



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of First Tranche Common Office Supplies for Y2023

Bid Reference No.: ITB-GSD-004-14-03-2023

Government of the Republic of the Philippines

*Approved Budget for the Contract is Two Million One Hundred
Sixty Six Thousand Fifty Five Pesos and Forty-Five Centavos Only
(Php2,166,055.45)*

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

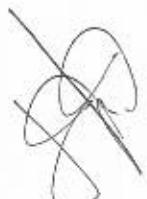
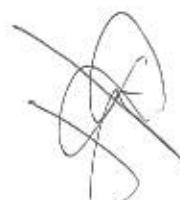


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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

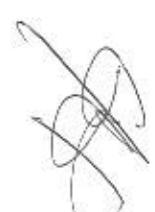
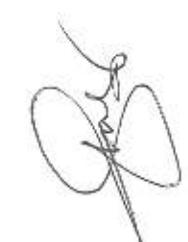
Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture,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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national



buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

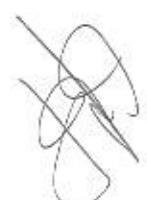
PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

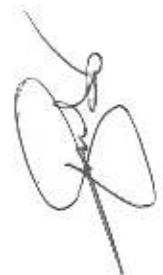
SLCC – Single Largest Completed Contract.

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

UN – United Nations.



Section I. Invitation to Bid

A handwritten signature in black ink, appearing to read "Brian J. Clegg".A handwritten signature in black ink, appearing to read "Jennifer L. Clegg".



INVITATION TO BID FOR

Procurement of First Tranche Common Office Supplies for Year 2023

1. The UCPB Savings, Inc. (UCPBS), through the *2023 corporate budget* intends to apply the sum of *Two Million One Hundred Sixty Six Thousand Fifty Five Pesos and Forty-Five Centavos Only (Php2,166,055.45)*, *inclusive of applicable taxes and charges, including insurance coverage (if applicable)* for the Procurement of First Tranche Common Office Supplies for Year 2023, being the ABC to payments under the contract for Project Identification Number: **ITB-GSD-004-14-03-2023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The UCPB Savings, Inc. (UCPBS) now invites bids for the above Procurement Project. Delivery of the Goods is required by *1-2 weeks upon issuance of Notice to Proceed*. Bidders should have completed, within *3 years* prior 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 UCPB Savings, Inc. (UCPBS) and inspect the Bidding Documents at the address given below during *office hours from 8:30am to 3:00pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 31, 2023(Friday) to April 14, 2023(Friday)** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php5,000.00**.

Instructions to bidders on payment of bid documents:

- a. The payment for the Bid Documents shall be limited to Cash or Manager's/ Cashier's Check payable to UCPB Savings. Personal checks shall not be accepted.
- b. The Bidder is required to enclose the cover page of this Invitation to Bid (ITB) in order to properly determine which bid document, the bidder is paying for.
- c. It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that the Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

A handwritten signature in black ink, appearing to read "M.J.B".

6. The UCPB Savings (UCPBS) will hold a Pre-Bid Conference¹ on April 11, 2023(Tuesday) at 2:30pm via MS Teams, which shall be open to prospective bidders. Interested bidders are requested to coordinate with the BAC Secretariat for the MS Teams link.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated on or before 11:30am of April 18, 2023 (Tuesday). Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on April 18, 2022 (Tuesday) at 2:30pm via MS Teams. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The UCPB Savings (UCPBS) 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.
11. For further information, please refer to:

DRONNEL A. ESPINA

BAC Secretariat

UCPB SAVINGS, INC.

2nd Floor, Overseas Filipino (OF) Bank Center Building
1000 Liwasang Bonifacio, Intramuros, Barangay 656-A,
1000 Manila City, Philippines

Email Address: bacsecretariat@ucpbsavings.com

12. You may visit the following websites:

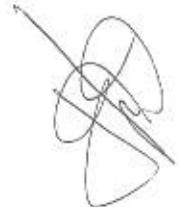
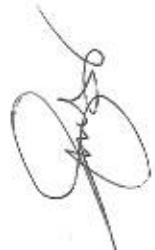
For downloading of Bidding Documents: <https://www.ucpbsavings.com>

[Date of Issue]


DANTE R. CORTEZ
BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, *UCPB Savings (UCPBS)* wishes to receive Bids for the *Procurement of First Tranche Common Office Supplies for Year 2023, with identification number ITB-GSD-004-14-03-2023.*

The Procurement Project (referred to herein as "Project") covers 1 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 *Corporate Budget FY 2023* in the amount of *Two Million One Hundred Sixty Six Thousand Fifty Five Pesos and Forty-Five Centavos Only (Php2,166,055.45)*.
- 2.2. The source of funding is the corporate budget of UCPBS or procuring entity.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- 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 Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

7.1. The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time 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 **3 years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 *(indicate date)*. 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.

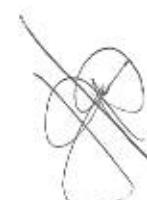
16. Deadline for Submission of Bids

- 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,

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by ITB Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as **One Contract**.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

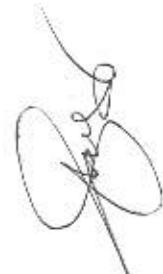
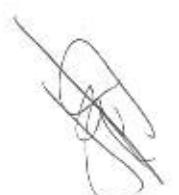
20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially

compliant,)the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS. For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.

