



Republic of the Philippines  
Department of Health  
**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**

**BID BULLETIN NO. 1**  
18 December 2023

**PROCUREMENT OF OFFICE SUPPLIES AND EQUIPMENT**  
**IB NO. 2023-292**

This Bid Bulletin is being issued to amend or modify the bidding documents posted in the PhilGEPS and DOH websites and respond to the bidders queries raised after Pre-Bid Conference held last 14 December 2023. This Bid Bulletin will form an integral part of the bidding document. Listed below are the corresponding modifications/changes:

**1. SECTION VII. TECHNICAL SPECIFICATIONS:**

PARTICULAR	FROM	TO
Office Supplies – Item Nos. 3, 4, 5, 6, 7, 8, 9, 11 and 12	<p><b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b></p> <p>1. Product Information or downloaded from the internet and other manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in Technical Specifications xxx</p>	<p><b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b></p> <p>1. Deleted</p> <p style="text-align: center;">xxx</p>

**2. SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS:**

FROM	TO
<p><b>III. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b>                      XXX</p> <p>(a) Product Insert/Product Information or downloaded from the internet and other manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in Technical Specifications</p> <p>(b) Warranty Certificate of at least One (1) year on parts and service (for Item Nos. 1, 2 and 10)</p> <p>(c) With Certificate of Good After Sales Service (for Item Nos. 1, 2 and 10)</p> <p>(d) Sworn Statement using the prescribed form</p>	<p><b>III. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b>                      XXX</p> <p>(a) Product Insert/Product Information or downloaded from the internet and other manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in Technical Specifications <b>(for Item Nos. 1, 2, and 10)</b></p> <p>(b) Warranty Certificate of at least Two (2) year on parts and service <b>(for Item Nos. 1 and 2)</b></p> <p>(c) Warranty Certificate of at least One (1) year on parts and service <b>(for Item No. 10)</b></p> <p>(d) With Certificate of Good After Sales Service (for Item Nos. 1, 2, and 10)</p> <p>(e) Sworn Statement using the prescribed form <b>(for all items)</b></p>

**3. RESPONSE/S TO PROSPECTIVE BIDDERS (PBs) INQUIRY:**

<b>Beau Essence Sales and Marketing</b>		
Particular	Inquiry	Response
Single Largest Completed Contract (SLCC)	A Prospective Bidder (PB) asked the percentage required for the Single Largest Completed Contract (SLCC)	For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least <b>twenty-five percent (25%)</b> of the ABC.
Omnibus Sworn Statement (OSS)	A PB clarified if they need to submit the OSS.	Bidder shall submit a duly signed Omnibus Sworn Statement (OSS);
Product Insert and Brochure	A PB asked if they should indicate the brand of the item being offered.	The bidder shall indicate the brand of the item being offered, if applicable.

<b>ZG Marketing Corporation</b>		
<b>Particular</b>	<b>Inquiry</b>	<b>EUU Response</b>
Manufacturers Authorization	A Prospective Bidder (PB) asked if they need to submit Manufacturers Authorization.	Manufacturer's Authorization is not required.

The revised Technical Specification form and Checklist of Technical and Financial Documents are enclosed for the Prospective Bidders' reference and use.

All other provisions of the bidding documents which are not affected shall remain in force and in effect.

For guidance and information of all concerned

**LILIBETH C. DAVID, MD, MPH, MPM, CESO I**  
*Undersecretary of Health*  
*COBAC-A Chairperson*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 1	<b>Electronic Paper Shredder (Heavy Duty)</b>	Quantity / Unit	<b>3 Units</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 1: <b>PhP135,000.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. At least 20-sheet Shredding/Cutting Capacity</li> <li>2. Heavy Duty Shredder</li> <li>3. Strip Cut</li> <li>4. 220 Volts</li> <li>5. Receptacle Volume: Thirty (30) liters (min.) capacity, manufacturer's standard on the paper bin</li> <li>6. Intake Throat Width (min): 220mm at least</li> <li>7. Cutting width (max): 4mm (minimum)</li> <li>8. Cutting speed: Manufacturer's standard</li> <li>9. Can also shred paper clips, staples, credit cards and compact discs (CDs)</li> <li>10. Electric Motor (min): 180watts at least</li> <li>11. Transmission: Mostly metal gears, the only acceptable part of the gear would be plastics are the HELICAL GEAR</li> <li>12. Continuous Run Time (min): Twenty (20) minutes at least</li> <li>13. Automatic Start/Stop Control</li> <li>14. Mobility: with Casters</li> <li>15. With Operating Manual English</li> <li>16. Brand shall be engraved/embossed/printed on item</li> <li>17. Warranty: Two (2) years</li> <li>18. Additional Salient Specifications                             <ol style="list-style-type: none"> <li>a. Jam Proof: Shredders have means to detect paper thickness to avoid paper jams by rejecting paper that is fed beyond capacity and have more powerful motors to handle jumbled or misfed paper</li> <li>b. Safety Sensor or Safety Features</li> <li>c. Manufacturer's Standard</li> <li>d. Mess Reduction System: Shredder features an automatic or manual cleaning cycle that prevents paper buildup on cutters. To eliminate overflow, a sensor lets the user know when to empty the bin</li> </ol> </li> </ol>			

