



Republic of the Philippine  
**TARLAC STATE UNIVERSITY**  
Romulo Blvd., San Vicente, Tarlac City  
Tel. No.: (045) 982 4630  
Website: [www.tsu.edu.ph](http://www.tsu.edu.ph)

# **Bidding Documents**

(This Bidding Documents is in conformance with the Sixth Edition of the Philippine Bidding Documents for the Procurement of Goods)

## **For the Project**

### **Supply and Delivery of Office Supplies (APP 2025 – 1<sup>st</sup> Quarter)**

**With an Approved Budget for the Contract (ABC) of  
Two Million Eight Hundred Eighty-Five Thousand Seven  
Hundred Forty-Two and 08/100 Pesos (₱ 2,885,742.08)**

**Invitation to Bid No. Goods 2025-028  
PhilGEPS Reference No.: 11927439**

**July 2020  
6<sup>th</sup> Edition**

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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



Republic of the Philippine  
**TARLAC STATE UNIVERSITY**  
Romulo Blvd., San Vicente, Tarlac City  
Tel. No.: (045) 982 4630  
Website: www.tsu.edu.ph

## INVITATION TO BID

### For the Project

### Supply and Delivery of Office Supplies (APP 2025 – 1<sup>st</sup> Quarter)

### Invitation to Bid No. Goods 2025-028

1. The Tarlac State University, through Regular Agency Fund (RAF) and Special Fund (SB) 2025 intends to apply the sum of **Two Million Eight Hundred Eighty-Five Thousand Seven Hundred Forty-Two and 08/100 Pesos (₱ 2,885,742.08)** to payments under the contracts for the project: **Supply and Delivery of Office Supplies (APP 2025 -1<sup>st</sup> Quarter)**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Tarlac State University now invites bids for the project: **Supply and Delivery of Office Supplies (APP 2025 -1<sup>st</sup> Quarter)**. Delivery of the Goods is required within **forty-five (45) calendar days** from the receipt of the Notice to Proceed. Bidders must have completed, within the last five (5) years prior to 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Interested bidders may obtain further information from **Tarlac State University** and inspect the Bidding Documents at the address given below during Tuesday to Friday from 8:00 A.M. to 5:00 P.M:

**BAC Secretariat**  
Motorpool and Administration Building  
Tarlac State University  
Romulo Blvd., San Vicente, Tarlac City  
Tel. No. (045) 606-8142 / 0998 846 0206

Email: [bacsec@tsu.edu.ph](mailto:bacsec@tsu.edu.ph)

5. A complete set of Bidding Documents may be acquired by interested Bidders from **April 2, 2025 to April 22, 2025** from the aforementioned address upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 5,000.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The Tarlac State University will hold a Pre-Bid Conference on **April 10, 2025 (3:00 P.M.)** at the Bids and Awards Committee Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City, which shall be open to prospective bidders.
7. Three (3) copies of the bid proposals (one original, and additional copy 1 and 2) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated in the bidding documents, on **April 22, 2025 at 2:30 P.M.** Failure of bidders to comply with the said request of additional copies shall not be a ground for disqualification.

**Late submission shall not be accepted.**

**BAC Secretariat**  
Procurement Building  
Tarlac State University  
Romulo Blvd., San Vicente, Tarlac City  
Tel. No. (045) 606-8142 / 0998 846 0206  
Email: [bacsec@tsu.edu.ph](mailto:bacsec@tsu.edu.ph)

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 22, 2025, at 3:00 P.M.**, at the Bids and Awards Committee Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City. Bids will be opened in the presence of the bidders' representatives who choose to attend.
10. The Summary of the procurement activities is as follows:

Activities	Date and Time	Venue
Date Posted to PhilGEPS	April 2, 2025	N/A
Pre-Bid Conference	April 10, 2025 (3:00 PM)	BAC Conference Room, 3 <sup>rd</sup> Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City
Deadline of Submission of Bids	April 22, 2025 (2:30 PM)	
Opening of Bids	April 22, 2025 (3:00 PM)	

11. The Tarlac State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Ms. Jhenna Micah A. Manankil  
BAC Secretariat  
Motorpool and Administration Building  
Tarlac State University  
Romulo Blvd., San Vicente, Tarlac City  
Tel. No. (045) 606-8142 / 0998 846 0206  
Email: [bacsec@tsu.edu.ph](mailto:bacsec@tsu.edu.ph)

**ATTY. WILMARK J. RAMOS, DBA**  
BAC Chairperson – Goods and Services



## Section II. Instructions to Bidders

### 1. Scope of Bid

- 1.1. The Tarlac State University wishes to receive Bids for the project: **Supply and Delivery of Office Supplies (APP 2025 -1<sup>st</sup> Quarter)**, with identification number **Invitation to Bid No. Goods 2025-028**.
- 1.2. The procurement project (referred to herein as “Project”) is composed of **one (1) lot**, the details of which are described in Section VII. Technical Specifications.

### 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for **2025** in the amount of **₱ 2,885,742.08**
- 2.2. The source of funding is the **Special Budget (SB)**.

### 3. Bidding Requirements

- 3.1. 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.
- 3.2. 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.
- 3.3. 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 must have a SLCC that is similar to the Project, as described in the **BDS**, with a value, adjusted to current prices using the PSA’s CPI, that is at least equivalent to **fifty percent (50%) of the Total ABC of the project**.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that subcontracting is not allowed

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and at the address indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

## 10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII. Checklist of Technical and Financial Documents**.

10.2. The Bidder's **SLCC** as indicated in **ITB** Clause 5.3 should have been completed **within five (5) years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in 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 Philippine Pesos.

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **August 20, 2025**. 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

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

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

15.3. If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be

digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

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

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 are indicated in **Section VII. Technical Specifications**, and 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 project.**

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

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

## Section III. Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be the supply and delivery of similar goods comprising the Project.
7.1	No further instructions.
12	The price of the Goods shall be quoted DDP Tarlac City, Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than two percent (2 %) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than five percent (5 %) of ABC if bid security is in Surety Bond.</li> </ul>
19.3	The ABC for the project: ₱ 2,885,742.08
20.2	No further requirements.
21.2	No further requirements.

## Section IV. General Conditions of Contract

### 1. Scope of Contract

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

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

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

### 2. Advance Payment and Terms of Payment

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

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

### 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

### 4. Inspection and Tests

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

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

### 5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the

defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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



## Section V. Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to Tarlac State University, Romulo Blvd., San Vicente, Tarlac City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their 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><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
4	<p>The inspections and tests that will be conducted are: visual and sensory inspection and test.</p>

## **Section VI. Schedule of Requirements**

The delivery date for the Goods covered by the Contract shall be within forty-five (45) calendar days upon receipt of the Notice to Proceed.