21. Signing of the Contract

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

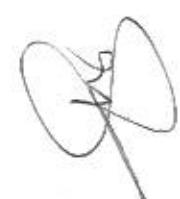
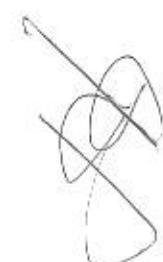
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Section III. Bid Data Sheet

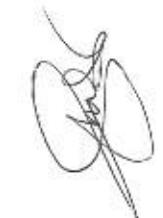
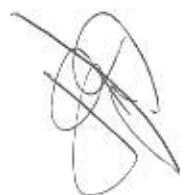
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Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Procurement of First Tranche Common Office Supplies for Year 2023.</i> b. Bidder must have completed within 3 year prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP <i>UCPB Savings at 2nd Floor, Overseas Filipino Bank Center Building, 1000 Liwasang Bonifacio, Intramuros, Barangay 656-A, 1000 Manila City and Branches.</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php43,321.11 (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php108,302.77 (5% of ABC), if bid security is in Surety Bond.
19.3	<i>Procurement of First Tranche Common Office Supplies for Year 2023 – 1 Lot with ABC of Two Million One Hundred Sixty Six Thousand Fifty Five Pesos and Forty-Five Centavos Only (Php2,166,055.45)</i>
20.2	<i>None</i>
21.2	<i>None.</i>

Section IV. General Conditions of Contract

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1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.

4. Inspection and Tests

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

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

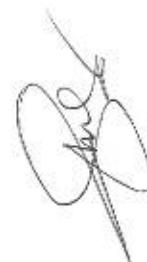
5. Warranty

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

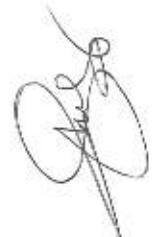
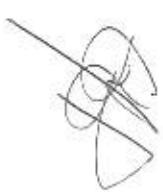
6. Liability of the Supplier

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

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

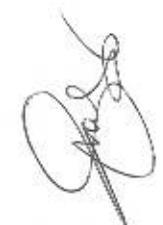


Section V. Special Conditions of Contract

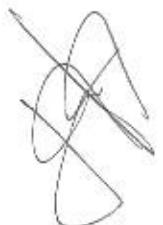
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Special Conditions of Contract

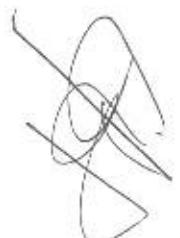
GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract.]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered DDP UCPB Savings Head Office and UCPB Savings Branches. 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 <i>[Any UCPB Savings Officers]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts – Not applicable</p>




	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> 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>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>



	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	None
4	None.



34	Tape Dispenser Ordinary	17	pc	88.00	1,496.00	1-2 Weeks
35	Stamp Pad Ink Black	32	pc	35.00	1,120.00	1-2 Weeks
36	Stamp Pad Ink Blue	10	pc	35.00	350.00	1-2 Weeks
37	Stamp Pad Ink Red	3	pc	35.00	105.00	1-2 Weeks
38	Stamp Pad Ink Purple	8	pc	35.00	280.00	1-2 Weeks
39	Sign Pen 0.5mm Black	195	pc	27.00	5,265.00	1-2 Weeks
40	Sign Pen 0.5mm Blue	59	pc	27.00	1,593.00	1-2 Weeks
41	Sign Pen 0.5mm Red	63	pc	27.00	1,701.00	1-2 Weeks
42	HIGHLIGHTER PEN, Blue	32	pc	35.00	1,120.00	1-2 Weeks
44	Calculator 12 Digit	12	pc	385.00	4,620.00	1-2 Weeks
45	STAPLER, ORDINARY	28	pc	169.00	4,732.00	1-2 Weeks
46	DVD, RECORDABLE WITH CASE	28	set	44.00	1,232.00	1-2 Weeks
47	GLUE 30G	44	pc	72.00	3,168.00	1-2 Weeks
48	HIGHLIGHTER PEN, GREEN	65	pc	35.00	2,275.00	1-2 Weeks
49	HIGHLIGHTER PEN, PINK	47	pc	35.00	1,645.00	1-2 Weeks
50	METAL TRASH CAN	9	pc	143.00	1,287.00	1-2 Weeks
51	PENCIL NO. 2	68	pc	7.00	476.00	1-2 Weeks
53	RULER	24	pc	21.00	504.00	1-2 Weeks
54	INK PAD	3	pc	275.00	825.00	1-2 Weeks
55	BATTERY, dry cell, AA, 2 pieces per blister pack	45	pack	26.00	1,170.00	1-2 Weeks
56	BATTERY, dry cell, AAA, 2 pieces per blister pack	46	pack	23.00	1,058.00	1-2 Weeks
57	WHITE BOARD MARKER, BLACK	16	pc	39.00	624.00	1-2 Weeks
58	WHITE BOARD MARKER, BLUE	8	pc	39.00	312.00	1-2 Weeks
59	WHITE BOARD MARKER, RED	10	pc	39.00	390.00	1-2 Weeks
60	pad stamp for 4420	1	pc	300.00	300.00	1-2 Weeks
61	Epson L3110 Black	31	pc	295.00	9,145.00	1-2 Weeks
62	Epson L3110 Cyan	19	pc	295.00	5,605.00	1-2 Weeks
63	Epson L3110 Magenta	19	pc	295.00	5,605.00	1-2 Weeks
64	Epson L3110 Yellow	19	pc	295.00	5,605.00	1-2 Weeks
65	OLIVETTI PR2 RIBBON/ RIBBON CPR 27 (OLIVETTI PR2)	2	pc	168.00	336.00	1-2 Weeks
66	Epson T664100 L100/L200 Black	24	pc	300.00	7,200.00	1-2 Weeks
67	Epson T664200 L100/L200 Cyan	18	pc	300.00	5,400.00	1-2 Weeks
68	Epson T664300 L100/L200 Magenta	18	pc	300.00	5,400.00	1-2 Weeks
69	Epson T664400 L100/L200 Yellow	18	pc	300.00	5,400.00	1-2 Weeks
70	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	4	pad	75.00	300.00	1-2 Weeks
71	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	10	pad	47.00	470.00	1-2 Weeks

