</b>
5		<b>BALLPEN, pine point, color: red point size 0.5mm</b>	<b>500</b>	piece	18.00	<b>9,000.00</b>
6		<b>CARTOLINA, 180gsm, Red</b>	<b>150</b>	piece	20.00	<b>3,000.00</b>
7		<b>CARTOLINA, 180gsm, Green</b>	<b>150</b>	piece	20.00	<b>3,000.00</b>
8		<b>CARTOLINA, 180gsm, Blue</b>	<b>150</b>	piece	20.00	<b>3,000.00</b>
9		<b>CARTOLINA, 180gsm, Yellow</b>	<b>150</b>	piece	20.00	<b>3,000.00</b>
10		<b>CARTOLINA, 180gsm, White</b>	<b>150</b>	piece	20.00	<b>3,000.00</b>
11		<b>CARTOLINA, 180gsm, Pink</b>	<b>150</b>	piece	20.00	<b>3,000.00</b>
12		<b>CARTOLINA, 180gsm, Orange</b>	<b>150</b>	piece	20.00	<b>3,000.00</b>
13		<b>IN/OUT TRAY, metal, 2 layer</b>	<b>300</b>	piece	450.00	<b>135,000.00</b>
14		<b>PHOTO PAPER, Glossy, 20 pcs/pack, A4, 210gsm</b>	<b>150</b>	pack	259.00	<b>38,850.00</b>
15		<b>ONION SKIN PAPER, Legal, 8.5"x13" size, 30gsm, 500 sheet/ream</b>	<b>35</b>	ream	230.00	<b>8,050.00</b>
16		<b>LITHIUM BATTERY, 3V, CR2032, 2pcs/pack</b>	<b>150</b>	pack	100.00	<b>15,000.00</b>
17		<b>ADHESIVE TAPE, double sided, 24mm x 10m</b>	<b>300</b>	roll	82.50	<b>24,750.00</b>
18		<b>LAMINATING SHEET, A4 size, 216mmx303mm, 200microns 100pcs/pack</b>	<b>600</b>	pack	650.00	<b>390,000.00</b>
19		<b>COLORED PAPER, 80gsm, A4, Green, 500 pcs/ream</b>	<b>300</b>	ream	294.80	<b>88,440.00</b>
20		<b>COLORED PAPER, 80gsm, A4, Pink, 500 pcs/ream</b>	<b>300</b>	ream	294.80	<b>88,440.00</b>
21		<b>DATA FOLDER/ ARCH FILE, horizontal with Tagila lock size:3x9x15.5inches color:blue</b>	<b>700</b>	piece	159.50	<b>111,650.00</b>



22	OS-01	<b>PUSH PINS</b> , 100's/box, for cork board	125	box	90.00	<b>11,250.00</b>
23		<b>SPECIAL PAPER</b> , Board, 200 gsm, A4 size, 10pcs/pack	680	pack	52.00	<b>35,360.00</b>
24		<b>PAPER SHREDDER</b> can shred staples, folders, *can shred at least 10 sheets per pass, *silent shred, * has at least 90% jam proof system, *cut size (mm) 3x25, * cut type cross Cut, *Bin capacity (liters) atleast 20.	20	piece	15,000.00	<b>300,000.00</b>
25		<b>NOTEPAD</b> , stick-on, 50mm x 76mm, 100pcs/pad	200	pad	39.52	<b>7,904.00</b>
26		<b>NOTEPAD</b> , stick-on, 76mm x 100mm, 100 pcs/pad	200	pad	63.44	<b>12,688.00</b>
27		<b>NOTEPAD</b> , stick-on, 76mm x 76mm, 100ps/pad	200	pad	60.32	<b>12,064.00</b>
28		<b>LOOSELEAF COVER</b> Legal size, 50's/bundle	50	bundle	490.00	<b>24,500.00</b>
29		<b>TWIN MARKER</b> , permanent, fine and extra fine, water resistant, Black, Pilot	50	piece	70.00	<b>3,500.00</b>
<b>TOTAL</b>						<b>₱ 2,351,446.00</b>
<b>Nutrition Dietetics Office Supplies</b>						
30	OS-02	<b>LAMINATOR</b> White, light weight, power consumption 220W, entry width – 230mm, item size – 35.3 x 12.2x7.5cm, item weight – 1026g, ma pouch size – A4, credit card size white color	1	set	960.00	<b>960.00</b>
31		<b>LAMINATING FILM</b> Roll, 125 microns, 12 inches, 100 meters	1	roll	480.00	<b>480.00</b>
32		<b>PAPER SHREDDER</b> 12 liters bi capacity, runtime up to 6 mins., shred 10 sheets per pass 220 volts input	1	unit	12,000.00	<b>12,000.00</b>
33		<b>WHITEBOARD WITH STAND</b> Magnetic whiteboard, 4ft x 6ft, reversible with rolling stand	2	piece	6,000.00	<b>12,000.00</b>
34		<b>MANUAL PAPER CUTTER</b> Metal base, multi-sheet capacity, heavy duty blade, can cut up to 10 sheet at the same time	1	unit	2,400.00	<b>2,400.00</b>
<b>TOTAL</b>						<b>₱ 27,840.00</b>
<b>GRAND TOTAL</b>						<b>₱ 2,379,286.00</b>