## Section VII. Technical Specifications

Item No.	Description
<b>Office Supplies</b>	
1.	BAG, insulated storage bag 77L, 58 x 35 x 38cm, PE foam insulation & aluminum foil
2.	BALLPEN, Black
3.	BALLPEN, GREEN (50's/box)
4.	BATTERY, CMOS, CR2032 3V CMOS Battery
5.	BATTERY, dry cell AAA (4pcs/pack)
6.	BATTERY, LR44 Alkaline Button Cell Battery (pack of 10)
7.	BATTERY, Size C, 2pcs/pack
8.	BINDER RING, Plastic comb binding ring, 25mm (250 sheet capacity)
9.	BINDER RING, Plastic comb binding ring, 51mm (450 sheet capacity)
10.	BINDER RING, Plastic, Long, (23 Holes), 12mm
11.	BINDING COVER, PVC, Transparent, 200 microns, A4, 100pc/pack
12.	BINDING COVER, PVC, Transparent, 200 microns, Legal, 100pc/pack
13.	BLADE, 100mm x 16mm, for general purpose cutter/utility knife, 10pcs/tube
14.	BLADE, Cutter 1"
15.	BOOK PAPER, 8.5" x 13", Sub24, 80gsm
16.	BOOK PAPER, A3, Sub24, 80gsm
17.	BOOK PAPER, A4, Sub24, 80gsm
18.	BOX, Office Storage Box, with lid, heavy duty, legal size, blue
19.	CARD CASE, A4
20.	CLEARBOOK, Thick
21.	CLIP BOARD, Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy
22.	CLIP BOARD, Legal
23.	CLIP BOARD, Poly Covered Clip Board, Legal Size; Dimension: 9 x 15.5"; Wire clip with rubber elbows; Hinged cover; Material: Hard Plastic; Color: Cream White
24.	CLIP BOARD, PVC Clip Board Long 13-1/2" X 9" (Black Color) Clipboard a small board with a spring clip at the top, used for holding papers and providing support for writing. computing a temporary storage area where material cut or copied from a file is kept for pasting into another file.
25.	CLIP, back fold, 15mm
26.	CLIP, back fold, 3 inches
27.	CLIP, back fold, 41mm, 12s/box
28.	CLIP, Paper, vinyl/plastic coat, 25mm
29.	CLIPBOARD, file/organizer folder, long, with cover, black
30.	COMPUTER CONTINUOUS FORM, 3 ply 11" x 9-1/2"(500sheets/box)
31.	CORK BOARD, 2x3 ft.
32.	CORK BOARD, 4x4ft
33.	CORK BOARD, 4x8ft
34.	CORK BOARD, 9 x 6
35.	CORK BOARD, aluminum frame 50 x 70cm
36.	CORK BOARD, Wall mount, 3x4 ft.
37.	CORK BOARD, with aluminum frame, 60x90cm
38.	CORK BOARD, with aluminum frame, 90x120cm
39.	CUTTER BLADE, Heavy Duty (L500), 10 pcs/pack
43.	CUTTER, Paper cutter, wood base, 12'x15' (2025)
44.	CUTTING MAT, 18x24 inches, durable, rubberized self-healing, with grid markings; color: green

45.	DATA FILE BOX, Magazine Holder Stand Long- 125mmx230mmx400mm (Color: Green)
46.	DATER, 2-Message Stamp, self-inking, 3/8 x 2 inches, Black
47.	DATER, Self inking mini dater S-300 pad size 3mm
48.	DESK TRAY, 3 Layers, wire mesh
49.	DESK TRAY, Wire Mesh 4-layer file tray, Black
50.	DOUBLE SIDED ROLLING WHITEBOARD, With Stand; Item Weight 67.3 pounds (30.29 kg); Package Dimensions 62 x 43 x 3.75 inches (157.5 x 109.2 x 9.5 cm); Color: White; Material Type: Polystyrene; Size: Double-sided 60"X40"; Mounting Type: Floor Standing
51.	ENVELOPE, Birthday Envelope
52.	ENVELOPE, Expanding, Plastic
53.	FASTENER, Coated vinyl, Plastic, 70mm, 50sets/box
55.	FOLDER, File with tab A4, assorted colors
56.	FOLDER, Legal, White
57.	FOLDER, Legal, White, 100pcs/pack
58.	FOLDER, Level Arch File Folder, A4
61.	FOLDER, pressboard A4 100pcs/box
63.	FOLDER, Tagboard, folder with tab, legal, white (100pcs/pack)
64.	FOLDER, Tagboard, short, 100pcs/pack
65.	FOLDER, Transparent Plastic Cover, Legal
66.	GLASS FILM, Tinted, Visible Light Transmission (VLT): 70%, Infrared Rejection (IRR): 50%, UV Rejection (UR): 99%, Total Solar Energy Rejected (TSER): 50% with thermal control.
67.	GLUE STICK, Hot Melt, Big
68.	GLUE STICK, Hot Melt, Small
69.	GLUE STICK, Multi-Purpose, Retractable, Quick drying, 8g
70.	GLUE STICK, Washable, Big, 36 grams (for Diploma)
71.	GLUE, 1kg
72.	GLUE, All purpose
73.	GLUE, all-purpose 100 grams
74.	GLUE, solid white, 22 grams
75.	<b>GUN TACKER</b>
76.	ID HOLDER, with ID case
77.	ILLUSTRATION BOARD, 30X40", 2 ply
80.	INK REFILL, PERMANENT MARKER BLACK, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper
81.	INK REFILL, PERMANENT MARKER BLUE, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper
84.	INK REFILL, WHITEBOARD MARKER GREEN, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper
85.	INK REFILL, WHITEBOARD MARKER RED, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper
87.	LAMINATING FILM, 250 Micron size, 8.5 X 13
88.	LAMINATING FILM, A4 250/125 microns
89.	MAGAZINE FILE BOX, horizontal, legal 12 x 24 x 40cm
90.	MAGAZINE HOLDER, Acrylic Brochure Holder, A6 3/3 Layers, Clear Flyer Menu Paper Card Stand
91.	MAGAZINE HOLDER, Acrylic, Plus Idea Acrylic, A4 Document Holder, Clear Acrylic, 3-tier brochure holder stand wall mount countertop display rack for flyers magazine booklets (2025)
92.	MAGNETIC DRY ERASE WHITE BOARD, 36 x 24 Inch Whiteboard-Silver Aluminum Frame
93.	MANILA PAPER, 36x48, folded, 10s/pack
94.	MARKER PEN, Plastic, permanent, with fine marker point (0.5) for validation of School ID

95.	MARKER, Green, Type: Marker (Whiteboard-type), Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm, Weight: 16.0g, Refillable
96.	MARKER, paint marker, metal, white
97.	MARKER, paint marker, metal, yellow
105.	NOTARIAL SEAL, No. 24, for Diploma, 40 per pack, Sticker
106.	NOTE PAD, stick on 1"x4"
107.	NOTE PAD, stick on 2"x3"
108.	NOTE PAD, Stick On, 3"x3"
109.	NOTE PAD, Stick On, 3x4, 100 sheets/pad
110.	NOTE PAD, Stick On, 45mmx12mm
112.	PAD, Columnar, 24 columns
113.	PAPER CUTTER, Paper cutter/trimmer board with ruler. Stainless steel cutter, wooden board base with markings, dimensions: 380x300mm
114.	PAPER RIPPER STRIPPER, 12.2"x1", for continuous paper stripping
115.	PAPER TRIMMER/CUTTING MACHINE, wooden 18" x 15"
118.	PAPER, board premium, A4, 100sheets/pack
121.	PAPER, colored, legal 80gsm (Cream)
122.	PAPER, colored, legal 80gsm (Cyber Pink)
123.	PAPER, colored, legal 80gsm (Cyber Yellow)
124.	PAPER, colored, legal 80gsm (Gold)
125.	PAPER, colored, legal 80gsm (Ivory)
126.	PAPER, colored, legal 80gsm (Lemon)
127.	PAPER, colored, legal 80gsm (Ocean)
128.	PAPER, colored, legal 80gsm (Peach)
129.	PAPER, colored, legal 80gsm (Rose Pink)
130.	PAPER, colored, legal 80gsm (Taro)
131.	PAPER, colored, legal 80gsm (Turquoise)
133.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", blue, 500 sheets/ream
134.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", pink, 500 sheets/ream
135.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", yellow, 500 sheets/ream
137.	PAPER, Specialty Paper, 70gsm, Cream, Legal Size
138.	PAPER, STICKER legal, glossy, white (10's/pack)
139.	PAPER, VELLUM 8.5" x 12" 200gsm white (10's/pack)
140.	PAPER, VELLUM A4 180gsm white (10's/pack)
141.	PAPER, Vellum Board, Cream, 220gsm, Legal, 10 sheets per pack
142.	PAPER, Vellum Board, Cream, 220gsm, Letter, 10 sheets per pack
144.	PAPER, Vellum Board, White, 180gsm, Legal, 10 sheets per pack
146.	PAPER, Vellum Board, White, 220gsm, A4, 10 sheets per pack
147.	PAPER, Vellum Board, White, 220gsm, Legal, 10 sheets per pack
149.	PAPER, Vellum, A4, Plain, 120gsm
150.	PAPER, Vellum, Legal, Plain, 120gsm
151.	PAPER, Vellum, Long, White, 200 GSM
152.	PAPER, Yellow Pad
153.	PEN, Gel pen, Blue, 0.7mm (12pcs/box), for OTR
154.	PEN, Gel pen, Green, 0.5mm (12pcs/box), for enrollment
155.	PEN, gel type, black, 0.5mm needle tip, 12pcs/box
156.	PEN, Gel Type, Black, fine point 0.7mm, retractable, 12pcs/box
157.	PEN, Gel Type, Red, fine point 0.5mm, retractable, 12pcs/box
158.	PEN, Gel Type, Red, fine point 0.7mm, retractable, 12pcs/box
159.	PEN, Sign Pen, black, liquid/gel ink, 0.5mm, non-refillable
160.	PEN, Sign Pen, blue, liquid/gel ink, 0.5mm, non-refillable
161.	PEN, Sign Pen, red, liquid/gel ink, 0.5mm, non-refillable
163.	PHOTO PAPER, A4 size
165.	PHOTO PAPER, Glossy, Legal, 10 sheets/pack