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72	PAPER, MIMEO LONG	6	ream	170.00	1,020.00	1-2 Weeks
74	Window Envelope Ordinary	44	box	550.00	24,200.00	1-2 Weeks
75	Epson L210 Black	2	pc	300.00	600.00	1-2 Weeks
76	Epson L210 Cyan	1	pc	300.00	300.00	1-2 Weeks
77	Epson L210 Magenta	1	pc	300.00	300.00	1-2 Weeks
78	Epson L210 Yellow	1	pc	300.00	300.00	1-2 Weeks
79	Epson 3210 Black	2	pc	295.00	590.00	1-2 Weeks
80	Epson L3210 Cyan	1	pc	295.00	295.00	1-2 Weeks
81	Epson L3210 Magenta	1	pc	295.00	295.00	1-2 Weeks
82	Epson L3210 Yellow	1	pc	295.00	295.00	1-2 Weeks
83	Epson LX310	24	pc	86.00	2,064.00	1-2 Weeks
85	FINGER MOISTENER, SOFTQUICK	1	pc	29.00	29.00	1-2 Weeks
86	CLEARBOOK, 20 transparent pockets, for LEGAL size	52	pc	45.00	2,340.00	1-2 Weeks
87	HP 680 BLACK	6	pc	517.00	3,102.00	1-2 Weeks
88	HP 678 COLOR	10	pc	517.00	5,170.00	1-2 Weeks
89	STAPLE REMOVER (ORDINARY)	7	pc	34.00	238.00	1-2 Weeks
91	LAMINATING FILM 65MMX95MMX125 MIC (100PCS/BOX)	4	pc	95.00	380.00	1-2 Weeks
92	ALCOHOL, ETHYL, 68%-72%, 1 GALLON	47	pc	415.00	19,505.00	1-2 Weeks
93	FOLDER, LONG GREEN W/ METAL TAB	60	pc	16.00	960.00	1-2 Weeks
94	FOLDER, SHORT GREEN W/ METAL TAB	40	pc	16.00	640.00	1-2 Weeks
95	HP 703 COLOR	4	pc	517.00	2,068.00	1-2 Weeks
96	HP 703 BLACK	4	pc	517.00	2,068.00	1-2 Weeks
97	TRASHBAG, plastic, transparent	240	pc	180.05	43,212.00	1-2 Weeks
98	Samsung MLTD203L Toner / SAMSUNG MLTD203L TONER or PRO EXPRESS M3870FD/ SAMSUNG ProExpress M4070FR	3	pc	5,700.00	17,100.00	1-2 Weeks
99	Epson T664100 L360 Black	5	pc	300.00	1,500.00	1-2 Weeks
100	Epson T664200 L360 Cyan	1	pc	300.00	300.00	1-2 Weeks
101	BROTHER TONER TN-2480	1	pc	3,690.00	3,690.00	1-2 Weeks



SUPPLIES FOR UCPB SAVINGS - BRANCHES

Item No.	Description	QTY	UOM	Price/Uom	Total	Delivered Weeks/Months
3	PAPER, MIMEO LONG	67	/ream	170.00	11,390.00	1-2 weeks
4	PAPER, MIMEO SHORT	147	/ream	110.00	16,170.00	1-2 weeks
5	PAPER, SHORT CARBON PAPER	14	/box	287.00	4,018.00	1-2 weeks



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on philgeps virtual store
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6	PAPER, SHORT COPY PAPER 80GSM, SUB.24	78	/ream	218.00	17,004.00	1-2 weeks
7	PAPER, SHORT COPY PAPER SUB.20	65	/ream	160.00	10,400.00	1-2 weeks
9	COPYPAPER SUB. 20 SHORT PER REAM	1004	/ream	145.00	145,580.00	1-2 weeks
10	ENVELOPE, KRAFT LONG	7595	/pc	4.00	30,380.00	1-2 weeks
11	ENVELOPE, KRAFT SHORT	3180	/pc	3.00	9,540.00	1-2 weeks
12	ENVELOPE, LONG	300	/pc	11.00	3,300.00	1-2 weeks
13	EXPANDING W/ GARTER					
14	FOLDER, LONG BROWN W/ METAL TAB	80	/pc	17.00	1,360.00	1-2 weeks
15	FOLDER, LONG GREEN PRESS FOLDER	565	/pc	16.00	9,040.00	1-2 weeks
16	FOLDER, LONG GREEN W/ METAL TAB	92	/pc	16.00	1,472.00	1-2 weeks
17	FOLDER, LONG WHITE	7707	/pc	5.00	38,535.00	1-2 weeks
18	FOLDER, SHORT BROWN W/ METAL TAB	150	/pc	16.00	2,400.00	1-2 weeks
19	FOLDER, SHORT GREEN W/ METAL TAB	170	/pc	16.00	2,720.00	1-2 weeks
20	FOLDER, SHORT WHITE	2612	/pc	4.00	10,448.00	1-2 weeks
21	Window Envelope ordinary	68	/box	550.00	37,400.00	1-2 weeks
22	EDP FOLDER SHORT	575	/pc	58.00	33,350.00	1-2 weeks
23	Window Envelope ordinary	9	/box	550.00	4,950.00	1-2 weeks
24	FOLDER, SHORT GREEN PRESS FOLDER	435	/pc	16.00	6,960.00	1-2 weeks
25	Receipt, ADDING MACHINE 2 1/4 X 2 3/4 T04	35	/roll	13.00	455.00	1-2 weeks
26	RECORD BOOK, 300PP	177	/pc	75.00	13,275.00	1-2 weeks
27	RIBBON, CALCULATOR ADDING MACHINE	21	/pc	32.00	672.00	1-2 weeks
28	RIBBON, MANUAL TYPEWRITER	1	/pc	28.00	28.00	1-2 weeks
29	CALCULATOR, 12 DIGIT OLIVETTI PR2 RIBBON/ RIBBON CPR 27 (OLIVETTI PR2)	27	/pc	385.00	10,395.00	1-2 weeks
30	COMPUPRINT SP40 PLUS ORIGINAL RIBBON	143	/pc	168.00	24,024.00	1-2 weeks
31	COMPUPRINT SP40 ORIGINAL RIBBON	277	/pc	660.00	182,820.00	1-2 weeks
32	BROTHER TONER MFCL5900DW / TN-3428	20	/pc	498.00	9,960.00	1-2 weeks
33	MFCL2750DW / TN-2460	23	/pc	3,790.00	87,170.00	1-2 weeks
34	BT6000 BK BLACK	35	/pc	1,914.00	66,990.00	1-2 weeks
35	BT5000C / LC-535XL CYAN	20	/pc	429.00	8,580.00	1-2 weeks
36	BT5000M / LC-535XL	14	/pc	429.00	6,006.00	1-2 weeks
37	MAGENTA	14	/pc	429.00	6,006.00	1-2 weeks
38	BT5000Y / LC-535XL YELLOW	14	/pc	429.00	6,006.00	1-2 weeks
39	BROTHER TONER TN-2480	8	/pc	3,690.00	29,520.00	1-2 weeks
40	HP 680 BLACK	54	per pc	517.00	27,918.00	1-2 weeks
41	HP 680 COLOR	54	per pc	517.00	27,918.00	1-2 weeks
42	HP 678 BLACK	31	per pc	517.00	16,027.00	1-2 weeks
43	HP 678 COLOR	11	per pc	517.00	5,687.00	1-2 weeks