Republic of the Philippines  
Department of Health  
TECHNICAL SPECIFICATIONS

Item No. 1	<b>Electronic Paper Shedder (Heavy Duty)</b>	Quantity / Unit	<b>3 Units</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 1: <b>PhP135,000.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<p><b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b></p> <ol style="list-style-type: none"> <li>1. Product Insert/Product Information or downloaded from the internet and other manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in Technical Specifications;</li> <li>2. Warranty Certificate of at least Two (2) year on parts and service</li> <li>3. With Certificate of Good After Sales Service</li> <li>4. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<p><b>C. <u>Upon delivery the following shall be complied with:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) Standard Packaging of the manufacturer</li> </ol> </li> </ol>			

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 2	<b>Paper Shredder</b>	Quantity / Unit	<b>40 units</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 2: <b>PhP552,000.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Strip-cut</li> <li>2. Receptacle Volume: Thirty (30) liters (min.) capacity, manufacturer's standard on the paper bin</li> <li>3. Sheet Capacity: Twelve (12) sheets using 70gsm; or Eight (8) sheets using 80gsm</li> <li>4. Intake Throat Width (min): 220mm</li> <li>5. Cutting width (max): 4mm</li> <li>6. Cutting speed: Manufacturer's standard</li> <li>7. Can also shred paper clips, staples, credit cards and compact disc (CDs)</li> <li>8. Electric Motor (min): 180 watts</li> <li>9. Transmission: Mostly metal gears, the only acceptable part of the gear that would be plastic are the HELICAR GEAR</li> <li>10. Continuous Run Time (min): Twenty (20) minutes</li> <li>11. Automatic Start/Stop Control</li> <li>12. Mobility: with Casters</li> <li>13. With Operating Manual in English</li> <li>14. Brand shall be engraved/embossed/ printed on the item</li> <li>15. Warranty: Two (2) years</li> <li>16. Additional Salient Specifications;                             <ol style="list-style-type: none"> <li>a. Jam Proof: Shredders have means to detect paper thickness to avoid paper jams by rejecting paper that is fed beyond capacity, and have more powerful motors to handle jumbled or misfed paper</li> <li>b. Safety Sensor or Safety Features:</li> <li>c. Manufacturer's Standard</li> <li>d. Silent Operation: Shredder designed for reduced noise in shared workspace or department copy rooms with sound pressure level (dB) of 70 (max.)</li> <li>e. Mess Reduction System: Shredder features an automatic or manual cleaning cycle that prevents paper buildup on</li> </ol> </li> </ol>			

Republic of the Philippines  
Department of Health  
TECHNICAL SPECIFICATIONS

Item No. 2	<b>Paper Shredder</b>	Quantity / Unit	<b>40 units</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 2: <b>PhP552,000.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
cutters. To eliminate overflow, a sensor lets the user know when to empty the bin.			

**B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:**

1. Product Insert/Product Information or downloaded from the internet and other manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in Technical Specifications;
2. Warranty Certificate of at least Two (2) year on parts and service
3. With Certificate of Good After Sales Service
4. Sworn Statement *using the prescribed form.*

**C. Upon delivery the following shall be complied with:**

1. **Packaging instructions:**
  - a) Standard packaging of the manufacturer.