166.	PIN, Dressmaker
172.	PVC COVER, Legal, 8.5" x 13", 300 Micron
174.	RIBBON CART, R7310, correctable cassette ribbon, for Olympia compact 5 DM
175.	RING BIND, 1/2 x 44, Black
176.	RING BIND, 2"x44, Black
177.	RING BIND, 3/4"x 44, Black
178.	RING BIND, 5/8"x 44, Black
179.	RING BINDER, D-Type 3 ring binder, Legal, PVC hard cover, 3"-inch ring, D-ring
180.	RING BINDER, Plastic, 12mm, 110 sheets (1 dozen)
181.	RING BINDER, Plastic, 16mm, 150 sheets (dozen)
182.	RING BINDER, Plastic, 24mm, 220 sheets (dozen)
183.	ROPE, plastic twine/straw (approx. 400g)
185.	RUBBER STAMP, Self-inking, rectangle stamp, 1-1/16"
186.	SCIENTIFIC CALCULATOR, 417 Function, Fraction calculation, Combination and Permutation, Statistics New equation mode, 9 variable memories Table function, Equation calculation, Multi replay 10+2 digits, Dot matrix, Plastic keys comes with new slide-on hard case, Solar and Battery, Dimensions:8.5x2.7x19.3cm (2025)
189.	SHREDDER, Paper Shredder, strip Cutter, Machine, Black 10L (2025)
191.	SPOOL, R14216 Lift off tape with Swintec
192.	STAMP PAD INK, Black, 50ml
193.	STAMP PAD INK, Blue, 50ml
194.	STAMP PAD INK, Green, 50ml
195.	STAMP PAD INK, Red, 50ml
196.	STAMP PAD, Felt, bed dimension: 60mm x 100mm, Black
197.	STAMP PAD, No. 1, Black
198.	STAMP, 4-line, self-inking
199.	STAMP, DRY SEAL, Stainless Steel, Desk Type, 2.5kg-2 inches max. diameter seal, made of solid stainless body and handle, bronze plate- for heavy duty stamps
200.	STAMP, Paid/Date
201.	STAPLE WIRE, 10mm, 1000pcs/box
202.	STAPLE WIRE, 6mm,1000pcs/box
203.	STAPLE WIRE, For gun tacker HT21, 2000/box
204.	STAPLE WIRE, for Gun Tacker, 10.00MM (1000 staples)
205.	STAPLE WIRE, for Gun Tacker, Stainless Steel, 13/4-6-8mm
206.	STAPLE WIRE, No. 10
208.	STICKER PAPER, (different colors) 8.5" x 11" (letter) matte type (10sheets/pack)
209.	STICKER PAPER, (different colors) 8.5" x 13" (legal) matte type (10sheets/pack)
211.	STICKER PAPER, glossy, A4 (10's per pack)
212.	STICKER PAPER, legal, matte, white (10's / pack)
214.	STICKER, vinyl matte, 8-1/2"x 13, solvent based
216.	STICKY NOTES, 3x3, Assorted bright colors, self-adhesive. 5 pcs/pack
218.	STICKY NOTES, 5x2 in Page Markers 5pds
219.	STICKY NOTES, Film Index, Multi-Colored, 1.24x4.5cm, 5 in 1 neon arrows, 125 sheets/pack
220.	STORAGE BOX, 95L, Color: White/Blue
221.	STORAGE BOX, Plastic, 41cmx28.5x24
222.	STORAGE BOX, Plastic, 75 liters
223.	TAPE DISPENSER, tabletop, for 50.8mm or 2" width tape
224.	TAPE, Adhesive tape cellulose small roll 25mmx33m N-PCT-1933CI
225.	TAPE, Double sided tape tissue 12mm x 30m, big roll
226.	TAPE, double sided thin 15mm x 8 meters
228.	TAPE, double sided, 24mm, 50meters
229.	TAPE, Double Sided, Foam, 18mmx1m

230.	TAPE, Double-sided 50mm x 50 meters
231.	TAPE, Duct, width: 48mm; length: 50 meters
233.	TAPE, Stationery, 18MM x 50m
234.	TAPE, transparent 1/2"
235.	TAPE, Transparent, 3 inches
236.	THUMB TACKS, Color: Gold, Material type: Steel
238.	WHITEBOARD, 4 x 3 ft.
239.	WHITEBOARD, 4' x 6' (2025)
240.	WHITEBOARD, 4x6 ft., Size dimension: 3.5 feet (stand height), Input Method: marker, Material: Melamine Surface (Board), Frame Material: Aluminum (Board)
241.	WHITEBOARD, 9 x 6
242.	WHITEBOARD, Hanging Whiteboard, Small, 8.5 x 11
243.	WHITEBOARD, Magnetic dry erase whiteboard 36"x 24"
244.	WHITEBOARD, w/ corkboard, 60x90cm
245.	WHITEBOARD, wall mount, 18"x24"
246.	WHITEBOARD, wall mount, 2x3
247.	WHITEBOARD, wall mount, 3ft x 4ft



## Section VIII. Bid Documents Checklist

This Bid Documents Checklist is provided to guide the Bidder in preparing his/her bid. The checklist may be used by the Bidder to verify if the Bid includes all the prescribed documents.

The Bidder, in submitting the required documents, must use the prescribed forms found in Section X. Bidding Forms. However, should a bidder choose to use a different formatting style for a required document, the bidder must ensure that the substance in the form given in Section X for that particular document is substantially captured in the equivalent document.

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

##### Technical Documents

- (b) 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
- (c) 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
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- (f) 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

- (g) 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*

- (h) 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.

### II. FINANCIAL COMPONENT ENVELOPE

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

# **Section IX. Bidding Forms**

## **TABLE OF CONTENTS**

### **A. Eligibility and Technical Documents**

- b. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any
- c. Statement of Single Largest Completed Contract (SLCC), similar to the contract to be bid, in accordance with ITB Clause 5.3
- d. Bid Securing Declaration or Bid Security, in the form, amount and validity period, as prescribed in ITB Clause 14.1
- e. Bidder's Compliance to the Technical Specifications
- f. Omnibus Sworn Statement, which shall be duly notarized
- g. NFCC Computation

### **B. Financial Documents**

- i. Financial Bid Form
- j. Schedule of Prices



*[Bidder's Letterhead]*

*[Date]*

To: Tarlac State University  
Re: Invitation to Bid No.