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on philips virtual store
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50	HP LASERJET TONER 85A	3	per pc	3,892.00	11,676.00	1-2 weeks
51	Epson T664100 L100/L200 Black	65	per pc	300.00	19,500.00	1-2 weeks
52	Epson T664200 L100/L200 Cyan	29	per pc	300.00	8,700.00	1-2 weeks
53	Epson T664300 L100/L200 Magenta	29	per pc	300.00	8,700.00	1-2 weeks
54	Epson T664400 L100/L200 Yellow	26	per pc	300.00	7,800.00	1-2 weeks
55	Epson FX2175 Ribbon	210	per pc	418.00	87,780.00	1-2 weeks
56	Canon CL-57/CL-811 Color	4	per pc	1,236.00	4,944.00	1-2 weeks
57	Canon CL-57/PG-810 Black	6	per pc	936.00	5,616.00	1-2 weeks
58	Epson 3110 Black	182	per pc	295.00	53,690.00	1-2 weeks
59	Epson L3110 Cyan	127	per pc	295.00	37,465.00	1-2 weeks
60	Epson L3110 Magenta	121	per pc	295.00	35,695.00	1-2 weeks
61	Epson L3110 Yellow	117	per pc	295.00	34,515.00	1-2 weeks
62	Epson LX-300	1	per pc	660.00	660.00	1-2 weeks
63	Samsung MLTD203L Toner / SAMSUNG MLTD203L TONER or PRO EXPPESS M3870FD/ SAMSUNG ProExpress M4070FR	20	per pc	5,700.00	114,000.00	1-2 weeks
64	Samsung MLTD105L Toner	11	per pc	4,550.00	50,050.00	1-2 weeks
65	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	688	/pc	27.00	18,576.00	1-2 weeks
66	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	77	/pc	27.00	2,079.00	1-2 weeks
67	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	8	/pc	27.00	216.00	1-2 weeks
68	CDR	10	/pc	31.90	319.00	1-2 weeks
69	CLIP, FOLD BACK 1INCH	43	/box	18.00	774.00	1-2 weeks
70	CLIP, FOLD BACK 2 INCH	70	/box	68.00	4,760.00	1-2 weeks
71	CLIP, FOLD BACK 3/4	48	/box	31.00	1,488.00	1-2 weeks
72	CORRECTING ROLLER TAPE 8M	386	/pc	71.50	27,599.00	1-2 weeks
74	DVD-RW WITH CASE	237	/pc	66.00	15,642.00	1-2 weeks
76	FASTENER, PLASTIC FASTENER	272	/box	47.00	12,784.00	1-2 weeks
77	FINGER MOISTENER, SOFTQUICK	151	/set	29.00	4,379.00	1-2 weeks
78	GLUE, LIQUID GLUE 30G	73	/pc	72.00	5,256.00	1-2 weeks
79	HIGHLIGHTER PEN, BLUE	36	/pc	35.00	1,260.00	1-2 weeks
80	HIGHLIGHTER PEN, GREEN	91	/pc	35.00	3,185.00	1-2 weeks
81	HIGHLIGHTER PEN, PINK	52	/pc	35.00	1,820.00	1-2 weeks
82	HIGHLIGHTER PEN, YELLOW	93	/pc	35.00	3,255.00	1-2 weeks
83	INK PAD	30	/pc	275.00	8,250.00	1-2 weeks
84	METAL TRASH CAN	3	/pc	143.00	429.00	1-2 weeks
85	PAPER CLIP, BIG	182	/box	17.00	3,094.00	1-2 weeks
86	PAPER CLIP, SMALL	180	/box	11.00	1,980.00	1-2 weeks