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 3	<b>Data Folder</b>	Quantity / Unit	<b>3,000 pieces</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 3: <b>PhP298,830.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Dimension                             <ol style="list-style-type: none"> <li>a. Width: 75mm (min)</li> <li>b. Height: 230mm (min)</li> <li>c. Length: 380mm (min)</li> </ol> </li> <li>2. Material:                             <ol style="list-style-type: none"> <li>a. Chipboard: 2.5mm thick (min)</li> <li>b. Leatherette paper and/or Polypropylene</li> <li>c. (PP) material made of linen design for outside cover</li> <li>d. Coated paper for inside cover including spine portion</li> </ol> </li> <li>3. With all-steel lever arch file mechanism and taglia lock</li> <li>4. Spine is provided with finger ring and clear</li> <li>5. Plastic Pocket for label <i>insert</i> <ol style="list-style-type: none"> <li>a. Spine made of PVC gamuza/PP</li> </ol> </li> <li>6. Material or material of equivalent or</li> <li>7. Superior quality</li> <li>8. Assorted colors (red, green, blue, brown and maroon) one shade only</li> </ol>		(This area is reserved for the Statement of Compliance, which is currently blank in the provided image.)	
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) Six (6) pieces per bundle</li> </ol> </li> </ol>			
<b>D. Additional Requirements to be submitted by the Single/Lowest Calculated Bidder (S/LCB) <u>as a part of post-qualification, to wit:</u></b> <p style="padding-left: 20px;">One (1) sample to be submitted for evaluation. The sample submitted and approved during the evaluation shall be the same to be delivered upon award contract.</p>			



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Signature over Printed Name  
*[date of signing]*

In the capacity of:

Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*

*[Name of Company]*

*[Complete office address]*

*[Contact No.]*

*[Fax No.]*

*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 4	<b>Data File Box</b>	Quantity / Unit	<b>1,500 pieces</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 4: <b>PhP168,660.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. With closed ends                             <ol style="list-style-type: none"> <li>a. Outside Dimension:                                     <ul style="list-style-type: none"> <li>▪ Width: 125mm (min)</li> <li>▪ Height: 230mm (min)</li> <li>▪ Length: 400mm (min)</li> </ul> </li> </ol> </li> <li>2. Material:                             <ol style="list-style-type: none"> <li>a. Chipboard: 3mm thick (min)</li> <li>b. Leatherette paper for outside cover</li> <li>c. Coated paper for inside cover</li> </ol> </li> <li>3. Front of the Box                             <ol style="list-style-type: none"> <li>a. With finger ring and pocket for label <b>insert</b></li> <li>b. Assorted colors (red, green, blue and maroon) one shade only</li> </ol> </li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) Eight (8) pieces per bundle</li> </ol> </li> </ol>			
<b>D. Additional Requirements to be submitted by the Single/Lowest Calculated Bidder (S/LCB) <u>as a part of post-qualification, to wit:</u></b> <p>One (1) sample to be submitted for evaluation. The sample submitted and approved during the evaluation shall be the same to be delivered upon award contract.</p>			

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 5	<b>Plastic Envelope</b>	Quantity / Unit	<b>2,000 pieces</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 5: <b>PhP88,800.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Material: polypropylene plastic</li> <li>2. Secure heat-sealed joints</li> <li>3. With elastic strap</li> <li>4. Size (L x W) (min.): 380mm x 260mm</li> <li>5. Thickness (min.): 0.50mm</li> <li>6. Expansion (min.): 30mm</li> <li>7. Assorted colors</li> <li>8. Expanding</li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) One (1) box, One hundred (100) pieces per box</li> </ol> </li> </ol>			
<b>D. Additional Requirements to be submitted by the Single/Lowest Calculated Bidder (S/LCB) <u>as a part of post-qualification</u>, to wit:</b> <p style="padding-left: 20px;">One (1) sample to be submitted for evaluation. The sample submitted and approved during the evaluation shall be the same to be delivered upon award contract.</p>			

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 6	<b>Folder</b>	Quantity / Unit	<b>230 boxes</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 6: <b>PhP360,410.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Pressboard</li> <li>2. Material: Heavy Duty Paper board</li> <li>3. Size: 369mm x 242mm (-5mm)</li> <li>4. Thickness: 0.40mm (min.)</li> <li>5. Basis Weight: 312cism (min.)</li> <li>6. Color: Cream, green or maroon, etc.</li> <li>7. Accordion –pleat Gusset: Latex Paper/PVC</li> <li>8. Bookbinder/Book Cloth/Paper Cloth                             <ol style="list-style-type: none"> <li>a. Color: Green, Red, Blue</li> <li>b. Expansion: 39mm (-3mm)</li> </ol> </li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) One (1) box. 100 pieces per box</li> </ol> </li> </ol>			
<b>D. Additional Requirements to be submitted by the Single/Lowest Calculated Bidder (S/LCB) <u>as a part of post-qualification, to wit:</u></b> <p style="padding-left: 20px;">One (1) sample to be submitted for evaluation. The sample submitted and approved during the evaluation shall be the same to be delivered upon award contract.</p>			

\_\_\_\_\_  
Signature over Printed Name

[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Contact No.]