**Statement of Single Largest Completed Contract Similar to the Contract to be Bid**

Row 1: Name of Contract Row 2: Location	Contract Price	Row 1: Procuring Entity Row 2: Address Row 3: Contact Person/Tel. No.	Description of Goods	Date of Award	Date Completed

Attached herewith are the following documents: Contract Agreement, Notice of Award, Notice to Proceed, Official Receipt/Invoice, Certificate of Final Inspection, and Certificate of Acceptance, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

*[Signature]*  
*[Name of Bidder or Authorized Representative]*  
*[Position or Title]*

## Bid-Securing Declaration

Republic of the Philippines  
City/Municipality Of \_\_\_\_\_ ) S.S.

x-----x

**Invitation to Bid** [*Insert reference number*]

To: **Tarlac State University**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and
    - i) I/we failed to timely file a request for reconsideration or
    - ii) I/we filed a waiver to avail of said right;
  - c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[*Signature*]  
[*Name of Bidder's Authorized Representative*]  
[*Signatory's legal capacity*]  
Affiant

**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 and Signature of Notary Public]*

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, *[date issued]*, *[place issued]*

**IBP No.** \_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of** \_\_\_\_.

# [Bidder's Letterhead]

[Date]

To: Tarlac State University  
Re: Invitation to Bid No.

## Compliance to the Technical Specifications

Item No.	Description	<b>Bidder's Compliance</b> State "Comply" below if your offer is complying with the specifications, otherwise state "We are offering the same goods with the following specifications [State the complete specifications of the alternative offer]"
<b>Office Supplies</b>		
1.	BAG, insulated storage bag 77L, 58 x 35 x 38cm, PE foam insulation & aluminum foil	
2.	BALLPEN, Black	
3.	BALLPEN, GREEN (50's/box)	
4.	BATTERY, CMOS, CR2032 3V CMOS Battery	
5.	BATTERY, dry cell AAA (4pcs/pack)	
6.	BATTERY, LR44 Alkaline Button Cell Battery (pack of 10)	
7.	BATTERY, Size C, 2pcs/pack	
8.	BINDER RING, Plastic comb binding ring, 25mm (250 sheet capacity)	
9.	BINDER RING, Plastic comb binding ring, 51mm (450 sheet capacity)	
10.	BINDER RING, Plastic, Long, (23 Holes), 12mm	
11.	BINDING COVER, PVC, Transparent, 200 microns, A4, 100pc/pack	
12.	BINDING COVER, PVC, Transparent, 200 microns, Legal, 100pc/pack	
13.	BLADE, 100mm x 16mm, for general purpose cutter/utility knife, 10pcs/tube	
14.	BLADE, Cutter 1"	
15.	BOOK PAPER, 8.5" x 13", Sub24, 80gsm	
16.	BOOK PAPER, A3, Sub24, 80gsm	
17.	BOOK PAPER, A4, Sub24, 80gsm	
18.	BOX, Office Storage Box, with lid, heavy duty, legal size, blue	
19.	CARD CASE, A4	
20.	CLEARBOOK, Thick	
21.	CLIP BOARD, Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy	
22.	CLIP BOARD, Legal	

23.	CLIP BOARD, Poly Covered Clip Board, Legal Size; Dimension: 9 x 15.5"; Wire clip with rubber elbows; Hinged cover; Material: Hard Plastic; Color: Cream White	
24.	CLIP BOARD, PVC Clip Board Long 13-1/2" X 9" (Black Color) Clipboard a small board with a spring clip at the top, used for holding papers and providing support for writing. computing a temporary storage area where material cut or copied from a file is kept for pasting into another file.	
25.	CLIP, back fold, 15mm	
26.	CLIP, back fold, 3 inches	
27.	CLIP, back fold, 41mm, 12s/box	
28.	CLIP, Paper, vinyl/plastic coat, 25mm	
29.	CLIPBOARD, file/organizer folder, long, with cover, black	
30.	COMPUTER CONTINUOUS FORM, 3 ply 11" x 9-1/2"(500sheets/box)	
31.	CORK BOARD, 2x3 ft.	
32.	CORK BOARD, 4x4ft	
33.	CORK BOARD, 4x8ft	
34.	CORK BOARD, 9 x 6	
35.	CORK BOARD, aluminum frame 50 x 70cm	
36.	CORK BOARD, Wall mount, 3x4 ft.	
37.	CORK BOARD, with aluminum frame, 60x90cm	
38.	CORK BOARD, with aluminum frame, 90x120cm	
39.	CUTTER BLADE, Heavy Duty (L500), 10 pcs/pack	
43.	CUTTER, Paper cutter, wood base, 12'x15' (2025)	
44.	CUTTING MAT, 18x24 inches, durable, rubberized self-healing, with grid markings; color: green	
45.	DATA FILE BOX, Magazine Holder Stand Long-125mmx230mmx400mm (Color: Green)	
46.	DATER, 2-Message Stamp, self-inking, 3/8 x 2 inches, Black	
47.	DATER, Self inking mini dater S-300 pad size 3mm	
48.	DESK TRAY, 3 Layers, wire mesh	
49.	DESK TRAY, Wire Mesh 4-layer file tray, Black	
50.	DOUBLE SIDED ROLLING WHITEBOARD, With Stand; Item Weight 67.3 pounds (30.29 kg); Package Dimensions 62 x 43 x 3.75 inches (157.5 x 109.2 x 9.5 cm); Color: White; Material Type: Polystyrene; Size: Double-sided 60"X40"; Mounting Type: Floor Standing	
51.	ENVELOPE, Birthday Envelope	
52.	ENVELOPE, Expanding, Plastic	
53.	FASTENER, Coated vinyl, Plastic, 70mm, 50sets/box	
55.	FOLDER, File with tab A4, assorted colors	
56.	FOLDER, Legal, White	
57.	FOLDER, Legal, White, 100pcs/pack	
58.	FOLDER, Level Arch File Folder, A4	
61.	FOLDER, pressboard A4 100pcs/box	
63.	FOLDER, Tagboard, folder with tab, legal, white (100pcs/pack)	
64.	FOLDER, Tagboard, short,100pcs/pack	



