



April 23, 2021

REQUEST FOR QUOTATION
No.: 2021-FAG(010)-NPSVP-009a

Supply and Delivery of Various Office Supplies
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation invites you to submit your quotation / offer for the item/s described below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference **(see Annex "B")**.

Item	Description	Qty	UOM	Unit Price (in PhP)	Approved Budget for the Contract (ABC in PhP)
BATTERIES AND CELLS AND ACCESSORIES					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	18	pack	36.3	653.40
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	13	pack	19.73	256.49
3	BATTERY, Heavy Duty 9V	5	pack	120.00	600.00
COMMON OFFICE SUPPLIES					
4	3-RING BINDERS "D" form	10	piece	200.00	2,000.00
5	BALLPEN, BLACK	55	piece	3.80	209.00
6	BALLPEN, BLUE	52	piece	3.80	197.60
7	BALLPEN, RED	40	piece	3.80	152.00
8	Board Buffalo Moroccan (Cover), Size A4	150	piece	6.00	900.00
9	CALCULATOR, compact, 12 digits	1	unit	346.85	346.85
10	CARTOLINA, assorted colors	1	pack	83.72	83.72
11	CLEARBOOK, 20 transparent pockets, for A4 size	8	piece	39.78	318.24
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 1 1/4"	26	box	22.36	581.36
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 2"	24	box	54.60	1,310.40
14	CORRECTION TAPE, film base type, UL 6m min	52	piece	11.68	607.36
15	CUTTER BLADE, for heavy duty cutter	4	piece	14.82	59.28
16	CUTTER KNIFE, for general purpose	6	piece	33.43	200.58

17	DATA FILE BOX, made of chipboard, with closed ends	12	piece	77.20	926.40
18	DATA FOLDER, made of chipboard, taglia lock	66	piece	68.64	4,530.24
19	DATING AND STAMPING MACHINE, heavy duty	1	piece	453.96	453.96
20	Double sided tape	18	piece	32.00	576.00
21	Duct Tape	2	piece	240.00	480.00
22	ENVELOPE, DOCUMENTARY, for A4 size document, Brown	1	box	673.09	673.09
23	ENVELOPE, DOCUMENTARY, for legal size document, Brown	1	box	927.16	927.16
24	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	11	piece	30.49	335.39
25	ENVELOPE, mailing, white, 70 gsm, with window	1	box	433.68	433.68
26	ERASER, FELT, for blackboard/whiteboard	10	piece	10.30	103.00
27	ERASER, PLASTIC/RUBBER, for pencil draft/writing	18	piece	4.42	79.56
28	FILE ORGANIZER, expanding, plastic, 12 pockets	5	piece	86.04	430.20
29	FILE TAB DIVIDER, bristol board, for A4	56	set	11.13	623.28
30	FILE TAB DIVIDER, bristol board, for legal	61	set	14.23	868.03
31	FOLDER, FANCY, for legal size documents	6	bundle	311.88	1,871.28
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	2	pack	243.24	486.48
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	1	box	952.64	952.64
34	FOLDER, TAGBOARD, for A4 size documents (with tab)	1	pack	279.00	279.00
35	FOLDER, TAGBOARD, for legal size documents (with tab)	1	pack	321.36	321.36
36	Folder, White, A4	20	piece	2.17	43.40
37	Folder, White, Long	20	piece	2.50	50.00
38	GLUE, all purpose, gross weight: 200 grams min	13	jar	71.50	929.50
39	Glue Stick	8	piece	15.00	120.00
40	Hard Boud File Folder, Long Horizontal, Dark Blue, 13 1/2" x 10 1/2" x 2"	25	piece	160.00	4,000.00
41	INDEX TAB, self-adhesive, transparent	44	box	56.68	2,493.92
42	MAGAZINE FILE BOX, LARGE size, made of chipboard	6	piece	41.60	249.60
43	MARKER, FLUORESCENT, 3 assorted colors per set	18	set	46.68	840.24
44	MARKER, whiteboard, black, felt tip, bullet type	11	piece	13.38	147.18
45	MARKER, whiteboard, blue, felt tip, bullet type	10	piece	13.38	133.80
46	MARKER, whiteboard, red, felt tip, bullet type	9	piece	13.38	120.42
47	MARKER, PERMANENT, bullet type, black	17	piece	8.98	152.66
48	MARKER, PERMANENT, bullet type, blue	12	piece	8.98	107.76
49	MARKER, PERMANENT, bullet type, red	11	piece	8.98	98.78
50	Metal desk tray (triple)	5	piece	27.00	135.00