[Fax No.]

[Email Address]

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 7	<b>Insecticide</b>	Quantity / Unit	<b>1,500 cans</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 7: <b>PhP375,000.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Aerosol</li> <li>2. Kerosene based</li> <li>3. Quick kill contact and residual type</li> <li>4. Cautionary Scent/Odor required</li> <li>5. Multi-insect killer</li> <li>6. Net Content per can: 600ml (min)</li> <li>7. Sufficient amount of propellant to totally expel content</li> <li>8. Material Safety Data Sheet showing Information on specific gravity</li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) Twelve (12) cans per box individually shrinkwrapped.</li> </ol> </li> </ol>			
<b>D. Additional Requirements to be submitted by the Single/Lowest Calculated Bidder (S/LCB) <u>as a part of post-qualification, to wit:</u></b> <p>One (1) sample to be submitted for evaluation. The sample submitted and approved during the evaluation shall be the same to be delivered upon award contract.</p>			

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 8	<b>Notepad 50mm x 76mm</b>	Quantity / Unit	<b>2,000 pads</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 8: <b>PhP88,940.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Size: 50mm x 76mm (2" x 3") (min)</li> <li>2. Basis Weight: 70gsm (min)</li> <li>3. Sheet Thickness: 0.09mm (min)</li> <li>4. Brand shall be printed on the item</li> <li>5. Assorted colors</li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) One hundred (100) sheets per pad</li> <li>b) Twelve (12) pads per pack</li> </ol> </li> </ol>			
<b>D. Additional Requirements to be submitted by the Single/Lowest Calculated Bidder (S/LCB) <u>as a part of post-qualification, to wit:</u></b> <p>One (1) sample to be submitted for evaluation. The sample submitted and approved during the evaluation shall be the same to be delivered upon award contract.</p>			

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 9	Notepad 76mm x 100mm	Quantity / Unit	2,000 pads
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 9: <b>PhP142,280.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Size: 76mm x 100mm (3" x 4") (min)</li> <li>2. Basis Weight: 70gsm (min)</li> <li>3. Sheet Thickness: 0.09mm (min)</li> <li>4. Brand shall be printed on the item</li> <li>5. Assorted colors</li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) One hundred (100) sheets per pad</li> <li>b) Twelve (12) pads per pack</li> </ol> </li> </ol>			
<b>D. Additional Requirements to be submitted by the Single/Lowest Calculated Bidder (S/LCB) <u>as a part of post-qualification, to wit:</u></b> <p style="padding-left: 20px;">One (1) sample to be submitted for evaluation. The sample submitted and approved during the evaluation shall be the same to be delivered upon award contract.</p>			

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 10	<b>Paper Trimmer/ Cutting Machine</b>	Quantity / Unit	<b>10 units</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 10: <b>PhP111,571.20</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Table Top</li> <li>2. Guillotine-type cutting machine</li> <li>3. Paper Capacity: 20-25 sheets of multipurpose paper</li> <li>4. Paper size: B4 (max)</li> <li>5. Base size: Approximately: 400 x 300mm</li> <li>6. Paper Length Ruler Size: 33cm (min)</li> <li>7. Paper Width Ruler Scale: 30cm (min)</li> <li>8. Ruler Scale: Centimeter</li> <li>9. Base Paper Size Markings: B7, B6, A5, B5, A4, B4</li> <li>10. With guillotine arm tension/safety bolt</li> <li>11. Includes securable sliding paper size marker</li> <li>12. Made of high quality hardened stainless steel knife</li> <li>13. With stationary blade guard</li> <li>14. With operating manual/instructions</li> <li>15. Brand shall be engraved/embossed/printed on the item</li> <li>16. Warranty: One (1) year on parts and services</li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Product Insert/Product Information or downloaded from the internet and other manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in Technical Specifications;</li> <li>2. Warranty Certificate of at least One (1) year on parts and service</li> <li>3. With Certificate of Good After Sales Service</li> <li>4. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) Standard Packaging of the manufacturer</li> </ol> </li> </ol>			