65.	FOLDER, Transparent Plastic Cover, Legal	
66.	GLASS FILM, Tinted, Visible Light Transmission (VLT): 70%, Infrared Rejection (IRR): 50%, UV Rejection (UR): 99%, Total Solar Energy Rejected (TSER): 50% with thermal control.	
67.	GLUE STICK, Hot Melt, Big	
68.	GLUE STICK, Hot Melt, Small	
69.	GLUE STICK, Multi-Purpose, Retractable, Quick drying, 8g	
70.	GLUE STICK, Washable, Big, 36 grams (for Diploma)	
71.	GLUE, 1kg	
72.	GLUE, All purpose	
73.	GLUE, all-purpose 100 grams	
74.	GLUE, solid white, 22 grams	
75.	<b>GUN TACKER</b>	
76.	ID HOLDER, with ID case	
77.	ILLUSTRATION BOARD, 30X40", 2 ply	
80.	INK REFILL, PERMANENT MARKER BLACK, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	
81.	INK REFILL, PERMANENT MARKER BLUE, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	
84.	INK REFILL, WHITEBOARD MARKER GREEN, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper	
85.	INK REFILL, WHITEBOARD MARKER RED, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper	
87.	LAMINATING FILM, 250 Micron size, 8.5 X 13	
88.	LAMINATING FILM, A4 250/125 microns	
89.	MAGAZINE FILE BOX, horizontal, legal 12 x 24 x 40cm	
90.	MAGAZINE HOLDER, Acrylic Brochure Holder, A6 3/3 Layers, Clear Flyer Menu Paper Card Stand	
91.	MAGAZINE HOLDER, Acrylic, Plus Idea Acrylic, A4 Document Holder, Clear Acrylic, 3-tier brochure holder stand wall mount countertop display rack for flyers magazine booklets (2025)	
92.	MAGNETIC DRY ERASE WHITE BOARD, 36 x 24 Inch Whiteboard-Silver Aluminum Frame	
93.	MANILA PAPER, 36x48, folded, 10s/pack	
94.	MARKER PEN, Plastic, permanent, with fine marker point (0.5) for validation of School ID	
95.	MARKER, Green, Type: Marker (Whiteboard-type), Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm, Weight: 16.0g, Refillable	
96.	MARKER, paint marker, metal, white	
97.	MARKER, paint marker, metal, yellow	
105.	NOTARIAL SEAL, No. 24, for Diploma, 40 per pack, Sticker	
106.	NOTE PAD, stick on 1"x4"	
107.	NOTE PAD, stick on 2"x3"	
108.	NOTE PAD, Stick On, 3"x3"	
109.	NOTE PAD, Stick On, 3x4, 100 sheets/pad	
110.	NOTE PAD, Stick On, 45mmx12mm	
112.	PAD, Columnar, 24 columns	

113.	PAPER CUTTER, Paper cutter/trimmer board with ruler. Stainless steel cutter, wooden board base with markings, dimensions: 380×300mm	
114.	PAPER RIPPER STRIPPER, 12.2"x1", for continuous paper stripping	
115.	PAPER TRIMMER/CUTTING MACHINE, wooden 18" x 15"	
118.	PAPER, board premium, A4, 100sheets/pack	
121.	PAPER, colored, legal 80gsm (Cream)	
122.	PAPER, colored, legal 80gsm (Cyber Pink)	
123.	PAPER, colored, legal 80gsm (Cyber Yellow)	
124.	PAPER, colored, legal 80gsm (Gold)	
125.	PAPER, colored, legal 80gsm (Ivory)	
126.	PAPER, colored, legal 80gsm (Lemon)	
127.	PAPER, colored, legal 80gsm (Ocean)	
128.	PAPER, colored, legal 80gsm (Peach)	
129.	PAPER, colored, legal 80gsm (Rose Pink)	
130.	PAPER, colored, legal 80gsm (Taro)	
131.	PAPER, colored, legal 80gsm (Turquoise)	
133.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", blue, 500 sheets/ream	
134.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", pink, 500 sheets/ream	
135.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", yellow, 500 sheets/ream	
137.	PAPER, Specialty Paper, 70gsm, Cream, Legal Size	
138.	PAPER, STICKER legal, glossy, white (10's/pack)	
139.	PAPER, VELLUM 8.5" x 12" 200gsm white (10's/pack)	
140.	PAPER, VELLUM A4 180gsm white (10's/pack)	
141.	PAPER, Vellum Board, Cream, 220gsm, Legal, 10 sheets per pack	
142.	PAPER, Vellum Board, Cream, 220gsm, Letter, 10 sheets per pack	
144.	PAPER, Vellum Board, White, 180gsm, Legal, 10 sheets per pack	
146.	PAPER, Vellum Board, White, 220gsm, A4, 10 sheets per pack	
147.	PAPER, Vellum Board, White, 220gsm, Legal, 10 sheets per pack	
149.	PAPER, Vellum, A4, Plain, 120gsm	
150.	PAPER, Vellum, Legal, Plain, 120gsm	
151.	PAPER, Vellum, Long, White, 200 GSM	
152.	PAPER, Yellow Pad	
153.	PEN, Gel pen, Blue, 0.7mm (12pcs/box), for OTR	
154.	PEN, Gel pen, Green, 0.5mm (12pcs/box), for enrollment	
155.	PEN, gel type, black, 0.5mm needle tip, 12pcs/box	
156.	PEN, Gel Type, Black, fine point 0.7mm, retractable, 12pcs/box	
157.	PEN, Gel Type, Red, fine point 0.5mm, retractable, 12pcs/box	
158.	PEN, Gel Type, Red, fine point 0.7mm, retractable, 12pcs/box	
159.	PEN, Sign Pen, black, liquid/gel ink, 0.5mm, non-refillable	
160.	PEN, Sign Pen, blue, liquid/gel ink, 0.5mm, non-refillable	
161.	PEN, Sign Pen, red, liquid/gel ink, 0.5mm, non-refillable	

163.	PHOTO PAPER, A4 size	
165.	PHOTO PAPER, Glossy, Legal, 10 sheets/pack	
166.	PIN, Dressmaker	
172.	PVC COVER, Legal, 8.5" x 13", 300 Micron	
174.	RIBBON CART, R7310, correctable cassette ribbon, for Olympia compact 5 DM	
175.	RING BIND, 1/2 x 44, Black	
176.	RING BIND, 2"x44, Black	
177.	RING BIND, 3/4"x 44, Black	
178.	RING BIND, 5/8"x 44, Black	
179.	RING BINDER, D-Type 3 ring binder, Legal, PVC hard cover, 3"-inch ring, D-ring	
180.	RING BINDER, Plastic, 12mm, 110 sheets (1 dozen)	
181.	RING BINDER, Plastic, 16mm, 150 sheets (dozen)	
182.	RING BINDER, Plastic, 24mm, 220 sheets (dozen)	
183.	ROPE, plastic twine/straw (approx. 400g)	
185.	RUBBER STAMP, Self-inking, rectangle stamp, 1-1/16"	
186.	SCIENTIFIC CALCULATOR, 417 Function, Fraction calculation, Combination and Permutation, Statistics New equation mode, 9 variable memories Table function, Equation calculation, Multi replay 10+2 digits, Dot matrix, Plastic keys comes with new slide-on hard case, Solar and Battery, Dimensions:8.5x2.7x19.3cm (2025)	
189.	SHREDDER, Paper Shredder, strip Cutter, Machine, Black 10L (2025)	
191.	SPOOL, R14216 Lift off tape with Swintec	
192.	STAMP PAD INK, Black, 50ml	
193.	STAMP PAD INK, Blue, 50ml	
194.	STAMP PAD INK, Green, 50ml	
195.	STAMP PAD INK, Red, 50ml	
196.	STAMP PAD, Felt, bed dimension: 60mm x 100mm, Black	
197.	STAMP PAD, No. 1, Black	
198.	STAMP, 4-line, self-inking	
199.	STAMP, DRY SEAL, Stainless Steel, Desk Type, 2.5kg-2 inches max. diameter seal, made of solid stainless body and handle, bronze plate- for heavy duty stamps	
200.	STAMP, Paid/Date	
201.	STAPLE WIRE, 10mm, 1000pcs/box	
202.	STAPLE WIRE, 6mm,1000pcs/box	
203.	STAPLE WIRE, For gun tacker HT21, 2000/box	
204.	STAPLE WIRE, for Gun Tacker, 10.00MM (1000 staples)	
205.	STAPLE WIRE, for Gun Tacker, Stainless Steel, 13/4-6-8mm	
206.	STAPLE WIRE, No. 10	
208.	STICKER PAPER, (different colors) 8.5" x 11" (letter) matte type (10sheets/pack)	
209.	STICKER PAPER, (different colors) 8.5" x 13" (legal) matte type (10sheets/pack)	
211.	STICKER PAPER, glossy, A4 (10's per pack)	