51	Mounting Tape	4	piece	70.00	280.00
52	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	55	pad	37.06	2,038.30
53	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	37	pad	59.28	2,193.36
54	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	59	pad	47.73	2,816.07
55	PAPER CLIP, vinyl/plastic coat, length: 32mm min	29	box	7.76	225.04
56	PAPER CLIP, vinyl/plastic coat, length: 50mm min	26	box	17.14	445.64
57	PAPER, MULTICOPY, 80gsm, size: (A4) 210mm x 297mm	50	ream	170.56	8,528.00
58	PAPER, MULTICOPY, 80gsm, size: Legal 216mm x 330mm	23	ream	181.42	4,172.66
59	PAPER, Multi-Purpose (COPY) A4, 70 gsm	29	ream	133.12	3,860.48
60	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	15	ream	138.97	2,084.55
61	PENCIL, lead, w/ eraser, wood cased, hardness: HB	1	box	20.79	20.79
62	PENCIL SHARPENER, manual, single cutter head	16	piece	202.80	3,244.80
63	Photo Papers	46	piece	11.00	506.00
64	Pointer Point	2	piece	30.00	60.00
65	PUNCHER, paper, heavy duty, with two hole guide	1	piece	131.96	131.96
66	Push Pin	2	box	100.00	200.00
67	PVC Binding Cover (Transparent), Size A4, 200microns	1	pack	700.00	700.00
68	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	24	book	70.72	1,697.28
69	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	21	book	101.92	2,140.32
70	Ring Binder Plastic, 10 mm.	9	piece	41.00	369.00
71	Ring Binder Plastic, 12 mm.	9	piece	25.00	225.00
72	RUBBER BAND, 70mm min lay flat length (#18)	5	box	109.50	547.50
73	Sharpee, Black	8	piece	41.00	328.00
74	Sign Pen, Uni-Ball Gel Impact, Black	25	piece	42.00	1,050.00
75	Sign Pen, Uni-Ball Gel Impact, Blue	23	piece	42.00	966.00
76	Sticker Paper, Matte	23	ream	22.00	506.00
77	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	2	piece	34.95	69.90
78	STAMP PAD INK, purple or violet, 50ml	10	bottle	31.52	315.20
79	SCISSORS, symmetrical, blade length: 65mm min	18	pair	40.56	730.08
80	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	90	piece	34.61	3,114.90
81	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	89	piece	34.61	3,080.29
82	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	69	piece	34.61	2,388.09
83	STAPLER, STANDARD TYPE, load cap: 200 staples min	13	piece	176.80	2,298.40
84	STAPLE REMOVER, PLIER-TYPE	15	piece	24.90	373.50