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Signature over Printed Name  
*[date of signing]*

In the capacity of:

Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*

*[Name of Company]*

*[Complete office address]*

*[Contact No.]*

*[Fax No.]*

*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 11	<b>Parchment Paper</b>	Quantity / Unit	<b>400 boxes</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 11: <b>PhP113,000.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Parchment</li> <li>2. Multipurpose</li> <li>3. Size: 210mm x 297mm (<math>\pm 2</math>mm in either direction)</li> <li>4. Basis Weight: 80gsm (-5%)</li> <li>5. Fine translucent</li> <li>6. Suitable for laser/inkjet printing</li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) One hundred (100) sheets per box</li> <li>b) Twenty (20) boxes per pack</li> </ol> </li> </ol>			

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 12	<b>Pencil</b>	Quantity / Unit	<b>800 boxes</b>
Name of Manufacturer:		Country of Origin:	
Brand:			
Total ABC for Item No. 12: <b>PhP69,600.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<b>A. Detailed Technical Specifications:</b> <ol style="list-style-type: none"> <li>1. Lead, with Eraser</li> <li>2. Wood cased</li> <li>3. With the following specifications                             <ol style="list-style-type: none"> <li>a. Hardness: HB or 2</li> <li>b. Lead/Graphite Diameter: 2mm (min)</li> <li>c. Ferrule: non-corrosive material which crimps the eraser securely to the casing</li> <li>d. Wood Casing: softwood, coated, free from defects as cross grains, interlocked</li> </ol> </li> <li>4. Grains, warpage knots and the like; and shall permit easy sharpening</li> <li>5. The eraser shall not be abrasive and shall provide clean erasures</li> <li>6. Lead/Graphite Breaking Strength: 6.86N (min)</li> <li>7. Test method: A,4 PNS 1413:2009</li> </ol>			
<b>B. Additional Requirements to be attached to Technical Specifications form arranged, numbered and tabbed as enumerated below:</b> <ol style="list-style-type: none"> <li>1. Sworn Statement <i>using the prescribed form.</i></li> </ol>			
<b>C. <u>Upon delivery the following shall be complied with:</u></b> <ol style="list-style-type: none"> <li>1. <b>Packaging instructions:</b> <ol style="list-style-type: none"> <li>a) One (1) dozen sheets per box</li> <li>b) Twelve (12) boxes per pack</li> </ol> </li> </ol>			
<b>D. Additional Requirements to be submitted by the Single/Lowest Calculated Bidder (S/LCB) <u>as a part of post-qualification, to wit:</u></b> <p>One (1) sample to be submitted for evaluation. The sample submitted and approved during the evaluation shall be the same to be delivered upon award contract.</p>			

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of: *[title or other appropriate designation]*  
 Duly authorized to sign bid for and on behalf of: *[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

# **Checklist of Technical and Financial Documents**

## **Arranged numbered and tabbed as it appears below:**

### 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, the amount of which should be equivalent to at least *twenty-five percent (25%)* of the ABC for this Project, 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 Schedule of Requirements and 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 inexistence;  
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)

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

### II. FINANCIAL COMPONENT ENVELOPE

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

### III. ADDITIONAL DOCUMENTARY REQUIREMENTS TO BE ATTACHED IN THE TECHNICAL SPECIFICATIONS FORM:

- (a) Product Insert/Product Information or downloaded from the internet and other manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in Technical Specifications (for Item Nos. 1, 2, and 10)
- (b) Warranty Certificate of at least Two (2) year on parts and service (for Item Nos. 1 and 2)
- (c) Warranty Certificate of at least One (1) year on parts and service (for Item No. 10)
- (d) With Certificate of Good After Sales Service (for Item Nos. 1, 2, and 10)
- (e) Sworn Statement *using the prescribed form* (for all items)

#### **Note:**

- 1) Please refer to <https://doh.gov.ph/sites/default/files/basic-page/COBAC-Sample-Forms.pdf> for the following requirements:

- a) Sworn Statement;
- b) Computation of NFCC;
- c) Manufacturer's Authorization;
- d) Secretary's Certificate;
- e) Special Power of Attorney;
- f) Statement of Ongoing Contracts; and

g) Statement of SLCC.

2) For the following requirements, please refer to **GPPB Resolution No. 16-2020**:

- a) Bid Form;
- b) Price Schedule;
- c) Bid Securing Declaration; and
- d) Omnibus Sworn Statement