212.	STICKER PAPER, legal, matte, white (10's / pack)	
214.	STICKER, vinyl matte, 8-1/2"x 13, solvent based	
216.	STICKY NOTES, 3x3, Assorted bright colors, self-adhesive. 5 pcs/pack	
218.	STICKY NOTES, 5x2 in Page Markers 5pds	
219.	STICKY NOTES, Film Index, Multi-Colored, 1.24x4.5cm, 5 in 1 neon arrows, 125 sheets/pack	
220.	STORAGE BOX, 95L, Color: White/Blue	
221.	STORAGE BOX, Plastic, 41cmx28.5x24	
222.	STORAGE BOX, Plastic, 75 liters	
223.	TAPE DISPENSER, tabletop, for 50.8mm or 2" width tape	
224.	TAPE, Adhesive tape cellulose small roll 25mmx33m N-PCT-1933CI	
225.	TAPE, Double sided tape tissue 12mm x 30m, big roll	
226.	TAPE, double sided thin 15mm x 8 meters	
228.	TAPE, double sided, 24mm, 50meters	
229.	TAPE, Double Sided, Foam, 18mmx1m	
230.	TAPE, Double-sided 50mm x 50 meters	
231.	TAPE, Duct, width: 48mm; length: 50 meters	
233.	TAPE, Stationery, 18MM x 50m	
234.	TAPE, transparent 1/2"	
235.	TAPE, Transparent, 3 inches	
236.	THUMB TACKS, Color: Gold, Material type: Steel	
238.	WHITEBOARD, 4 x 3 ft.	
239.	WHITEBOARD, 4' x 6' (2025)	
240.	WHITEBOARD, 4x6 ft., Size dimension: 3.5 feet (stand height), Input Method: marker, Material: Melamine Surface (Board), Frame Material: Aluminum (Board)	
241.	WHITEBOARD, 9 x 6	
242.	WHITEBOARD, Hanging Whiteboard, Small, 8.5 x 11	
243.	WHITEBOARD, Magnetic dry erase whiteboard 36"x 24"	
244.	WHITEBOARD, w/ corkboard, 60x90cm	
245.	WHITEBOARD, wall mount, 18"x24"	
246.	WHITEBOARD, wall mount, 2x3	
247.	WHITEBOARD, wall mount, 3ft x 4ft	

**Note:** Bidders must state in the Statement of Compliance either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provision of **ITB** Clause 4.

Attached herewith are the manufacturer's product literature(s) and certification(s) that we are authorized to sell the goods.

We certify that the foregoing information and the supporting documents are true and correct.

*[Signature]*  
[Name of Authorized Signatory]  
*[Position/Title of Authorized Signatory]*

## Omnibus Sworn Statement

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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:**

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

- a. *If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *duly notarized Special Power of Attorney*;
  - b. *If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;
3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

8. *[Name of Bidder]* is aware of and has undertaken the 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.

10. In case advance payment was made or given, failure to perform or deliver any of 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 delivery certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

\_\_\_\_\_  
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. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

# *[Bidder's Letterhead]*

[Date]

To: Tarlac State University  
Re: Invitation to Bid No.

## NET FINANCIAL CONTRACTING CAPACITY

Based on our Income Tax Return and Audited Financial Statement for the Fiscal Year [YEAR], duly submitted to the Bureau of Internal Revenue, and which form part of our Bid, the summary of our firm's financial condition is as given below:

		Year [YEAR]
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Based on the aforementioned data and the Value of Outstanding Works from the Statement of All Ongoing Government and Private Contracts, which also form part of our Bid, our Net Financial Contracting Capacity (NFCC) is:

**NFCC** = [(current asset minus current liabilities) (**15**)] minus [value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid].

**NFCC** =

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]  
[Name of Bidder or Authorized Representative]  
[Position or Title]



# [Bidder's Letterhead]

[Date]

## FINANCIAL BID FORM

To: Tarlac State University  
Re: Invitation to Bid No.

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

Project Invitation to Bid No. : \_\_\_\_\_

To: Tarlac State University

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

If our Bid is accepted, we undertake:

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

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

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

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

[(if none, state "None")]

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

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

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

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

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

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

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

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

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

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

# [Bidder's Letterhead]

[Date]

To: Tarlac State University  
Re: Invitation to Bid No.

## SCHEDULE OF PRICES

Item No.	Description	Qty.	Unit	Unit Price	Total Price
<b>Office Supplies</b>					
1.	BAG, insulated storage bag 77L, 58 x 35 x 38cm, PE foam insulation & aluminum foil	10	piece		
2.	BALLPEN, Black	50	piece		
3.	BALLPEN, GREEN (50's/box)	2	box		
4.	BATTERY, CMOS, CR2032 3V CMOS Battery	150	unit		
5.	BATTERY, dry cell AAA (4pcs/pack)	2	pack		
6.	BATTERY, LR44 Alkaline Button Cell Battery (pack of 10)	2	pack		
7.	BATTERY, Size C, 2pcs/pack	3	pack		
8.	BINDER RING, Plastic comb binding ring, 25mm (250 sheet capacity)	20	piece		
9.	BINDER RING, Plastic comb binding ring, 51mm (450 sheet capacity)	20	piece		
10.	BINDER RING, Plastic, Long, (23 Holes), 12mm	3	set		
11.	BINDING COVER, PVC, Transparent, 200 microns, A4, 100pc/pack	1	pack		
12.	BINDING COVER, PVC, Transparent, 200 microns, Legal, 100pc/pack	4	pack		
13.	BLADE, 100mm x 16mm, for general purpose cutter/utility knife, 10pcs/tube	1	tube		
14.	BLADE, Cutter 1"	2	tube		
15.	BOOK PAPER, 8.5" x 13", Sub24, 80gsm	2,000	ream		
16.	BOOK PAPER, A3, Sub24, 80gsm	50	ream		
17.	BOOK PAPER, A4, Sub24, 80gsm	2,000	ream		
18.	BOX, Office Storage Box, with lid, heavy duty, legal size, blue	20	piece		
19.	CARD CASE, A4	40	piece		
20.	CLEARBOOK, Thick	4	piece		
21.	CLIP BOARD, Aluminum Single Layer Storage Clipboard with Steel Clip - Legal Size; Dimension: 9 x 15.5"; Material: Aluminum Alloy	7	piece		
22.	CLIP BOARD, Legal	54	piece		
23.	CLIP BOARD, Poly Covered Clip Board, Legal Size; Dimension: 9 x 15.5"; Wire clip with rubber elbows; Hinged cover; Material: Hard Plastic; Color: Cream White	5	piece		
24.	CLIP BOARD, PVC Clip Board Long 13-1/2" X 9" (Black Color) Clipboard a small board with a spring clip at the top, used for holding papers and providing support for writing. computing a	30	piece		