85	STAPLE WIRE, for heavy duty staplers, (23/13)	18	box	19.76	355.68
86	STAPLE WIRE, STANDARD, (26/6)	46	box	21.09	970.14
87	TAPE, ELECTRICAL, 18mm x 16M min	12	roll	18.67	224.04
88	TAPE, MASKING, width: 24mm (±1mm)	20	roll	54.60	1,092.00
89	TAPE, MASKING, width: 48mm (±1mm)	25	roll	106.60	2,665.00
90	TAPE, PACKAGING, width: 48mm (±1mm)	23	roll	19.97	459.31
91	TAPE, TRANSPARENT, width: 24mm (±1mm)	56	roll	10.09	565.04
92	TAPE, TRANSPARENT, width: 48mm (±1mm)	32	roll	19.97	639.04
93	RULER, plastic, 450mm (18"), width: 38mm min	7	piece	17.68	123.76
94	TAPE DISPENSER, TABLE TOP, for 24mm width tape	2	piece	64.20	128.40
CLEANING EQUIPMENT AND SUPPLIES					
95	BROOM, soft (tambo)	4	piece	136.24	544.96
96	BROOM, STICK (TING-TING), usable length: 760mm min	2	piece	18.20	36.40
97	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	6	bottle	41.60	249.60
98	DETERGENT POWDER, all purpose, 1kg	9	pack	54.08	486.72
99	DUST PAN, non-rigid plastic, w/ detachable handle	3	piece	24.83	74.49
100	HAND SOAP, Liquid, 500ml	6	bottle	102.96	617.76
101	LIQUID HAND SANITIZER, 500 ml	37	bottle	151.43	5,602.91
102	MOPHANDLE, heavy duty, aluminum, screw type	2	piece	145.60	291.20
103	MOPHEAD, made of rayon, weight: 400 grams min	2	piece	123.76	247.52
104	Paper Towel, 34 gsm.	375	piece	23.33	8,748.75
105	RAGS, all cotton, 32 pieces per kilogram min	3	bundle	53.82	161.46
106	Tall Waste Basket	3	piece	22.00	66.00
107	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	112	pack	86.84	9,726.08
108	TISSUE, interfolded paper towel	52	pack	34.84	1,811.68
109	Tissue Facial soft, upright box	24	piece	41.00	984.00
110	Tissue, Upright Tissue Box	13	box	78.00	1,014.00
111	TRASHBAG, GPP specs, black, 940mm x 1016mm	30	pack	134.68	4,040.40
112	WASTEBASKET, non-rigid plastic	5	piece	27.96	139.80
PERSONAL PROTECTIVE EQUIPMENT					
113	FACE SHIELD, direct splash protection	103	piece	124.80	12,854.40
114	GLOVES, NITRILE	100	piece	5.02	502.00
115	KN95 FACE MASK	85	piece	104.00	8,840.00
ELECTRONICS					

116	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	2	unit	6,415.64	12,831.28
LIGHTING AND FIXTURES AND ACCESSORIES					
117	LED LINEAR TUBE, 18 watts FRO series	5	piece	205.82	1,029.10
Total Approved Budget for the Contract					163,279.32

Delivery Schedule: Fifteen (15) calendar days upon receipt of Purchase Order

Delivery Site: 4F Exchange Corner Building, 107 V. A. Rufino Street corner Esteban St., Legaspi Village, Makati City

Note: Suppliers may bid in any or all of the items enumerated above. Manner of award will be per item. Supplier/s who submits the lowest calculated and responsive bid in each item shall be eligible for award.

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **April 28, 2021, 5:00 p.m.**

1. **PhilGEPS Certificate/Number;**
2. **Mayor's/Business Permit for the current year;**
3. **Notarized Omnibus Sworn Statement (Annex C);** and
4. For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary's Certificate or Board Resolution (Corporation).**

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to phoebe.wagan@creditinfo.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.

Signed
PHOEBE ANN R. WAGAN
Administrative Services Officer V

N.B.: The duly accomplished Proposal (Annex A), together with the other required documents, shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, after issuance of Notice of Award but before payment:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit for the Year 2021;

PhilGEPS Platinum Registration Certificate may be submitted **in lieu** of the foregoing documents.

If unable to have the Omnibus Sworn Statement notarized, an unnotarized Omnibus Sworn Statement may be submitted, subject to compliance therewith after award of contract but before payment.

