



SOUTHERN LEYTE  
STATE UNIVERSITY

MAIN CAMPUS  
San Roque, Sogod, Southern Leyte  
Contact No.: 0998-868-5334  
Email: [president@southernleytestateu.edu.ph](mailto:president@southernleytestateu.edu.ph)  
Website: [www.southernleytestateu.edu.ph](http://www.southernleytestateu.edu.ph)

Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Government of the Republic of the Philippines

## ***SUPPLY, DELIVERY & INSTALLATION OF VARIOUS OFFICE EQUIPMENT & MACHINERIES***

**Total ABC - ₱1,702,598.00**

Pre-bid Conference: **04 May 2023 – 1:30 P.M.**

Opening of Bids: **17 May 2023 – 1:30 P.M.**

**PB 2023-G&S-04**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>4</b>
<b>Section I. Invitation to Bid.....</b>	<b>7</b>
<b>Section II. Instructions to Bidders.....</b>	<b>10</b>
1. Scope of Bid .....	11
2. Funding Information.....	11
3. Bidding Requirements .....	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	11
5. Eligible Bidders.....	11
6. Origin of Goods .....	12
7. Subcontracts .....	12
8. Pre-Bid Conference .....	13
9. Clarification and Amendment of Bidding Documents .....	13
10. Documents comprising the Bid: Eligibility and Technical Components .....	13
11. Documents comprising the Bid: Financial Component .....	13
12. Bid Prices .....	14
13. Bid and Payment Currencies .....	14
14. Bid Security .....	15
15. Sealing and Marking of Bids .....	15
16. Deadline for Submission of Bids .....	15
17. Opening and Preliminary Examination of Bids .....	16
18. Domestic Preference .....	16
19. Detailed Evaluation and Comparison of Bids .....	16
20. Post-Qualification .....	17
21. Signing of the Contract .....	17
<b>Section III. Bid Data Sheet .....</b>	<b>17</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>21</b>
1. Scope of Contract .....	22
2. Advance Payment and Terms of Payment .....	22
3. Performance Security .....	22
4. Inspection and Tests .....	22
5. Warranty .....	23
6. Liability of the Supplier .....	23
<b>Section V. Special Conditions of Contract .....</b>	<b>24</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>29</b>
<b>Section VII. Technical Specifications .....</b>	<b>31</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>53</b>

# *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***

## **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





## INVITATION TO BID

### SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS OFFICE EQUIPMENT AND MACHINERIES

1. The Southern Leyte State University Main Campus, through **Internally Generated Funds** intends to apply the sum of **ONE MILLION SEVEN HUNDRED TWO THOUSAND FIVE HUNDRED NINETY-EIGHT PESOS only (₱1,702,598.00)** being the Approved Budget for the Contract (ABC) to payments for the **Supply, Delivery & Installation of Various Office Equipment and Machineries** under **PB 2023-G&S-04**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Southern Leyte State University Main Campus now invites bids for the bidding of the above stated procurement project. Required delivery completion is **thirty (30) calendar days** as specified in Section VI (Schedule of Requirements) of the Bidding Documents reckoned upon receipt of the Notice to Proceed. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instruction to Bidders. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organization of a country the laws and regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Prospective bidders may obtain further information from Southern Leyte State University Main Campus – Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of SLSU and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **26 April 2023, 2023** from the given address and website below and upon payment of a fee in the amount specified above.

Payment may be made in either mode, as follows:

- a) Online payment through **SLSU LBP Trust Account No. 332-210-9503** not later than the deadline for the submission of bids.
- b) Payment, in person, to the SLSU Cash Office, through the BAC Secretariat.

Bidders shall present its confirmation receipt to the BAC Secretariat in person, by facsimile, or through electronic means, which shall be used as proof of payment for the bidding documents fee.

6. The SLSU-BAC will hold a Pre-bid Conference on **04 May 2023, 1:30 p.m.** at the **Discussion Room, New Library Building**, SLSU Main Campus, Sogod, Southern Leyte which shall be open to prospective bidders.

To reduce the risks and hazards of community transmission of COIVD-10, the SLSU Main Campus BAC shall conduct meetings and conferences via video-conferencing until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities. The link shall be provided to the prospective bidders before the start of the Pre-Bid Conference.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **17 May 2023 - 1:00 p.m** based on SLSUs official contactless Daily Time Record. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid Opening shall be on **17 May 2023 - 1:30 p.m.**, at the Discussion Room, New Library Building and via video conferencing. Bids will be opened in the presence of the bidders' representatives who chose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the venue shall likewise join the meeting via video conferencing. The link shall be provided to the bidders before the start of bid opening.
10. The Southern Leyte 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 No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

Bids and Awards Committee Secretariat  
2<sup>nd</sup> Floor, Administration Building  
SLSU Main Campus, Sogod, Southern Leyte  
Email: bac\_sg@southernleytestateu.edu.ph  
Contact Nos.: 09565490615 / 09078309506.

12. You may visit the following website to download the Bidding Documents:  
[www.southernleytestateu.edu.ph](http://www.southernleytestateu.edu.ph).

25 April 2023

Date

*Sgd.*

**FRANCIS ANN R. SY, Ph.D.**

Chairperson

BAC - Goods & Services

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

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, *Southern Leyte State University Main Campus* wishes to receive Bids for the *Supply, Delivery & Installation of Various Office Equipment and Machineries*, with identification number *PB 2023-G&S-04*.