	temporary storage area where material cut or copied from a file is kept for pasting into another file.				
25.	CLIP, back fold, 15mm	7	box		
26.	CLIP, back fold, 3 inches	10	box		
27.	CLIP, back fold, 41mm, 12s/box	17	box		
28.	CLIP, Paper, vinyl/plastic coat, 25mm	10	box		
29.	CLIPBOARD, file/organizer folder, long, with cover, black	15	piece		
30.	COMPUTER CONTINUOUS FORM, 3 ply 11" x 9-1/2"(500sheets/box)	10	box		
31.	CORK BOARD, 2x3 ft.	1	piece		
32.	CORK BOARD, 4x4ft	2	piece		
33.	CORK BOARD, 4x8ft	3	piece		
34.	CORK BOARD, 9 x 6	1	piece		
35.	CORK BOARD, aluminum frame 50 x 70cm	1	piece		
36.	CORK BOARD, Wall mount, 3x4 ft.	3	piece		
37.	CORK BOARD, with aluminum frame, 60x90cm	1	piece		
38.	CORK BOARD, with aluminum frame, 90x120cm	2	piece		
39.	CUTTER BLADE, Heavy Duty (L500), 10 pcs/pack	2	pack		
43.	CUTTER, Paper cutter, wood base, 12'x15' (2025)	7	piece		
44.	CUTTING MAT, 18x24 inches, durable, rubberized self-healing, with grid markings; color: green	3	piece		
45.	DATA FILE BOX, Magazine Holder Stand Long-125mmx230mmx400mm (Color: Green)	5	piece		
46.	DATER, 2-Message Stamp, self-inking, 3/8 x 2 inches, Black	7	piece		
47.	DATER, Self inking mini dater S-300 pad size 3mm	1	piece		
48.	DESK TRAY, 3 Layers, wire mesh	43	piece		
49.	DESK TRAY, Wire Mesh 4-layer file tray, Black	13	piece		
50.	DOUBLE SIDED ROLLING WHITEBOARD, With Stand; Item Weight 67.3 pounds (30.29 kg); Package Dimensions 62 x 43 x 3.75 inches (157.5 x 109.2 x 9.5 cm); Color: White; Material Type: Polystyrene; Size: Double-sided 60"X40"; Mounting Type: Floor Standing	1	piece		
51.	ENVELOPE, Birthday Envelope	600	piece		
52.	ENVELOPE, Expanding, Plastic	135	piece		
53.	FASTENER, Coated vinyl, Plastic, 70mm, 50sets/box	30	box		
55.	FOLDER, File with tab A4, assorted colors	500	piece		
56.	FOLDER, Legal, White	4	piece		
57.	FOLDER, Legal, White, 100pcs/pack	1	pack		
58.	FOLDER, Level Arch File Folder, A4	10	piece		
61.	FOLDER, pressboard A4 100pcs/box	1	box		
63.	FOLDER, Tagboard, folder with tab, legal, white (100pcs/pack)	6	pack		
64.	FOLDER, Tagboard, short,100pcs/pack	2	box		
65.	FOLDER, Transparent Plastic Cover, Legal	1	box		

66.	GLASS FILM, Tinted, Visible Light Transmission (VLT): 70%, Infrared Rejection (IRR): 50%, UV Rejection (UR): 99%, Total Solar Energy Rejected (TSER): 50% with thermal control.	8	unit		
67.	GLUE STICK, Hot Melt, Big	460	piece		
68.	GLUE STICK, Hot Melt, Small	735	piece		
69.	GLUE STICK, Multi-Purpose, Retractable, Quick drying, 8g	5	piece		
70.	GLUE STICK, Washable, Big, 36 grams (for Diploma)	50	piece		
71.	GLUE, 1kg	1	bottle		
72.	GLUE, All purpose	24	tube		
73.	GLUE, all-purpose 100 grams	40	bottle		
74.	GLUE, solid white, 22 grams	96	tube		
75.	<b>GUN TACKER</b>	2	piece		
76.	ID HOLDER, with ID case	50	piece		
77.	ILLUSTRATION BOARD, 30X40", 2 ply	40	piece		
80.	INK REFILL, PERMANENT MARKER BLACK, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	43	bottle		
81.	INK REFILL, PERMANENT MARKER BLUE, Ink: Oil-based, Content: 30ml, Weight: 91.0g, with dropper	1	bottle		
84.	INK REFILL, WHITEBOARD MARKER GREEN, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper	7	bottle		
85.	INK REFILL, WHITEBOARD MARKER RED, Ink: Ester-based, Content: 30ml, Weight: 91.0g, with dropper	4	bottle		
87.	LAMINATING FILM, 250 Micron size, 8.5 X 13	300	piece		
88.	LAMINATING FILM, A4 250/125 microns	1	ream		
89.	MAGAZINE FILE BOX, horizontal, legal 12 x 24 x 40cm	8	piece		
90.	MAGAZINE HOLDER, Acrylic Brochure Holder, A6 3/3 Layers, Clear Flyer Menu Paper Card Stand	3	piece		
91.	MAGAZINE HOLDER, Acrylic, Plus Idea Acrylic, A4 Document Holder, Clear Acrylic, 3-tier brochure holder stand wall mount countertop display rack for flyers magazine booklets (2025)	3	piece		
92.	MAGNETIC DRY ERASE WHITE BOARD, 36 x 24 Inch Whiteboard-Silver Aluminum Frame	1	piece		
93.	MANILA PAPER, 36x48, folded, 10s/pack	6	pack		
94.	MARKER PEN, Plastic, permanent, with fine marker point (0.5) for validation of School ID	20	piece		
95.	MARKER, Green, Type: Marker (Whiteboard-type), Ink: Ester-based, Tip: Acrylic fibre, Tip Diameter: 4.0mm, Width of Stroke: 1.80mm to 2.20mm, Weight: 16.0g, Refillable	60	piece		
96.	MARKER, paint marker, metal, white	10	piece		
97.	MARKER, paint marker, metal, yellow	10	piece		
105.	NOTARIAL SEAL, No. 24, for Diploma, 40 per pack, Sticker	300	pack		
106.	NOTE PAD, stick on 1"x4"	16	pad		
107.	NOTE PAD, stick on 2"x3"	8	pad		

108.	NOTE PAD, Stick On, 3"x3"	21	pad		
109.	NOTE PAD, Stick On, 3x4, 100 sheets/pad	15	pad		
110.	NOTE PAD, Stick On, 45mmx12mm	5	pad		
112.	PAD, Columnar, 24 columns	2	pad		
113.	PAPER CUTTER, Paper cutter/trimmer board with ruler. Stainless steel cutter, wooden board base with markings, dimensions: 380x300mm	1	piece		
114.	PAPER RIPPER STRIPPER, 12.2"x1", for continuous paper stripping	2	unit		
115.	PAPER TRIMMER/CUTTING MACHINE, wooden 18" x 15"	2	unit		
118.	PAPER, board premium, A4, 100sheets/pack	10	pack		
121.	PAPER, colored, legal 80gsm (Cream)	2	ream		
122.	PAPER, colored, legal 80gsm (Cyber Pink)	2	ream		
123.	PAPER, colored, legal 80gsm (Cyber Yellow)	2	ream		
124.	PAPER, colored, legal 80gsm (Gold)	2	ream		
125.	PAPER, colored, legal 80gsm (Ivory)	2	ream		
126.	PAPER, colored, legal 80gsm (Lemon)	2	ream		
127.	PAPER, colored, legal 80gsm (Ocean)	2	ream		
128.	PAPER, colored, legal 80gsm (Peach)	2	ream		
129.	PAPER, colored, legal 80gsm (Rose Pink)	2	ream		
130.	PAPER, colored, legal 80gsm (Taro)	2	ream		
131.	PAPER, colored, legal 80gsm (Turquoise)	2	ream		
133.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", blue, 500 sheets/ream	2	ream		
134.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", pink, 500 sheets/ream	2	ream		
135.	PAPER, multi-purpose, colored, 80gsm, 8-1/2" x 11", yellow, 500 sheets/ream	2	ream		
137.	PAPER, Specialty Paper, 70gsm, Cream, Legal Size	21	pack		
138.	PAPER, STICKER legal, glossy, white (10's/pack)	2	pack		
139.	PAPER, VELLUM 8.5" x 12" 200gsm white (10's/pack)	38	pack		
140.	PAPER, VELLUM A4 180gsm white (10's/pack)	9	pack		
141.	PAPER, Vellum Board, Cream, 220gsm, Legal, 10 sheets per pack	2	pack		
142.	PAPER, Vellum Board, Cream, 220gsm, Letter, 10 sheets per pack	2	pack		
144.	PAPER, Vellum Board, White, 180gsm, Legal, 10 sheets per pack	10,009	pack		
146.	PAPER, Vellum Board, White, 220gsm, A4, 10 sheets per pack	20	pack		
147.	PAPER, Vellum Board, White, 220gsm, Legal, 10 sheets per pack	10	pack		
149.	PAPER, Vellum, A4, Plain, 120gsm	50	pack		
150.	PAPER, Vellum, Legal, Plain, 120gsm	5	pack		
151.	PAPER, Vellum, Long, White, 200 GSM	10	piece		
152.	PAPER, Yellow Pad	10	pad		
153.	PEN, Gel pen, Blue, 0.7mm (12pcs/box), for OTR	5	box		
154.	PEN, Gel pen, Green, 0.5mm (12pcs/box), for enrollment	5	box		