PRICE PROPOSAL FORM

Date: _____

Administrative Office
Credit Information Corporation
6F, Exchange Corner Bldg., 107 VA Rufino St.
cor. Esteban St., Legaspi Village, Makati City

Madam:

Having examined the Request for Quotation No. 2021-FAG(010)-NPSVP009a, which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

Item	Description	Qty	UOM	Price per Unit (ABC in PhP)	Bid Price
BATTERIES AND CELLS AND ACCESSORIES					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	18	pack		
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	13	pack		
3	BATTERY, Heavy Duty 9V	5	pack		
COMMON OFFICE SUPPLIES					
4	3-RING BINDERS "D" form	10	piece		
5	BALLPEN, BLACK	55	piece		
6	BALLPEN, BLUE	52	piece		
7	BALLPEN, RED	40	piece		
8	Board Buffalo Morrocan (Cover), Size A4	150	piece		
9	CALCULATOR, compact, 12 digits	1	unit		
10	CARTOLINA, assorted colors	1	pack		
11	CLEARBOOK, 20 transparent pockets, for A4 size	8	piece		
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 1 1/4"	26	box		
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 2"	24	box		
14	CORRECTION TAPE, film base type, UL 6m min	52	piece		

15	CUTTER BLADE, for heavy duty cutter	4	piece		
16	CUTTER KNIFE, for general purpose	6	piece		
17	DATA FILE BOX, made of chipboard, with closed ends	12	piece		
18	DATA FOLDER, made of chipboard, taglia lock	66	piece		
19	DATING AND STAMPING MACHINE, heavy duty	1	piece		
20	Double sided tape	18	piece		
21	Duct Tape	2	piece		
22	ENVELOPE, DOCUMENTARY, for A4 size document, Brown	1	box		
23	ENVELOPE, DOCUMENTARY, for legal size document, Brown	1	box		
24	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	11	piece		
25	ENVELOPE, mailing, white, 70 gsm, with window	1	box		
26	ERASER, FELT, for blackboard/whiteboard	10	piece		
27	ERASER, PLASTIC/RUBBER, for pencil draft/writing	18	piece		
28	FILE ORGANIZER, expanding, plastic, 12 pockets	5	piece		
29	FILE TAB DIVIDER, bristol board, for A4	56	set		
30	FILE TAB DIVIDER, bristol board, for legal	61	set		
31	FOLDER, FANCY, for legal size documents	6	bundle		
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	2	pack		
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	1	box		
34	FOLDER, TAGBOARD, for A4 size documents (with tab)	1	pack		
35	FOLDER, TAGBOARD, for legal size documents (with tab)	1	pack		
36	Folder, White, A4	20	piece		
37	Folder, White, Long	20	piece		
38	GLUE, all purpose, gross weight: 200 grams min	13	jar		
39	Glue Stick	8	piece		
40	Hard Boud File Folder, Long Horizontal, Dark Blue, 13 1/2" x 10 1/2" x 2"	25	piece		
41	INDEX TAB, self-adhesive, transparent	44	box		
42	MAGAZINE FILE BOX, LARGE size, made of chipboard	6	piece		
43	MARKER, FLUORESCENT, 3 assorted colors per set	18	set		
44	MARKER, whiteboard, black, felt tip, bullet type	11	piece		
45	MARKER, whiteboard, blue, felt tip, bullet type	10	piece		

46	MARKER, whiteboard, red, felt tip, bullet type	9	piece		
47	MARKER, PERMANENT, bullet type, black	17	piece		
48	MARKER, PERMANENT, bullet type, blue	12	piece		
49	MARKER, PERMANENT, bullet type, red	11	piece		
50	Metal desk tray (triple)	5	piece		
51	Mounting Tape	4	piece		
52	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	55	pad		
53	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	37	pad		
54	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	59	pad		
55	PAPER CLIP, vinyl/plastic coat, length: 32mm min	29	box		
56	PAPER CLIP, vinyl/plastic coat, length: 50mm min	26	box		
57	PAPER, MULTICOPY, 80gsm, size: (A4) 210mm x 297mm	50	ream		
58	PAPER, MULTICOPY, 80gsm, size: Legal 216mm x 330mm	23	ream		
59	PAPER, Multi-Purpose (COPY) A4, 70 gsm	29	ream		
60	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	15	ream		
61	PENCIL, lead, w/ eraser, wood cased, hardness: HB	1	box		
62	PENCIL SHARPENER, manual, single cutter head	16	piece		
63	Photo Papers	46	piece		
64	Pointer Point	2	piece		
65	PUNCHER, paper, heavy duty, with two hole guide	1	piece		
66	Push Pin	2	box		
67	PVC Binding Cover (Transparent), Size A4, 200microns	1	pack		
68	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	24	book		
69	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	21	book		
70	Ring Binder Plastic, 10 mm.	9	piece		
71	Ring Binder Plastic, 12 mm.	9	piece		
72	RUBBER BAND, 70mm min lay flat length (#18)	5	box		
73	Sharpee, Black	8	piece		
74	Sign Pen, Uni-Ball Gel Impact, Black	25	piece		
75	Sign Pen, Uni-Ball Gel Impact, Blue	23	piece		
76	Sticker Paper, Matte	23	ream		
77	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	2	piece		
78	STAMP PAD INK, purple or violet, 50ml	10	bottle		