The Procurement Project is composed of items 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 in the amount of **ONE MILLION SEVEN HUNDRED TWO THOUSAND FIVE HUNDRED NINETY-EIGHT PESOS only (₱1,702,598.00)**.

2.2. The source of funding is from **Internally Generated Funds**.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC. However, in the case of the expendable supplies, said SLCC must be at least twenty-five percent (25%) of the ABC.
- or
- a) The bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above; and
- b) The largest of the similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- c) For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]
- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **04 May 2023, 1:30 P.M.**, as indicated in paragraph 5 of the IB. To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences through videoconference.

## 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<sup>1</sup> 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 **14 September 2023**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

Each Bidder shall submit **three (3) copies** of the first and second components of its Bid using **A4 size paper and with tabbing**.

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.

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address and contact number of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC;
- (d) bear the specific identification of this bidding process indicated in the 1.0; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, as specified in the IB.

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

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**.

---

<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



## 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.

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

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

## 20. Post-Qualification

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*

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

## Bid Data Sheet

ITB Clause										
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <i>referred to the Supply, Delivery &amp; Installation of Various Office Equipment and Machineries;</i></p> <p style="margin-left: 40px;">b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</p>									
7.1	<b><i>Sub-contracting is not allowed.</i></b>									
12.	Price of Goods shall be Delivered Duty Pay (DDP). All costs at the account of the supplier until final delivery to the end-user and acceptance.									
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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">BID SECURITY</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Cash or Cashier's/Manager's check, Bank draft/guarantee or irrevocable letter of credit (2%)</td> <td style="width: 20%;">Surety bond (5%)</td> <td style="width: 30%;">Bid Securing Declaration</td> </tr> <tr> <td style="text-align: center;"><b>₱34,051.96</b></td> <td style="text-align: center;"><b>₱85,129.90</b></td> <td></td> </tr> </tbody> </table>	BID SECURITY			Cash or Cashier's/Manager's check, Bank draft/guarantee or irrevocable letter of credit (2%)	Surety bond (5%)	Bid Securing Declaration	<b>₱34,051.96</b>	<b>₱85,129.90</b>	
BID SECURITY										
Cash or Cashier's/Manager's check, Bank draft/guarantee or irrevocable letter of credit (2%)	Surety bond (5%)	Bid Securing Declaration								
<b>₱34,051.96</b>	<b>₱85,129.90</b>									
19.3	The project will be awarded on a <b>per item</b> . Kindly refer to Section VI – Schedule of Requirements on page <b>29</b> of the PBD.									
20.2	<p>Submission of any sample for the post-qualification purposes shall not be allowed. Inspection and functional testing shall be done upon the end-user's determination prior to acceptance and payment.</p> <p>On the other hand, the Bidder is required to submit <b>Product Brochures</b> and/or other related documents containing the description and specifications of each item <b>to be offered and/or Certificate from Manufacturer, certifying compliance in all the specifications of each item to be offered as part of their technical envelope during opening of bids.</b></p>									
21.1	<p>a. The cost of proposal shall be inclusive of all applicable taxes, applicable cost of installation and service requirements, fees and other charges relative to the bid;</p> <p>b. The bid price shall be written in words and figures in the prescribed form. In case of discrepancy between words and figures, the amount written in words shall prevail.</p> <p>c. The Contract will be awarded to the bidder who is declared as the "Lowest Calculated and Responsive Bid".</p> <p>e. In case of a tie, after the post-qualification the provisions of GPPB Circular 06-2005 (Tie Breaking Method) shall apply e.g. coin toss.</p>									

	f. A bid price higher than the specified total ABC, either taken as a whole (total) or on a per item basis shall automatically be disqualified.
--	---

## *Section IV. General Conditions of Contract*

### Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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*

### Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## 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 the Contract are DDP delivered Sogod, Southern Leyte. In accordance with INCOTERMS.”</p> <p>The delivery terms applicable to this Contract are delivered in Sogod, Southern Leyte. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>RHODERICK D. MALANGSA, End-user Representative.</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:  <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol>

	<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> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul>
	<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>
<p>2</p>	<p>The terms of payment shall be one-time payment upon issuance of Certificate of Completion.</p>
<p>3</p>	<p>In accordance with item 6.4 of GPPB Resolution No. 09-202, a Performance Securing Declaration (PSD) shall be accepted in lieu of a performance security to guarantee the winning bidder’s faithful performance of obligations under the contract, subject to the following:</p> <ul style="list-style-type: none"> <li>a. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it violates any of the conditions stated in the contract;</li> <li>b. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below; and</li> <li>c. The end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 Revised IRR of RA No. 184 upon lifting of the State of Calamity, or community quarantine or similar restriction, as the case may be.</li> </ul>
<p>4</p>	<p>The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier’s representative, if the</p>

	latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.
5.1	In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
5.2	<p><b>Warranty:</b> One (1) Year on System &amp; Support/Services – Bidder may opt for additional warranty period.</p> <p>Within the one (1)-year warranty period, the contractor must be able to provide technical support to SLSU either onsite, or through telephone or email, as will be required by the circumstances. SLSU may request such support from Mondays to Fridays 8:00 a.m. to 5:00 p.m. and the contractor must respond within four (4) hours from notice.</p>

## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Qty.	Total	Delivered, Weeks/Mos
	<b>AIR CONDITIONING UNIT</b>			
1	2.0 HP - End-user: <i>Research &amp; Innovation</i>	1 unit	65,000.00	30 CD
2	1.5 HP - End-user: <i>Research &amp; Innovation</i>	1 unit	45,000.00	30 CD
3	4.5 TR - End-user: <i>Research &amp; Innovation</i>	1 unit	218,858.00	30 CD
4	2.0 HP - End-user: <i>Extension Services</i>	1 unit	58,000.00	30 CD
5	1.0 HP - End-user: <i>Extension Services</i>	2 units	144,000.00	30 CD
6	2.0 HP - End-user: <i>Drafting Technology</i>	2 units	100,000.00	30 CD
7	End-user: <i>HV/ACR Technology</i>	1 unit	24,000.00	30 CD
8	3TR - End-user: <i>CCSIT</i>	2 units	200,000.00	30 CD
9	3TR - End-user: <i>Civil Engineering</i>	1 unit	115,000.00	30 CD
10	0.75 HP - End-user: <i>CHTM</i>	1 unit	25,000.00	30 CD
11	0.75 HP - End-user: <i>Sports</i>	1 unit	25,000.00	30 CD
12	2.5 HP - End-user: <i>Gender &amp; Development (GAD)</i>	1 unit	60,000.00	30 CD
13	End-user: <i>Science/Research Lab.</i>	1 unit	50,000.00	30 CD
14	<b>UPRIGHT FREEZER, 10.8 cu.ft, inverter</b>	1 unit	30,000.00	30 CD
	End-user: <i>Food Prep. &amp; Service Technology</i>			
	<b>REFRIGERATOR, 10 cu.ft., 2-doors, no frost</b>			
15	End-user: <i>Food Prep. &amp; Service Technology</i>	2 units	65,000.00	30 CD
	<b>REFRIGERATOR, 7.5 cu.ft., 2-doors, no frost</b>			
16	End-user: <i>GAD</i>	1 unit	30,000.00	30 CD
	<b>FAN</b>			
17	Industrial Fan - End-user: <i>CCSIT</i>	5 units	40,000.00	30 CD
18	Ceiling Fan - End-user: <i>College of Technology</i>	8 units	24,000.00	30 CD
19	Ceiling Fan - End-user: <i>Teacher Education</i>	4 units	16,000.00	30 CD
20	Ceiling Fan - End-user: <i>Drafting &amp; Technology</i>	6 units	54,000.00	30 CD
21	Wall Fan - End-user: <i>Teacher Education</i>	6 units	13,200.00	30 CD
22	Stand Fan, stainless, 18 inches	4 units	8,000.00	30 CD

	End-user: <i>Automotive Technology</i>			
23	End-user: <i>Food Prep. &amp; Service Technology</i>	2 units	4,500.00	30 CD
24	End-user: <i>DFOST</i>	3 units	4,500.00	30 CD
25	<b>AIR COOLER</b> – End-user: <i>Science/Research Lab.</i>	2 units	10,000.00	30 CD
	<b>WATER DISPENSER</b>			
26	End-user: <i>(2)CHTM &amp; (1)Civil Engineering</i>	3 units	30,000.00	30 CD
27	End-user: <i>DFOST</i>	1unit	10,000.00	30 CD
28	End-user: <i>(1) Sports &amp; (2) College of Technology</i>	3 units	18,540.00	30 CD
29	<b>SOLAR PANEL SYSTEM</b> (End-user: <i>AREC</i> )	5 units	150,000.00	30 CD
30	<b>800w POWER STATION</b> (End-user: <i>AREC</i> )	3 units	45,000.00	30 CD
31	<b>THERMOELECTRIC</b> (End-user: <i>AREC</i> )	10 units	20,000.00	30 CD
	- Nothing follows -			
	<b>TOTAL</b>		<b>1,702,598.00</b>	

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date





Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words *“or at least equivalent.”* References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.


# Technical Specifications

Item	Specification	Statement of Compliance
	<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <b>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.</b> A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>	
1	<p><b>AIR CONDITIONING UNIT (1 unit)</b>  <b>End-user: Research and Innovation</b>            Technical Specifications:  <b>2.0 HP</b>, Inverter Wall mounted air conditioner with standard installation;            Cooling Capacity: 12,500 – 17,500 KJ/h;            Total Pipe line 20 ft            Warranty: 1-year parts and service  <b>Note:</b> Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit</p>	
2	<p><b>AIR CONDITIONING UNIT (1 unit)</b>  <b>End-user: Research and Innovation</b>            Technical Specifications:  <b>1.5 HP</b>, Inverter Wall mounted air conditioner with standard installation;            Cooling Capacity: 25,320 KJ/h;            Warranty: 1-year parts and service  <b>Note:</b> Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit</p>	
3	<p><b>AIR CONDITIONING UNIT (1 unit)</b>  <b>End-user: Research and Innovation</b>            Technical Specifications:  <b>4.5 TR</b>, Inverter Floor mounted air conditioner with standard installation;            Cooling Capacity: 63,320 KJ/h;            Total Pipe Line: 40 ft            Voltage Range: 208 – 230            Single (1) phase            Warranty: 1-year parts and service  <b>Note:</b> Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit</p>	
4	<p><b>AIR CONDITIONING UNIT (1 unit)</b>  <b>End-user: Extension Services</b>            Technical Specifications:  <b>2.0 HP</b>, Inverter Wall mounted air conditioner with standard installation;</p>	