Submitted by:

**SOLIDAD G. YAMBAO, MGM**  
End-user, Chief, Material Management Section

Recommending Approval:

**JERRY C. RODRIGUEZ, MGM-ESP**  
Chairperson, Bids and Awards Committee

Approved by:

SGD

**NOEL V. REYES, MD, FPPA, MMHoA**  
Medical Center Chief II



**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

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

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

(if none, state "None") ]

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

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



We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

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

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



### **Bid Securing Declaration Form**

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

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

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

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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





Name of the Procuring Entity \_\_\_\_\_ Project Reference Number \_\_\_\_\_  
 Name of the Project \_\_\_\_\_  
 Location of the Project \_\_\_\_\_

**List of all Ongoing Government and Private Contracts including Contracts Awarded but not yet started**

**Business Name:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% Of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<b>Government</b>								
<b>Private</b>								

Note: This statement shall be supported with:  
 1. Notice of Award and / or Contract (Government and Private Contracts)  
 2. Sales Invoices (Private Contracts)

Submitted by : \_\_\_\_\_  
 (Signature Above Printed Name)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_



Name of the Procuring Entity \_\_\_\_\_ Project Reference Number \_\_\_\_\_  
 Name of the Project \_\_\_\_\_  
 Location of the Project \_\_\_\_\_

**Statement of Single Largest Completed Contract which is similar in nature for the past 2 years**

**Business Name** : \_\_\_\_\_  
**Business Address** : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<b><u>Government</u></b>						
<b><u>Private</u></b>						

Note: This statement shall be supported with:  
 1. Notice of Award and/or Contract (Government and Private Contracts)  
 2. Sales Invoice (Private Contracts)

Submitted by : \_\_\_\_\_  
 (Signature Above Printed Name)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_



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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



***Price Schedule for Goods Offered from Abroad***

*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

***For Goods Offered from Abroad***

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



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

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

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

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

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

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

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



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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affian

**[Jurat]**

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



*Note: Should be printed on Legal Size Paper*

## CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between NATIONAL CENTER FOR MENTAL HEALTH of the Philippines (hereinafter called “the Entity” of the one part and [name of supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **PUBLIC BIDDING FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES (SUB-LOT ITEM) CY 2025 (Early Procurement Activity)** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. The Philippine Bidding Documents (PBDs);
    1. Schedule of Requirements;
    2. Technical Specifications;
    3. General and Special Conditions of Contract; and
    4. Supplemental or Bid Bulletin, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed and Warranty Security, shall likewise form part of the Contract.**



3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to **Supply and Delivery of Office Supplies (Sub-Lot Item) CY 2025 (Early Procurement Activity)** in accordance with his/her/its Bid.
4. The **NATIONAL CENTER FOR MENTAL HEALTH** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

**NOEL V. REYES, MD, FPPA, MMHoA**

*[Insert Name and Signature]*

*Medical Center Chief II*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*National Center for Mental Health*

*[Insert Name of Supplier]*

SIGNED IN THE PRESENCE OF:

*[Witness from Supplier]*

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**RIC B. CABRADILLA, CPA**  
Chief – Accounting Section

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**JERRY C. RODRIGUEZ, MGM-ESP**  
Chief – Hospital Operations and Patient Support Service

**Acknowledgement**

*[Forma shall be based on the latest Rules on Notarial Practice]*