79	SCISSORS, symmetrical, blade length: 65mm min	18	pair		
80	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	90	piece		
81	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	89	piece		
82	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	69	piece		
83	STAPLER, STANDARD TYPE, load cap: 200 staples min	13	piece		
84	STAPLE REMOVER, PLIER-TYPE	15	piece		
85	STAPLE WIRE, for heavy duty staplers, (23/13)	18	box		
86	STAPLE WIRE, STANDARD, (26/6)	46	box		
87	TAPE, ELECTRICAL, 18mm x 16M min	12	roll		
88	TAPE, MASKING, width: 24mm (±1mm)	20	roll		
89	TAPE, MASKING, width: 48mm (±1mm)	25	roll		
90	TAPE, PACKAGING, width: 48mm (±1mm)	23	roll		
91	TAPE, TRANSPARENT, width: 24mm (±1mm)	56	roll		
92	TAPE, TRANSPARENT, width: 48mm (±1mm)	32	roll		
93	RULER, plastic, 450mm (18"), width: 38mm min	7	piece		
94	TAPE DISPENSER, TABLE TOP, for 24mm width tape	2	piece		
CLEANING EQUIPMENT AND SUPPLIES					
95	BROOM, soft (tambo)	4	piece		
96	BROOM, STICK (TING-TING), usable length: 760mm min	2	piece		
97	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	6	bottle		
98	DETERGENT POWDER, all purpose, 1kg	9	pack		
99	DUST PAN, non-rigid plastic, w/ detachable handle	3	piece		
100	HAND SOAP, Liquid, 500ml	6	bottle		
101	LIQUID HAND SANITIZER, 500 ml	37	bottle		
102	MOPHANDLE, heavy duty, aluminum, screw type	2	piece		
103	MOPHEAD, made of rayon, weight: 400 grams min	2	piece		
104	Paper Towel, 34 gsm.	375	piece		
105	RAGS, all cotton, 32 pieces per kilogram min	3	bundle		
106	Tall Waste Basket	3	piece		
107	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	112	pack		
108	TISSUE, interfolded paper towel	52	pack		
109	Tissue Facial soft, upright box	24	piece		
110	Tissue, Upright Tissue Box	13	box		
111	TRASHBAG, GPP specs, black, 940mm x 1016mm	30	pack		

112	WASTEBASKET, non-rigid plastic	5	piece		
PERSONAL PROTECTIVE EQUIPMENT					
113	FACE SHIELD, direct splash protection	103	piece		
114	GLOVES, NITRILE	100	piece		
115	KN95 FACE MASK	85	piece		
ELECTRONICS					
116	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	2	unit		
LIGHTING AND FIXTURES AND ACCESSORIES					
117	LED LINEAR TUBE, 18 watts FRO series	5	piece		
TOTAL BID PRICE					_____

Delivery Schedule: Fifteen (15) calendar days upon receipt of Purchase Order
Delivery Site: 4F Exchange Corner Building, 107 V. A. Rufino Street corner Esteban St., Legaspi Village, Makati City

TOTAL BID PRICE IN WORDS:

We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

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

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Proposal for and on behalf of: _____