	<p>Cooling Capacity: 12,500 – 17,500 KJ/h;  Total Pipe line 25 ft  Warranty: 1-year parts and service  <b>Note:</b> <i>Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit</i></p>	
5	<p><b>AIR CONDITIONING UNIT (2 units)</b>  <b>End-user: Extension Services</b>  Technical Specifications:  <b>1.0 HP</b>, Inverter Wall mounted air conditioner with standard installation;  Cooling Capacity: 10,000 – 10,520 KJ/h;  Total Pipe line 50 ft  Warranty: 1-year parts and service  <b>Note:</b> <i>Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit</i></p>	
6	<p><b>AIR CONDITIONING UNIT (2 units)</b>  <b>End-user: Drafting Technology (CAD laboratories)</b>  Technical Specifications:  <b>2 HP</b>, Inverter, window-type  Warranty: 1-year parts and service  <b>Note:</b> <i>Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit</i></p>	
7	<p><b>AIR CONDITIONING UNIT (1 unit)</b>  <b>End-user: HV/ACR Technology</b>  Technical Specifications:  <b>1.0 HP</b>, Inverter Window-type air conditioner  220 V, R410a  (for instruction)  Warranty: 1-year parts and service  <b>Note:</b> <i>Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit</i></p>	

<p>8</p>	<p><b>AIR-CONDITIONING UNIT (2 units)</b>  <b>End-user: CCSIT</b>                  Technical Specifications:  <b>Floor Mounted Inverter</b></p> <table border="1"> <thead> <tr> <th></th> <th>Indoor Outdoor</th> <th>KV 36FM-ARF21C KV 36ODU-ARF21C 3.0TR</th> <th>KV 60FM-ARF21C KV 60ODU-CRF21C 5.0TR</th> </tr> </thead> <tbody> <tr> <td>Cooling</td> <td>BTU/h</td> <td>38,000</td> <td>60,000</td> </tr> <tr> <td></td> <td>kJ/hr</td> <td>40,090</td> <td>63,300</td> </tr> <tr> <td>Power Consumption</td> <td>W</td> <td>3,100</td> <td>5,370</td> </tr> <tr> <td>Rated Current</td> <td>A</td> <td>16.2</td> <td>15.5</td> </tr> <tr> <td>EER</td> <td>BTU/h-W</td> <td>12.3</td> <td>11</td> </tr> <tr> <td></td> <td>kJ/hr-W</td> <td>12.9</td> <td>11.80</td> </tr> <tr> <td>Indoor Noise Level (Low)</td> <td>dB(A)</td> <td>48</td> <td>49.2</td> </tr> <tr> <td>Indoor Air Flow (High)</td> <td>m<sup>3</sup>/h</td> <td>1,734</td> <td>2,200</td> </tr> <tr> <td>Maximum Pipe Length</td> <td>m</td> <td>30</td> <td>50</td> </tr> <tr> <td>Maximum Difference in Level</td> <td>m</td> <td>20</td> <td>30</td> </tr> <tr> <td>Tubing Connection Diameter (Liq/Gas)</td> <td>mm</td> <td>9.5 / 15.9</td> <td>9.52 / 19</td> </tr> <tr> <td>Power Supply</td> <td>V/Hz/Ph</td> <td>220-240/60/1</td> <td>220-240/60/3</td> </tr> <tr> <td>Refrigerant</td> <td></td> <td>R410A</td> <td>R410A</td> </tr> <tr> <td>Compressor</td> <td></td> <td>Rotary</td> <td>Twin-Rotary</td> </tr> <tr> <td>UNIT DIMENSION</td> <td>mm</td> <td></td> <td></td> </tr> <tr> <td>Indoor Unit</td> <td>WxDxH</td> <td>550 x 350 x 1,800</td> <td>610 x 390 x 1,925</td> </tr> <tr> <td>Outdoor Unit</td> <td>WxDxH</td> <td>1,030 x 420 x 810</td> <td>952 x 415 x 1,333</td> </tr> <tr> <td>CARTON DIMENSION</td> <td>mm</td> <td></td> <td></td> </tr> <tr> <td>Indoor Unit</td> <td>WxDxH</td> <td>1,910 x 685 x 540</td> <td>2,050 x 745 x 545</td> </tr> <tr> <td>Outdoor Unit</td> <td>WxDxH</td> <td>1,090 x 500 x 875</td> <td>1,095 x 495 x 1,480</td> </tr> <tr> <td>WEIGHT</td> <td>Kg</td> <td></td> <td></td> </tr> <tr> <td>Indoor Unit</td> <td>Net/Shipping</td> <td>50/67</td> <td>59/77</td> </tr> <tr> <td>Outdoor Unit</td> <td>Net/Shipping</td> <td>69/75</td> <td>104/116</td> </tr> </tbody> </table> <p><b>Note:</b> Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit.</p>		Indoor Outdoor	KV 36FM-ARF21C KV 36ODU-ARF21C 3.0TR	KV 60FM-ARF21C KV 60ODU-CRF21C 5.0TR	Cooling	BTU/h	38,000	60,000		kJ/hr	40,090	63,300	Power Consumption	W	3,100	5,370	Rated Current	A	16.2	15.5	EER	BTU/h-W	12.3	11		kJ/hr-W	12.9	11.80	Indoor Noise Level (Low)	dB(A)	48	49.2	Indoor Air Flow (High)	m <sup>3</sup> /h	1,734	2,200	Maximum Pipe Length	m	30	50	Maximum Difference in Level	m	20	30	Tubing Connection Diameter (Liq/Gas)	mm	9.5 / 15.9	9.52 / 19	Power Supply	V/Hz/Ph	220-240/60/1	220-240/60/3	Refrigerant		R410A	R410A	Compressor		Rotary	Twin-Rotary	UNIT DIMENSION	mm			Indoor Unit	WxDxH	550 x 350 x 1,800	610 x 390 x 1,925	Outdoor Unit	WxDxH	1,030 x 420 x 810	952 x 415 x 1,333	CARTON DIMENSION	mm			Indoor Unit	WxDxH	1,910 x 685 x 540	2,050 x 745 x 545	Outdoor Unit	WxDxH	1,090 x 500 x 875	1,095 x 495 x 1,480	WEIGHT	Kg			Indoor Unit	Net/Shipping	50/67	59/77	Outdoor Unit	Net/Shipping	69/75	104/116	
	Indoor Outdoor	KV 36FM-ARF21C KV 36ODU-ARF21C 3.0TR	KV 60FM-ARF21C KV 60ODU-CRF21C 5.0TR																																																																																															
Cooling	BTU/h	38,000	60,000																																																																																															
	kJ/hr	40,090	63,300																																																																																															
Power Consumption	W	3,100	5,370																																																																																															
Rated Current	A	16.2	15.5																																																																																															
EER	BTU/h-W	12.3	11																																																																																															
	kJ/hr-W	12.9	11.80																																																																																															
Indoor Noise Level (Low)	dB(A)	48	49.2																																																																																															
Indoor Air Flow (High)	m <sup>3</sup> /h	1,734	2,200																																																																																															
Maximum Pipe Length	m	30	50																																																																																															
Maximum Difference in Level	m	20	30																																																																																															
Tubing Connection Diameter (Liq/Gas)	mm	9.5 / 15.9	9.52 / 19																																																																																															
Power Supply	V/Hz/Ph	220-240/60/1	220-240/60/3																																																																																															
Refrigerant		R410A	R410A																																																																																															
Compressor		Rotary	Twin-Rotary																																																																																															
UNIT DIMENSION	mm																																																																																																	
Indoor Unit	WxDxH	550 x 350 x 1,800	610 x 390 x 1,925																																																																																															
Outdoor Unit	WxDxH	1,030 x 420 x 810	952 x 415 x 1,333																																																																																															
CARTON DIMENSION	mm																																																																																																	
Indoor Unit	WxDxH	1,910 x 685 x 540	2,050 x 745 x 545																																																																																															
Outdoor Unit	WxDxH	1,090 x 500 x 875	1,095 x 495 x 1,480																																																																																															
WEIGHT	Kg																																																																																																	
Indoor Unit	Net/Shipping	50/67	59/77																																																																																															
Outdoor Unit	Net/Shipping	69/75	104/116																																																																																															
<p>9</p>	<p><b>AIR-CONDITIONING UNIT (1 unit)</b>  <b>End-user: Civil Engineering</b>                  Technical Specifications:                  1 unit <b>3 TR</b> floor mounted inverter air conditioner with standing installation                  Cooling Capacity 36,000 BTU                  Total excess pipe length 30 ft.                  Volt- 208-230                  Warranty: 1-year parts &amp; service  <b>Note:</b> Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit.</p>																																																																																																	
<p>10</p>	<p><b>AIR-CONDITIONING UNIT (1 unit)</b>  <b>End-user: CHTM</b>                  Technical Specifications:                  1 unit <b>0.75 HP</b> Wall Mounted inverter Air conditioner with standard installation                  Warranty: 1-year parts &amp; Service  <b>Note:</b> Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit.</p>																																																																																																	
<p>11</p>	<p><b>AIR-CONDITIONING UNIT (1 unit)</b>  <b>End-user: Sports</b>                  Technical Specifications:                  1 unit <b>0.75 HP</b> Wall mounted inverter air conditioner w/ standard installation                  Cooling Capacity 4,700 BTU                  Total Excess pipe length 20 FT.                  Volts: 208-230                  Warranty: 1-year parts &amp; service</p>																																																																																																	