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87	PENCIL NO. 2	89	/pc	7.00	623.00	1-2 weeks
88	PERMANENT MARKER, BLACK	190	/pc	29.00	5,510.00	1-2 weeks
89	PUNCHER, REGULAR	17	/pc	264.00	4,488.00	1-2 weeks
91	RULER	24	/pc	21.00	504.00	1-2 weeks
92	SCISSOR, 8"	30	/pc	72.00	2,160.00	1-2 weeks
93	STAMP PAD #1	38	/pc	48.00	1,824.00	1-2 weeks
94	STAMP PAD INK	55	/btl	36.00	1,980.00	1-2 weeks
95	STAPLE REMOVER (ORDINARY)	11	/pc	34.00	374.00	1-2 weeks
96	STAPLE WIRE, NO. 35	352	/box	33.00	11,616.00	1-2 weeks
97	STAPLER, ORDINARY	24	/pc	169.00	4,056.00	1-2 weeks
98	STENO NOTEBOOK	10	/pc	15.00	150.00	1-2 weeks
99	TAPE DISPENSER (ORDINARY)	14	/pc	88.00	1,232.00	1-2 weeks
100	TAPE, PACKAGING TAPE 30M	319	/roll	27.00	8,613.00	1-2 weeks
101	TAPE, SCOTCH TAPE 1"	1294	/roll	14.00	18,116.00	1-2 weeks
102	WHITE BOARD MARKER, BLACK	42	/pc	39.00	1,638.00	1-2 weeks
103	Columnar Notebook 2 to 4 columns	104	/pc	33.00	3,432.00	1-2 weeks
104	Columnar Notebook 16 to 24 columns	52	/pc	66.00	3,432.00	1-2 weeks
105	ink stamp pad black	43	pc	35.00	1,505.00	1-2 weeks
106	ink stamp pad blue	34	pc	35.00	1,190.00	1-2 weeks
107	ink stamp pad green .	18	pc	35.00	630.00	1-2 weeks
108	ink stamp pad purple	41	pc	35.00	1,435.00	1-2 weeks
109	ink stamp pad red	11	pc	35.00	385.00	1-2 weeks
110	dater with paid	12	pc	260.00	3,120.00	1-2 weeks
111	pad stamp , ordinary	17	pc	210.00	3,570.00	1-2 weeks
112	pad stamp #2 big	14	pc	230.00	3,220.00	1-2 weeks
113	CLEARBOOK, 20 transparent pockets, for LEGAL size	68	pc	45.00	3,060.00	1-2 weeks
114	WRAPPING PAPER, kraft, 65gsm (-5%)	1	pack	201.50	201.50	1-2 weeks
115	PHILIPPINE NATIONAL FLAG, 100% polyester	4	piece	356.05	1,424.20	1-2 weeks
126	TRASHBAG, plastic, transparent	295	roll	180.05	53,114.75	1-2 weeks
127	ENVELOPE, MAILING,white, 80gsm (-5%)	2	box	541.00	1,082.00	1-2 weeks
128	ENVELOPE, MAILING,white, 80gsm (-5%)	15	box	411.00	6,165.00	1-2 weeks
129	BATTERY, dry cell, D, 1.5 volts, alkaline	19	pack	121.00	2,299.00	1-2 weeks
130	BATTERY, dry cell, AA, 2 pieces per blister pack	109	pack	26.00	2,834.00	1-2 weeks
131	BATTERY, dry cell, AAA, 2 pieces per blister pack	95	pack	23.00	2,185.00	1-2 weeks
132	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	10	pad	75.00	750.00	1-2 weeks
133	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	28	pad	65.00	1,820.00	1-2 weeks
134	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	33	pad	47.00	1,551.00	1-2 weeks

Items not available
on philippine virtual store

3/30/22

137	Ordinary ballpen - black	2039	piece	6.00	12,234.00	1-2 weeks
138	Epson L120 - BK T6441 (Black)	46	piece	300.00	13,800.00	1-2 weeks
139	Epson L120 - C T6642 (Cyan)	23	piece	300.00	6,900.00	1-2 weeks
140	Epson L120 - M T6643 (Magenta)	18	piece	300.00	5,400.00	1-2 weeks
141	Epson L120 - Y T6644 (Yellow)	18	piece	300.00	5,400.00	1-2 weeks
142	Epson L3210 Black	35	piece	295.00	10,325.00	1-2 weeks
143	Epson LX310	2	piece	160.00	320.00	1-2 weeks
144	Canon G2010 BK GI-790<BK> Black	2	pc	345.00	690.00	1-2 weeks
145	Canon G2010 C GI-790<C> Cyan	2	pc	345.00	690.00	1-2 weeks
146	Canon G2010 M GI-790<M> Magenta	2	pc	345.00	690.00	1-2 weeks
147	Canon G2010 Y GI-790<Y> Yellow	2	pc	345.00	690.00	1-2 weeks
148	Canon Pixma 88 Black (For Canon E510)	6	pc	710.00	4,260.00	1-2 weeks
149	Canon Pixma 98 Color (For Canon E510)	3	pc	970.00	2,910.00	1-2 weeks
150	Marker Refill (ink)	5	pc	100.00	500.00	1-2 weeks

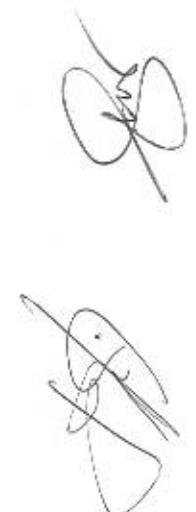
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on philips retail store

3/30/23





Section VII. Technical Specifications

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Technical Specifications

*Procurement of First Tranche Common Office Supplies for Year 2023
(ITB-GSD-004-14-03-2023)*