COMPLIANCE FORM
Technical Specifications

Item	Description	Qty	UOM	Statement of Compliance
BATTERIES AND CELLS AND ACCESSORIES				
1	BATTERY, dry cell, AA, 2 pieces per blister pack	18	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	13	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
3	BATTERY, Heavy Duty 9V	5	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
COMMON OFFICE SUPPLIES				
4	3-RING BINDERS "D" form	10	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
5	BALLPEN, BLACK	55	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
6	BALLPEN, BLUE	52	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
7	BALLPEN, RED	40	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
8	Board Buffalo Morrocan (Cover), Size A4	150	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
9	CALCULATOR, compact, 12 digits	1	unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
10	CARTOLINA, assorted colors	1	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
11	CLEARBOOK, 20 transparent pockets, for A4 size	8	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 1 1/4"	26	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 2"	24	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
14	CORRECTION TAPE, film base type, UL 6m min	52	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
15	CUTTER BLADE, for heavy duty cutter	4	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
16	CUTTER KNIFE, for general purpose	6	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
17	DATA FILE BOX, made of chipboard, with closed ends	12	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
18	DATA FOLDER, made of chipboard, taglia lock	66	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
19	DATING AND STAMPING MACHINE, heavy duty	1	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
20	Double sided tape	18	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
21	Duct Tape	2	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
22	ENVELOPE, DOCUMENTARY, for A4 size document, Brown	1	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

23	ENVELOPE, DOCUMENTARY, for legal size document, Brown	1	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
24	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	11	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
25	ENVELOPE, mailing, white, 70 gsm, with window	1	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
26	ERASER, FELT, for blackboard/whiteboard	10	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
27	ERASER, PLASTIC/RUBBER, for pencil draft/writing	18	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
28	FILE ORGANIZER, expanding, plastic, 12 pockets	5	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
29	FILE TAB DIVIDER, bristol board, for A4	56	set	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
30	FILE TAB DIVIDER, bristol board, for legal	61	set	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
31	FOLDER, FANCY, for legal size documents	6	bundle	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	2	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	1	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
34	FOLDER, TAGBOARD, for A4 size documents (with tab)	1	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
35	FOLDER, TAGBOARD, for legal size documents (with tab)	1	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
36	Folder, White, A4	20	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
37	Folder, White, Long	20	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
38	GLUE, all purpose, gross weight: 200 grams min	13	jar	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
39	Glue Stick	8	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
40	Hard Boud File Folder, Long Horizontal, Dark Blue, 13 1/2" x 10 1/2" x 2"	25	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
41	INDEX TAB, self-adhesive, transparent	44	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
42	MAGAZINE FILE BOX, LARGE size, made of chipboard	6	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
43	MARKER, FLUORESCENT, 3 assorted colors per set	18	set	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
44	MARKER, whiteboard, black, felt tip, bullet type	11	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
45	MARKER, whiteboard, blue, felt tip, bullet type	10	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
46	MARKER, whiteboard, red, felt tip, bullet type	9	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
47	MARKER, PERMANENT, bullet type, black	17	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
48	MARKER, PERMANENT, bullet type, blue	12	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
49	MARKER, PERMANENT, bullet type, red	11	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
50	Metal desk tray (triple)	5	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
51	Mounting Tape	4	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

52	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	55	pad	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
53	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	37	pad	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
54	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	59	pad	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
55	PAPER CLIP, vinyl/plastic coat, length: 32mm min	29	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
56	PAPER CLIP, vinyl/plastic coat, length: 50mm min	26	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
57	PAPER, MULTICOPY, 80gsm, size: (A4) 210mm x 297mm	50	ream	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
58	PAPER, MULTICOPY, 80gsm, size: Legal 216mm x 330mm	23	ream	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
59	PAPER, Multi-Purpose (COPY) A4, 70 gsm	29	ream	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
60	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	15	ream	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
61	PENCIL, lead, w/ eraser, wood cased, hardness: HB	1	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
62	PENCIL SHARPENER, manual, single cutter head	16	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
63	Photo Papers	46	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
64	Pointer Point	2	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
65	PUNCHER, paper, heavy duty, with two hole guide	1	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
66	Push Pin	2	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
67	PVC Binding Cover (Transparent), Size A4, 200microns	1	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
68	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	24	book	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
69	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	21	book	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
70	Ring Binder Plastic, 10 mm.	9	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
71	Ring Binder Plastic, 12 mm.	9	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
72	RUBBER BAND, 70mm min lay flat length (#18)	5	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
73	Sharpee, Black	8	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
74	Sign Pen, Uni-Ball Gel Impact, Black	25	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
75	Sign Pen, Uni-Ball Gel Impact, Blue	23	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
76	Sticker Paper, Matte	23	ream	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
77	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	2	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
78	STAMP PAD INK, purple or violet, 50ml	10	bottle	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
79	SCISSORS, symmetrical, blade length: 65mm min	18	pair	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
80	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	90	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
81	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	89	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