	<b>Note:</b> Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit.	
12	<p><b>AIR-CONDITIONING UNIT (1 unit)</b>  <b>End-user: GAD</b>            Technical Specifications:            1 Unit <b>2.5 HP</b> Wall Mounted Inverter Air Conditioner with Standard Installation            Cooling Capacity: 24,000 BTU or Higher            Warranty: 1year parts &amp; Service  <b>Note:</b> Very important. Bidders should conduct site survey for the actual way of piping lay out from indoor to outdoor unit</p>	
13	<p><b>AIR-CONDITIONING UNIT (1 unit)</b>  <b>End-user: Science/Research Laboratory</b>            Technical Specifications:  <ul style="list-style-type: none"> <li>• 2HP Split type, Wall mounted, inverter</li> </ul>           Warranty: 1-year parts and service  <b>Note:</b> Bidders should conduct site survey for the actual way of piping layout from indoor to outdoor unit</p>	
14	<p><b>UPRIGHT FREEZER (1 unit)</b>  <b>End-user: Food Prep. &amp; Service Technology</b>            Technical Specifications:  <ul style="list-style-type: none"> <li>• 10.8 cubic feet capacity</li> <li>• Upright freezer</li> <li>• Direct cool inverter</li> <li>• L: 75.1 cm, W: 59.6 cm, H: 170.5 cm</li> <li>• Net weight: 54 kg</li> <li>• Gross weight: 60 kg</li> <li>• Manual frost system</li> <li>• Wattage: 115W</li> <li>• Inverter compressor</li> </ul> </p>	
15	<p><b>REFRIGERATOR (2 units)</b>  <b>End-user: Food Prep. &amp; Service Technology</b>            Technical Specifications:            10 cu.ft, inverter, 2 doors, no frost</p>	
16	<p><b>REFRIGERATOR (1 unit)</b>  <b>End-user: GAD</b>            Technical Specifications:</p>	