Item No.	Description	Quantity	Uom	Statement of compliance
3	Short Bond Paepr Sub 20	760	ream	
4	Expanding Envelope Long w/ garter	215	pc	
5	Kraft Envelope Long	622	pc	
6	Kraft Envelope Short	411	pc	
7	White Folder Long	703	pc	
8	White Folder Short	256	pc	
9	Green Press Folder Long	924	pc	
10	Green Press Folder Short	432	pc	
11	Mailing Envelope 10 2x	1	box	
12	Record Book	37	pc	
13	BALLPEN, BLACK	63	pc	
14	BALLPEN, BLUE	33	pc	
15	BALLPEN, RED	12	pc	
16	CLIP, FOLD BACK 1INCH	59	box	
17	CLIP, FOLD BACK 2 INCH	61	box	
18	CLIP, FOLD BACK 3/4	58	box	
19	CORRECTING ROLLER TAPE 8M	194	pc	
20	FASTENER, PLASTIC FASTENER	104	box	
22	HIGHLIGHTER PEN, YELLOW	42	pc	
23	PAPER CLIP, BIG	81	box	
24	PAPER CLIP, SMALL	78	box	
25	PERMANENT MARKER, BLACK PENTEL PEN	101	pc	
26	STAPLE WIRE, NO. 35	87	box	
27	STENO NOTEBOOK	52	pc	
28	TAPE, PACKAGING TAPE 30M	108	pc	
29	TAPE, SCOTCH TAPE 1"	308	pc	
31	Puncher Regular	11	pc	
32	Scissor 8"	35	pc	
33	Stamp Pad#1	9	pc	
34	Tape Dispenser Ordinary	17	pc	
35	Stamp Pad Ink Black	32	pc	
36	Stamp Pad Ink Blue	10	pc	
37	Stamp Pad Ink Red	3	pc	
38	Stamp Pad Ink Purple	8	pc	
39	Sign Pen 0.5mm Black	195	pc	
40	Sign Pen 0.5mm Blue	59	pc	
41	Sign Pen 0.5mm Red	63	pc	
42	HIGHLIGHTER PEN, Blue	32	pc	
44	Calculator 12 Digit	12	pc	
45	STAPLER, ORDINARY	28	pc	
46	DVD, RECORDABLE WITH CASE	28	set	
47	GLUE 30G	44	pc	
48	HIGHLIGHTER PEN, GREEN	65	pc	

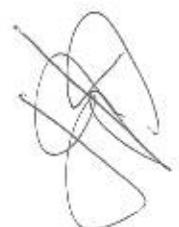
49	HIGHLIGHTER PEN, PINK	47	pc	
50	METAL TRASH CAN	9	pc	
51	PENCIL NO. 2	68	pc	
53	RULER	24	pc	
54	INK PAD	3	pc	
55	BATTERY, dry cell, AA, 2 pieces per blister pack	45	pack	
56	BATTERY, dry cell, AAA, 2 pieces per blister pack	46	pack	
57	WHITE BOARD MARKER, BLACK	16	pc	
58	WHITE BOARD MARKER, BLUE	8	pc	
59	WHITE BOARD MARKER, RED	10	pc	
60	pad stamp for 4420	1	pc	
61	Epson L3110 Black	31	pc	
62	Epson L3110 Cyan	19	pc	
63	Epson L3110 Magenta	19	pc	
64	Epson L3110 Yellow	19	pc	
65	OLIVETTI PR2 RIBBON/ RIBBON CPR 27 (OLIVETTI PR2)	2	pc	
66	Epson T664100 L100/L200 Black	24	pc	
67	Epson T664200 L100/L200 Cyan	18	pc	
68	Epson T664300 L100/L200 Magenta	18	pc	
69	Epson T664400 L100/L200 Yellow	18	pc	
70	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	4	pad	
71	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	10	pad	
72	PAPER, MIMEO LONG	6	ream	
74	Window Envelope Ordinary	44	box	
75	Epson L210 Black	2	pc	
76	Epson L210 Cyan	1	pc	
77	Epson L210 Magenta	1	pc	
78	Epson L210 Yellow	1	pc	
79	Epson 3210 Black	2	pc	
80	Epson L3210 Cyan	1	pc	
81	Epson L3210 Magenta	1	pc	
82	Epson L3210 Yellow	1	pc	
83	Epson LX310	24	pc	
85	FINGER MOISTENER, SOFTQUICK	1	pc	
86	CLEARBOOK, 20 transparent pockets, for LEGAL size	52	pc	
87	HP 680 BLACK	6	pc	
88	HP 678 COLOR	10	pc	
89	STAPLE REMOVER (ORDINARY)	7	pc	
91	LAMINATING FILM 65MMX95MMX125 MIC (100PCS/BOX)	4	pc	
92	ALCOHOL, ETHYL, 68%-72%, 1 GALLON	47	pc	
93	FOLDER, LONG GREEN W/ METAL TAB	60	pc	
94	FOLDER, SHORT GREEN W/ METAL TAB	40	pc	
95	HP 703 COLOR	4	pc	
96	HP 703 BLACK	4	pc	
97	TRASHBAG, plastic, transparent	240	pc	
98	Samsung MLTD203L Toner / SAMSUNG MLTD203L TONER or PRO EXPRESS M3870FD/ SAMSUNG ProExpress M4070FR	3	pc	
99	Epson T664100 L360 Black	5	pc	
100	Epson T664200 L360 Cyan	1	pc	