82	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	69	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
83	STAPLER, STANDARD TYPE, load cap: 200 staples min	13	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
84	STAPLE REMOVER, PLIER-TYPE	15	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
85	STAPLE WIRE, for heavy duty staplers, (23/13)	18	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
86	STAPLE WIRE, STANDARD, (26/6)	46	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
87	TAPE, ELECTRICAL, 18mm x 16M min	12	roll	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
88	TAPE, MASKING, width: 24mm (±1mm)	20	roll	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
89	TAPE, MASKING, width: 48mm (±1mm)	25	roll	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
90	TAPE, PACKAGING, width: 48mm (±1mm)	23	roll	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
91	TAPE, TRANSPARENT, width: 24mm (±1mm)	56	roll	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
92	TAPE, TRANSPARENT, width: 48mm (±1mm)	32	roll	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
93	RULER, plastic, 450mm (18"), width: 38mm min	7	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
94	TAPE DISPENSER, TABLE TOP, for 24mm width tape	2	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
CLEANING EQUIPMENT AND SUPPLIES				
95	BROOM, soft (tambo)	4	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
96	BROOM, STICK (TING-TING), usable length: 760mm min	2	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
97	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	6	bottle	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
98	DETERGENT POWDER, all purpose, 1kg	9	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
99	DUST PAN, non-rigid plastic, w/ detachable handle	3	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
100	HAND SOAP, Liquid, 500ml	6	bottle	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
101	LIQUID HAND SANITIZER, 500 ml	37	bottle	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
102	MOPHANDLE, heavy duty, aluminum, screw type	2	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
103	MOPHEAD, made of rayon, weight: 400 grams min	2	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
104	Paper Towel, 34 gsm.	375	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
105	RAGS, all cotton, 32 pieces per kilogram min	3	bundle	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
106	Tall Waste Basket	3	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
107	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	112	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
108	TISSUE, interfolded paper towel	52	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
109	Tissue Facial soft, upright box	24	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
110	Tissue, Upright Tissue Box	13	box	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
111	TRASHBAG, GPP specs, black, 940mm x 1016mm	30	pack	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

112	WASTEBASKET, non-rigid plastic	5	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
PERSONAL PROTECTIVE EQUIPMENT				
113	FACE SHIELD, direct splash protection	103	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
114	GLOVES, NITRILE	100	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
115	KN95 FACE MASK	85	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
ELECTRONICS				
116	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	2	unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
LIGHTING AND FIXTURES AND ACCESSORIES				
117	LED LINEAR TUBE, 18 watts FRO series	5	piece	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply

Delivery Schedule: Fifteen (15) calendar days upon receipt of Purchase Order
Delivery Site: 4F Exchange Corner Building, 107 V. A. Rufino Street corner Esteban St., Legaspi Village, Makati City

STATEMENT OF COMPLIANCE

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Compliance for and on behalf of: _____

Omnibus Sworn Statement

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

AFFIDAVIT

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

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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: I am 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;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

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

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.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CIC BAC and CIC notices may be transmitted.

Telephone No/s.: _____
Fax No/s.: _____
E-mail Add/s.: _____

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2017 at _____, Philippines.

Bidder's Representative/Authorized
Signatory

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

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

NAME OF NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CIC.