	<ul style="list-style-type: none"> <li>▪ 7.5 cu. Ft. 2 door top mounted freezer Direct Inverter</li> <li>▪ Refrigerator Features             <ul style="list-style-type: none"> <li>Door in Door</li> </ul> </li> <li>▪ Refrigerator Type             <ul style="list-style-type: none"> <li>French door</li> </ul> </li> <li>▪ Total Capacity             <ul style="list-style-type: none"> <li>214</li> </ul> </li> <li>▪ Inverter Motor             <ul style="list-style-type: none"> <li>inverter</li> </ul> </li> <li>▪ Cooling System Type             <ul style="list-style-type: none"> <li>No Frost</li> </ul> </li> <li>▪ Energy efficiency (no of ticks)             <ul style="list-style-type: none"> <li>4 ticks</li> </ul> </li> <li>• Powerful Compressor</li> <li>• Spacious Storage</li> <li>• Bigger Freezer and Fridge Storage</li> <li>• Modern Flat Door Design</li> <li>• Slim and Sleek River Flow Handle Design</li> <li>• Built-in Deodorizer (Inside the Temperature Control Box)</li> <li>• Adjustable Slide-out Wire Shelves</li> <li>• LED Lighting</li> </ul>	
<p>17</p>	<p><b>Industrial Fan (5 units)</b>  <b>End-user: CCSIT</b>            Technical Specifications:            Heavy duty type            3-speed powerful airflow over 6000 m<sup>3</sup>/h            3 Sides cooling pad            40 Liters water tank capacity            Continuous water supply inlet            Auto shut-off water pump with low water alarm            1-8 Hours timer            Remote controller            Automatic vertical louver            Floor standing with caster wheels            Power: 350 watts for 55m<sup>2</sup>area            Dimension: (L)81.28cm x (W)43.18cm x (H)173.99cm</p>	
<p>18</p>	<p><b>Ceiling Fan (8 units)</b>  <b>End-user: College of Technology</b>            Technical Specifications:            16-inch Banana type plastic blade            4-speed remote switch            With Thermal fuse protection            65 watts            Gross weight (kg) 3.7            Net weight (kg) 2.8</p>	
<p>19</p>	<p><b>Ceiling Fan (4 units)</b>  <b>End-user: Teacher Education</b>            Technical Specifications:            18-inch blade            360° oscillating fan            Thermal fuse protected motor            515*515*390mm</p>	
<p>20</p>	<p><b>Ceiling Fan (6 units)</b>  <b>End-user: Drafting Technology</b>            Technical Specifications:            15000m<sup>3</sup> / h, 240 V ac</p>	

21	<p><b>Wall Fan (6 units)</b>  <b>End-user: Teacher Education</b>          Technical Specifications:          18" metal blade wall fan          High performance motor          3-speed rotary switch with pull string          Tilting head with oscillation          With thermal fuse protection</p>	
22	<p><b>Stand Fan (4 units)</b>  <b>End-user: Automotive Technology</b>          Technical Specifications:          18 inches, stainless</p>	
23	<p><b>Stand Fan (2 units)</b>  <b>End-user: Food Prep. &amp; Service Technology</b></p> <ul style="list-style-type: none"> <li>• 18 inch. blade</li> <li>• Durable AS blade</li> <li>• 3 speed control system</li> <li>• Oscillation control</li> <li>• Wattage : 80W</li> </ul>	
24	<p><b>Stand Fan (3 units)</b>  <b>End-user: DFOST</b>          Technical Specifications:</p> <ul style="list-style-type: none"> <li>• 18 inch. blade</li> <li>• Durable AS blade</li> <li>• 3 speed control system</li> <li>• Oscillation control</li> <li>• Wattage : 80W</li> </ul>	
25	<p><b>AIR COOLER (2 units)</b>  <b>End-user: Science/Research Laboratory</b>          Technical Specifications:          7.5-liter water tank capacity          Honeycomb filter with remote controller          With ionizer 24-hour timers modes          wind speed: 10.5 m/s</p>	
26	<p><b>Water Dispenser (4 units)</b>  <b>End-user: (2) CHTM, (1) Civil Engineering, (1) DFOST</b>          Technical Specifications:          Bottom loading hot, cool and cold-water dispenser          Elegant, modern and stylish design          Triple faucet          With safety lock for hot water button          With LED indicator for cooling, heating and empty bottle 85          watts cooling power down to 10°C          500 watts heating power up to 90°C          2.0 liters per hour cooling capacity          5.0 liters per hour heating capacity          Dimension (cm):(L)31x(W)33x(H)103.5ad water dispenser</p>	