101	BROTHER TONER TN-2480	1	pc	
Branches				
Item No.	Description	QTY	UOM	Statement of Compliance
3	PAPER, MIMEO LONG	67	/ream	
4	PAPER, MIMEO SHORT	147	/ream	
5	PAPER, SHORT CARBON PAPER	14	/box	
6	PAPER, SHORT COPY PAPER 80GSM, SUB.24	78	/ream	
7	PAPER, SHORT COPY PAPER SUB.20	65	/ream	
9	COPYPAPER SUB. 20 SHORT PER REAM	1004	/ream	
10	ENVELOPE, KRAFT LONG	7595	/pc	
11	ENVELOPE, KRAFT SHORT	3180	/pc	
12	ENVELOPE, LONG EXPANDING W/ GARTER	300	/pc	
13	FOLDER, LONG BROWN W/ METAL TAB	80	/pc	
14	FOLDER, LONG GREEN PRESS FOLDER	565	/pc	
15	FOLDER, LONG GREEN W/ METAL TAB	92	/pc	
16	FOLDER, LONG WHITE	7707	/pc	
17	FOLDER, SHORT BROWN W/ METAL TAB	150	/pc	
18	FOLDER, SHORT GREEN W/ METAL TAB	170	/pc	
19	FOLDER, SHORT WHITE	2612	/pc	
20	Window Envelope ordinary	68	/box	
22	EDP FOLDER SHORT	575	/pc	
26	Window Envelope ordinary	9	/box	
28	FOLDER, SHORT GREEN PRESS FOLDER	435	/pc	
29	Receipt, ADDING MACHINE 2 1/4 X 2 3/4 T04	35	/roll	
30	RECORD BOOK, 300PP	177	/pc	
31	RIBBON, CALCULATOR ADDING MACHINE	21	/pc	
33	RIBBON, MANUAL TYPEWRITER	1	/pc	
34	CALCULATOR, 12 DIGIT	27	/pc	
35	OLIVETTI PR2 RIBBON/ RIBBON CPR 27 (OLIVETTI PR2)	143	/pc	
36	COMPUPRINT SP40 PLUS ORIGINAL RIBBON	277	/pc	
37	COMPUPRINT SP40 ORIGINAL RIBBON	20	/pc	
38	BROTHER TONER MFCL5900DW / TN-3428	23	/pc	
39	MFCL2750DW / TN-2460	35	/pc	
40	BT6000 BK BLACK	20	/pc	
41	BT5000C / LC-535XL CYAN	14	/pc	
42	BT5000M / LC-535XL MAGENTA	14	/pc	
43	BT5000Y / LC-535XL YELLOW	14	/pc	
44	BROTHER TONER TN-2480	8	/pc	
46	HP 680 BLACK	54	per pc	
47	HP 680 COLOR	54	per pc	
48	HP 678 BLACK	31	per pc	
49	HP 678 COLOR	11	per pc	
50	HP LASERJET TONER 85A	3	per pc	
51	Epson T664100 L100/L200 Black	65	per pc	
52	Epson T664200 L100/L200 Cyan	29	per pc	
53	Epson T664300 L100/L200 Magenta	29	per pc	
54	Epson T664400 L100/L200 Yellow	26	per pc	
55	Epson FX2175 Ribbon	210	per pc	
56	Canon CL-57/CL-811 Color	4	per pc	
57	Canon CL-57/PG-810 Black	6	per pc	
58	Epson 3110 Black	182	per pc	

59	Epson L3110 Cyan	127	per pc	
60	Epson L3110 Magenta	121	per pc	
61	Epson L3110 Yellow	117	per pc	
62	Epson LX-300	1	per pc	
63	Samsung MLTD203L Toner / SAMSUNG MLTD203L TONER or PRO EXPRESS M3870FD/ SAMSUNG ProExpress M4070FR	20	per pc	
64	Samsung MLTD105L Toner	11	per pc	
65	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	688	/pc	
66	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	77	/pc	
67	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	8	/pc	
68	CDR	10	/pc	
69	CLIP, FOLD BACK 1INCH	43	/box	
70	CLIP, FOLD BACK 2 INCH	70	/box	
71	CLIP, FOLD BACK 3/4	48	/box	
72	CORRECTING ROLLER TAPE 8M	386	/pc	
74	DVD-RW WITH CASE	237	/pc	
76	FASTENER, PLASTIC FASTENER	272	/box	
77	FINGER MOISTENER, SOFTQUICK	151	/set	
78	GLUE, ELMER'S LIQUID GLUE 30G	73	/pc	
79	HIGHLIGHTER PEN, BLUE	36	/pc	
80	HIGHLIGHTER PEN, GREEN	91	/pc	
81	HIGHLIGHTER PEN, PINK	52	/pc	
82	HIGHLIGHTER PEN, YELLOW	93	/pc	
83	INK PAD	30	/pc	
84	METAL TRASH CAN	3	/pc	
85	PAPER CLIP, BIG	182	/box	
86	PAPER CLIP, SMALL	180	/box	
87	PENCIL NO. 2	89	/pc	
88	PERMANENT MARKER, BLACK	190	/pc	
89	PUNCHER, REGULAR	17	/pc	
91	RULER	24	/pc	
92	SCISSOR, 8"	30	/pc	
93	STAMP PAD #1	38	/pc	
94	STAMP PAD INK	55	/btl	
95	STAPLE REMOVER (ORDINARY)	11	/pc	
96	STAPLE WIRE, NO. 35	352	/box	
97	STAPLER, ORDINARY	24	/pc	
98	STENO NOTEBOOK	10	/pc	
99	TAPE DISPENSER (ORDINARY)	14	/pc	
100	TAPE, PACKAGING TAPE 30M	319	/roll	
101	TAPE, SCOTCH TAPE 1"	1294	/roll	
102	WHITE BOARD MARKER, BLACK	42	/pc	
103	Columnar Notebook 2 to 4 columns	104	/pc	
104	Columnar Notebook 16 to 24 columns	52	/pc	
105	ink stamp pad black	43	pc	
106	ink stamp pad blue	34	pc	
107	ink stamp pad green .	18	pc	
108	ink stamp pad purple	41	pc	
109	ink stamp pad red	11	pc	
110	dater with paid	12	pc	
111	pad stamp , ordinary	17	pc	

112	pad stamp #2 big	14	pc	
113	CLEARBOOK, 20 transparent pockets, for LEGAL size	68	pc	
114	WRAPPING PAPER, kraft, 65gsm (-5%)	1	pack	
115	PHILIPPINE NATIONAL FLAG, 100% polyester	4	piece	
126	TRASHBAG, plastic, transparent	295	roll	
127	ENVELOPE, MAILING,white, 80gsm (-5%)	2	box	
128	ENVELOPE, MAILING,white, 80gsm (-5%)	15	box	
129	BATTERY, dry cell, D, 1.5 volts, alkaline	19	pack	
130	BATTERY, dry cell, AA, 2 pieces per blister pack	109	pack	
131	BATTERY, dry cell, AAA, 2 pieces per blister pack	95	pack	
132	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	10	pad	
133	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	28	pad	
134	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	33	pad	
137	Ordinary ballpen - black	2039	piece	
138	Epson L120 - BK T6441 (Black)	46	piece	
139	Epson L120 - C T6642 (Cyan)	23	piece	
140	Epson L120 - M T6643 (Magenta)	18	piece	
141	Epson L120 - Y T6644 (Yellow)	18	piece	
142	Epson L3210 Black	35	piece	
143	Epson LX310	2	piece	
144	Canon G2010 BK GI-790<BK> Black	2	pc	
145	Canon G2010 C GI-790<C> Cyan	2	pc	
146	Canon G2010 M GI-790<M> Magenta	2	pc	
147	Canon G2010 Y GI-790<Y> Yellow	2	pc	
148	Canon Pixma 88 Black (For Canon E510)	6	pc	
149	Canon Pixma 98 Color (For Canon E510)	3	pc	
150	Marker Refill (ink)	5	pc	

Section VIII. Checklist of Technical and Financial Documents

A handwritten signature in black ink, appearing to read "John Doe".A handwritten signature in black ink, appearing to read "Jane Doe".