155.	PEN, gel type, black, 0.5mm needle tip, 12pcs/box	1	box		
156.	PEN, Gel Type, Black, fine point 0.7mm, retractable, 12pcs/box	3	box		
157.	PEN, Gel Type, Red, fine point 0.5mm, retractable, 12pcs/box	3	box		
158.	PEN, Gel Type, Red, fine point 0.7mm, retractable, 12pcs/box	3	box		
159.	PEN, Sign Pen, black, liquid/gel ink, 0.5mm, non-refillable	41	piece		
160.	PEN, Sign Pen, blue, liquid/gel ink, 0.5mm, non-refillable	118	piece		
161.	PEN, Sign Pen, red, liquid/gel ink, 0.5mm, non-refillable	26	piece		
163.	PHOTO PAPER, A4 size	200	piece		
165.	PHOTO PAPER, Glossy, Legal, 10 sheets/pack	7	pack		
166.	PIN, Dressmaker	5	unit		
172.	PVC COVER, Legal, 8.5" x 13", 300 Micron	10,10 3	piece		
174.	RIBBON CART, R7310, correctable cassette ribbon, for Olympia compact 5 DM	3	cart		
175.	RING BIND, 1/2 x 44, Black	500	piece		
176.	RING BIND, 2"x44, Black	500	piece		
177.	RING BIND, 3/4"x 44, Black	500	piece		
178.	RING BIND, 5/8"x 44, Black	500	piece		
179.	RING BINDER, D-Type 3 ring binder, Legal, PVC hard cover, 3"-inch ring, D-ring	55	piece		
180.	RING BINDER, Plastic, 12mm, 110 sheets (1 dozen)	1	bundl e		
181.	RING BINDER, Plastic, 16mm, 150 sheets (dozen)	1	bundl e		
182.	RING BINDER, Plastic, 24mm, 220 sheets (dozen)	1	bundl e		
183.	ROPE, plastic twine/straw (approx. 400g)	2	roll		
185.	RUBBER STAMP, Self-inking, rectangle stamp, 1-1/16"	20	piece		
186.	SCIENTIFIC CALCULATOR, 417 Function, Fraction calculation, Combination and Permutation, Statistics New equation mode, 9 variable memories Table function, Equation calculation, Multi replay 10+2 digits, Dot matrix, Plastic keys comes with new slide-on hard case, Solar and Battery, Dimensions:8.5x2.7x19.3cm (2025)	9	unit		
189.	SHREDDER, Paper Shredder, strip Cutter, Machine, Black 10L (2025)	1	piece		
191.	SPOOL, R14216 Lift off tape with Swintec	3	piece		
192.	STAMP PAD INK, Black, 50ml	11	bottle		
193.	STAMP PAD INK, Blue, 50ml	8	bottle		
194.	STAMP PAD INK, Green, 50ml	5	bottle		
195.	STAMP PAD INK, Red, 50ml	5	bottle		
196.	STAMP PAD, Felt, bed dimension: 60mm x 100mm, Black	2	piece		
197.	STAMP PAD, No. 1, Black	1	piece		
198.	STAMP, 4-line, self-inking	2	piece		

199.	STAMP, DRY SEAL, Stainless Steel, Desk Type, 2.5kg-2 inches max. diameter seal, made of solid stainless body and handle, bronze plate- for heavy duty stamps	1	piece		
200.	STAMP, Paid/Date	2	piece		
201.	STAPLE WIRE, 10mm, 1000pcs/box	3	box		
202.	STAPLE WIRE, 6mm,1000pcs/box	9	box		
203.	STAPLE WIRE, For gun tacker HT21, 2000/box	3	box		
204.	STAPLE WIRE, for Gun Tacker, 10.00MM (1000 staples)	2	box		
205.	STAPLE WIRE, for Gun Tacker, Stainless Steel, 13/4-6-8mm	2	box		
206.	STAPLE WIRE, No. 10	14	box		
208.	STICKER PAPER, (different colors) 8.5" x 11" (letter) matte type (10sheets/pack)	10	pack		
209.	STICKER PAPER, (different colors) 8.5" x 13" (legal) matte type (10sheets/pack)	10	pack		
211.	STICKER PAPER, glossy, A4 (10's per pack)	6	pack		
212.	STICKER PAPER, legal, matte, white (10's / pack)	4	pack		
214.	STICKER, vinyl matte, 8-1/2"x 13, solvent based	2,000	piece		
216.	STICKY NOTES, 3x3, Assorted bright colors, self-adhesive. 5 pcs/pack	8	pack		
218.	STICKY NOTES, 5x2 in Page Markers 5pds	10	pad		
219.	STICKY NOTES, Film Index, Multi-Colored, 1.24x4.5cm, 5 in 1 neon arrows, 125 sheets/pack	10	pack		
220.	STORAGE BOX, 95L, Color: White/Blue	20	piece		
221.	STORAGE BOX, Plastic, 41cmx28.5x24	5	piece		
222.	STORAGE BOX, Plastic, 75 liters	2	piece		
223.	TAPE DISPENSER, tabletop, for 50.8mm or 2" width tape	4	piece		
224.	TAPE, Adhesive tape cellulose small roll 25mmx33m N-PCT-1933CI	7	piece		
225.	TAPE, Double sided tape tissue 12mm x 30m, big roll	6	roll		
226.	TAPE, double sided thin 15mm x 8 meters	5	roll		
228.	TAPE, double sided, 24mm, 50meters	42	roll		
229.	TAPE, Double Sided, Foam, 18mmx1m	7	roll		
230.	TAPE, Double-sided 50mm x 50 meters	11	roll		
231.	TAPE, Duct, width: 48mm; length: 50 meters	2	roll		
233.	TAPE, Stationery, 18MM x 50m	18	piece		
234.	TAPE, transparent 1/2"	13	roll		
235.	TAPE, Transparent, 3 inches	20	piece		
236.	THUMB TACKS, Color: Gold, Material type: Steel	15	box		
238.	WHITEBOARD, 4 x 3 ft.	1	piece		
239.	WHITEBOARD, 4' x 6' (2025)	1	piece		
240.	WHITEBOARD, 4x6 ft., Size dimension: 3.5 feet (stand height), Input Method: marker, Material: Melamine Surface (Board), Frame Material: Aluminum (Board)	1	unit		
241.	WHITEBOARD, 9 x 6	1	piece		
242.	WHITEBOARD, Hanging Whiteboard, Small, 8.5 x 11	1	piece		



243.	WHITEBOARD, Magnetic dry erase whiteboard 36"x 24"	1	piece		
244.	WHITEBOARD, w/ corkboard, 60x90cm	2	piece		
245.	WHITEBOARD, wall mount, 18"x24"	2	piece		
246.	WHITEBOARD, wall mount, 2x3	1	piece		
247.	WHITEBOARD, wall mount, 3ft x 4ft	1	piece		
<b>Total Bid Amount</b>					

*[Signature]*  
 [Name of Authorized Signatory]  
*[Position/Title of Authorized Signatory]*