27	<p><b>Water Dispenser (1 unit)</b>  <b>End-user: DFOST</b>          Technical Specifications:          Bottom loading hot, cool and cold-water dispenser          Elegant, modern and stylish design          Triple faucet          With safety lock for hot water button          With LED indicator for cooling, heating and empty bottle 85 watts cooling power down to 10°C          500 watts heating power up to 90°C          2.0 liters per hour cooling capacity          5.0 liters per hour heating capacity          Dimension (cm):(L)31x(W)33x(H)103.5ad water dispenser</p>	
28	<p><b>Water Dispenser (3 units)</b>  <b>End-user: (2) College of Technology and (1) Sports</b>          Technical Specifications:          Free standing water dispenser          Hot and cold          Compressor type cooling          With mini storage cabinet          420W   (L-12" W-12" H-34.5")</p>	
29	<p><b>Solar Panel System 300w</b>  <b>End-user: AREC</b>          Technical Specification:          *Cell Type Mono-crystalline          *Cell Arrangement 120 [2 X (10 X 6)]          *Dimensions 1765 X 1048 X 35 mm (69.5 X 41.3 X 1.38 in)          *Weight 20.5 kg (45.2 lbs)          *Front Cover 3.2 mm tempered glass with anti-reflective coating          *Frame Anodized aluminum alloy          *J-Box IP68, 3 bypass diodes          *Cable 4.0 mm<sup>2</sup> (IEC), 12 AWG (UL)          *Cable Length (Including Connector) Portrait: 500 mm (19.7 in) (+) / 350 mm (13.8 in) (-) (supply additional cable jumper: 2 lines/pallet) ; landscape: 1250 mm (49.2 in)*          *Connector T4 series or MC4-EVO2  <b>SUPER HIGH POWER MONO PERC MODULE</b>  <b>350 W ~ 375 W</b>  <b>CS3L-350 355 360 365 370 375MS</b></p>	