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (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

- (f) 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
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
- (i) Original copy of Notarized Bid Securing Declaration; and
Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- (j) 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

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (l) 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

- (m) 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.

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

- (n) *[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.
 (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

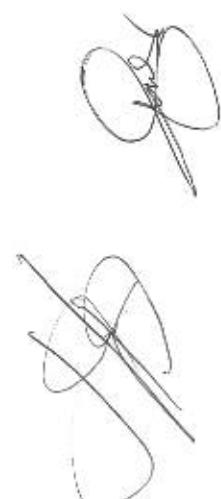
- (a) Original of duly signed and accomplished Financial Bid Form; and
 (b) Original of duly signed and accomplished Price Schedule(s).

ANNEX "A"

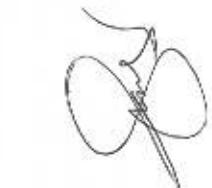
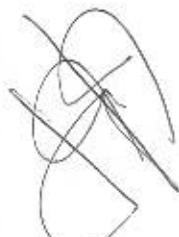
List of UCPB Savings Branches and Lending Offices Nationwide

	LUZON 1	Telephone No.	BRANCH HEADS	E-MAIL ADDRESS	ADDRESS
1	Batac	(077) 600-0895-96	Ms. Rosemarie "Rose" A. Salucop	<u>usb-</u> <u>batac@ucpbsavings.com</u>	MC Building Washington Street
		09175623673	09988427194 <u>rasalucop@ucpbsavings.com</u>	<u>usb-</u> <u>batac@gmail.com</u>	Barangay Ablan Batac, Ilocos Norte
2	Kalayaan	(02) 8833-8923	Ms. Merle O. Cervantes	<u>usb-</u> <u>kalayaan@ucpbsavings.com</u>	106 Neptune Street, Kalayaan Avenue
		(02) 8833-8927 - telefax	0949 8817524 <u>mocervantes@ucpbsavings.com</u>		Corner Makati Avenue, Makati City
3	La Trinidad	(074) 442-8060	Mr. Edmundo C. Marasigan	<u>latrinidad@ucpbsavings.com</u>	JC 159 Central Pico, La Trinidad, Benguet
		(074) 442-8106	09985897726 <u>ecmarasigan@ucpbsavings.com</u>		
4	Lingayen	(075) 632-4751 - telefax	Ms. Imelda "Dang" Cruz	<u>usb-</u> <u>lingayen@ucpbsavings.com</u>	Corner Avenida Rizal & Artacho West Streets
		(075) 632-4774	09988427167 <u>idcruz@ucpbsavings.com</u>		Lingayen Pangasinan
5	Mabalacat	(045) 308-0583	Ms. Catherine "Cath" G. Cayanan	<u>usb-</u> <u>mabalacat@ucpbsavings.com</u>	Kimaesha Bldg., Dau Mc-Arthur Highway,
		(045) 409-0086	09988477814 <u>cgcayanan@ucpbsavings.com</u>		Mabalacat City
6	Malolos	(044) 794-0021 - telefax	Ms. Girlie Patricia D. Agustin	<u>usb-</u> <u>malolos@ucpbsavings.com</u>	Paseo Del Congreso, Catmon, Malolos, Bulacan
		(044) 794-0022/ (044) 794-0188	09992206596 <u>gdagustin@ucpbsavings.com</u>	<u>usb-</u> <u>malolos@gmail.com</u>	
7	Morong	(02) 8653-0282 - telefax	Ms. Fahrida "Rida" B. Dagle	<u>usb-</u> <u>morong@ucpbsavings.com</u>	600 Tomas Claudio Street,
		(02) 8653-0281	09989907972 <u>fbdagle@ucpbsavings.com</u>	<u>ucpbsavingsmorong@yahoo.com</u>	San Pedro Morong, Rizal
8	Rizal Avenue	(02) 8743-0750 - telefax	Mr. John Edward C. Luat	<u>usb-</u> <u>rizalavenue@ucpbsavings.com</u>	Unit 201-203 Tan Han Chi Place 1558 Rizal Ave. corner
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		(044) 815-1796	09988494325	<u>usbsavingssanjosedelmonte@yahoo.com</u>	San Jose Del Monte, Bulacan

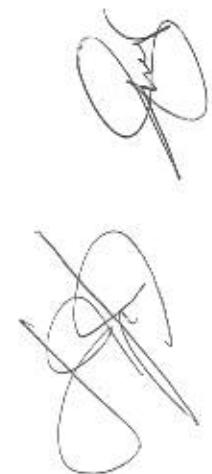
			elvismonte@ucphsavings.com	
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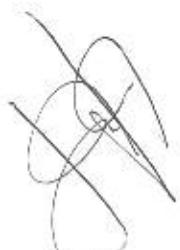
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			x		
			-		

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PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of First Tranche Common Office Supplies for Y2023

Bid Reference No.: ITB-GSD-004-14-03-2023

Government of the Republic of the Philippines

*Approved Budget for the Contract is Two One Hundred Sixty Six
Thousand Fifty Five Pesos and Forty-Five Centavos Only
(Php2,166,055.45)*

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