	<p><b>ELECTRICAL DATA   STC*</b></p> <p>CS3L 350MS 355MS 360MS 365MS 370MS 375MS</p> <p>Nominal Max. Power (Pmax) 350 W 355 W 360 W 365 W 370 W 375 W</p> <p>Opt. Operating Voltage (Vmp) 33.3 V 33.5 V 33.7 V 33.9 V 34.1 V 34.3 V</p> <p>Opt. Operating Current (Imp) 10.52 A 10.61 A 10.69 A 10.78 A 10.86 A 10.94 A</p> <p>Open Circuit Voltage (Voc) 40.0 V 40.2 V 40.4 V 40.6 V 40.8 V 41.0 V</p> <p>Short Circuit Current (Isc) 11.28 A 11.33 A 11.40 A 11.47 A 11.54 A 11.61 A</p> <p>Module Efficiency 18.9% 19.2% 19.5% 19.7% 20.0% 20.3%</p> <p>Operating Temperature -40°C ~ +85°C</p> <p>Max. System Voltage 1500V (IEC/UL) or 1000V (IEC/UL)</p> <p>Module Fire Performance TYPE 1 (UL 1703) or CLASS C (IEC 61730)</p> <p>Max. Series Fuse Rating 20 A</p> <p>Application Classification Class A</p> <p>Power Tolerance 0 ~ + 10 W</p> <p><small>* Under Standard Test Conditions (STC) of irradiance of 1000 W/m<sup>2</sup>, spectrum AM 1.5 and cell temperature of 25°C.</small></p>	<p><b>MECHANICAL DATA</b></p> <table border="1"> <thead> <tr> <th>Specification</th> <th>Data</th> </tr> </thead> <tbody> <tr> <td>Cell Type</td> <td>Mono-crystalline</td> </tr> <tr> <td>Cell Arrangement</td> <td>120 [2 X (10 X 6)]</td> </tr> <tr> <td>Dimensions</td> <td>1765 X 1048 X 40 mm (69.5 X 41.3 X 1.57 in)</td> </tr> <tr> <td>Weight</td> <td>21.1 kg (46.5 lbs)</td> </tr> <tr> <td>Front Cover</td> <td>3.2 mm tempered glass</td> </tr> <tr> <td>Frame</td> <td>Anodized aluminium alloy</td> </tr> <tr> <td>J-Box</td> <td>IP68, 3 bypass diodes</td> </tr> <tr> <td>Cable</td> <td>4.0 mm<sup>2</sup> (IEC), 12 AWG (UL)</td> </tr> <tr> <td>Cable Length (Including Connector)</td> <td>Portrait: 500 mm (19.7 in) (+) / 350 mm (13.8 in) (-); landscape: 1250 mm (49.2 in)*</td> </tr> <tr> <td>Connector</td> <td>T4 series or H4 UTX or MC4-EVO2</td> </tr> <tr> <td>Per Pallet</td> <td>27 pieces</td> </tr> <tr> <td>Per Container (40' HQ)</td> <td>702 pieces</td> </tr> </tbody> </table> <p><small>* For detailed information, please contact your local Canadian Solar sales and technical representatives.</small></p>	Specification	Data	Cell Type	Mono-crystalline	Cell Arrangement	120 [2 X (10 X 6)]	Dimensions	1765 X 1048 X 40 mm (69.5 X 41.3 X 1.57 in)	Weight	21.1 kg (46.5 lbs)	Front Cover	3.2 mm tempered glass	Frame	Anodized aluminium alloy	J-Box	IP68, 3 bypass diodes	Cable	4.0 mm <sup>2</sup> (IEC), 12 AWG (UL)	Cable Length (Including Connector)	Portrait: 500 mm (19.7 in) (+) / 350 mm (13.8 in) (-); landscape: 1250 mm (49.2 in)*	Connector	T4 series or H4 UTX or MC4-EVO2	Per Pallet	27 pieces	Per Container (40' HQ)	702 pieces	
Specification	Data																												
Cell Type	Mono-crystalline																												
Cell Arrangement	120 [2 X (10 X 6)]																												
Dimensions	1765 X 1048 X 40 mm (69.5 X 41.3 X 1.57 in)																												
Weight	21.1 kg (46.5 lbs)																												
Front Cover	3.2 mm tempered glass																												
Frame	Anodized aluminium alloy																												
J-Box	IP68, 3 bypass diodes																												
Cable	4.0 mm <sup>2</sup> (IEC), 12 AWG (UL)																												
Cable Length (Including Connector)	Portrait: 500 mm (19.7 in) (+) / 350 mm (13.8 in) (-); landscape: 1250 mm (49.2 in)*																												
Connector	T4 series or H4 UTX or MC4-EVO2																												
Per Pallet	27 pieces																												
Per Container (40' HQ)	702 pieces																												
<p>30</p>	<p><b>800W Power Station</b></p> <p><b>End-user: AREC</b></p> <p><b>Technical Specifications:</b></p> <ul style="list-style-type: none"> <li>✓ Rated Input: 800W Power Inverter</li> <li>✓ Battery Type: Lead-Acid</li> <li>✓ Battery Capacity: 40,000mAh</li> <li>✓ Output 1: 12v DC Sockets</li> <li>✓ Output 2: 220V AC Outlet</li> <li>✓ Output 3: 5V 2.1A USB Sockets</li> <li>✓ Start/ Peak Current: 600/1200A</li> <li>✓ Operating Temperature: 0-60°C</li> </ul> <p><b>FEATURES:</b></p> <ul style="list-style-type: none"> <li>✓ 800W Rated input power, recharges gadgets and other USB gadgets.</li> <li>✓ Silent Zero emission rechargeable lead-acid battery.</li> <li>✓ Perfect for camping, power outages, emergency back-up, driving and home use.</li> <li>✓ Plug or solar panel charging.</li> <li>✓ Built-in LED display.</li> <li>✓ Various power ports (USB, 220V AC &amp; 12V Dc)</li> <li>✓ Overload, Short circuit, over-current over/under voltage and over heat protection.</li> <li>✓ Vehicular jump starter.</li> <li>✓ Rubberized handle</li> <li>✓ Pure sine wave</li> </ul> <p><b>ACCESSORIES INCLUDED:</b></p> <ul style="list-style-type: none"> <li>✓ 12V DC Adaptor</li> <li>✓ 2000MA AC Adaptor</li> <li>✓ Jumpstart Clamps</li> </ul>	<p><b>ELECTRICAL DATA   NMOT*</b></p> <p>CS3L 350MS 355MS 360MS 365MS 370MS 375MS</p> <p>Nominal Max. Power (Pmax) 261 W 265 W 269 W 272 W 276 W 280 W</p> <p>Opt. Operating Voltage (Vmp) 31.0 V 31.2 V 31.4 V 31.6 V 31.8 V 32.0 V</p> <p>Opt. Operating Current (Imp) 8.41 A 8.48 A 8.55 A 8.62 A 8.68 A 8.75 A</p> <p>Open Circuit Voltage (Voc) 37.6 V 37.8 V 38.0 V 38.2 V 38.4 V 38.6 V</p> <p>Short Circuit Current (Isc) 9.10 A 9.14 A 9.20 A 9.25 A 9.31 A 9.37 A</p> <p><small>* Under Nominal Module Operating Temperature (NMOT), irradiance of 800 W/m<sup>2</sup>, spectrum AM 1.5, ambient temperature 20°C, wind speed 1 m/s.</small></p>	<p><b>TEMPERATURE CHARACTERISTICS</b></p> <table border="1"> <thead> <tr> <th>Specification</th> <th>Data</th> </tr> </thead> <tbody> <tr> <td>Temperature Coefficient (Pmax)</td> <td>-0.35 % / °C</td> </tr> <tr> <td>Temperature Coefficient (Voc)</td> <td>-0.27 % / °C</td> </tr> <tr> <td>Temperature Coefficient (Isc)</td> <td>0.05 % / °C</td> </tr> <tr> <td>Nominal Module Operating Temperature</td> <td>42 ± 3°C</td> </tr> </tbody> </table>	Specification	Data	Temperature Coefficient (Pmax)	-0.35 % / °C	Temperature Coefficient (Voc)	-0.27 % / °C	Temperature Coefficient (Isc)	0.05 % / °C	Nominal Module Operating Temperature	42 ± 3°C																
Specification	Data																												
Temperature Coefficient (Pmax)	-0.35 % / °C																												
Temperature Coefficient (Voc)	-0.27 % / °C																												
Temperature Coefficient (Isc)	0.05 % / °C																												
Nominal Module Operating Temperature	42 ± 3°C																												

31

**Thermoelectric  
End-user: AREC**

**Specifications**

Attribute	Value
Maximum Cooling Capacity	55W
Maximum Temperature Difference	+345.15K
Maximum Current	6A
Maximum Voltage	15.4V
Active Area	40 x 40 x 40mm
Active Area Length	40mm
Active Area Thickness	3.9mm
Active Area Width	40mm



I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date

## *Section VIII. Required Bid Form*

## APPENDIX "1"

## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

### BID FORM

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

**To: Southern Leyte State University Main Campus  
Sogod, Southern Leyte**

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

If our Bid is accepted, we undertake:

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

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

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

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


(if none, state "None" ) ]

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

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

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

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

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

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

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

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

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

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

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

**For Goods Offered from Within the Philippines**

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

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

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

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

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

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

# *Price Schedule for Goods Offered from Abroad*

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

### *For Goods Offered from Abroad*

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

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

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

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

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

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

## Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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



## Contract Agreement Form for the Procurement of Goods (Revised)

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

5. The parties herein may terminate the whole or any part of this Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.
6. Any dispute, controversy or claim arising out of or relating to the Agreement, or the breach, termination or validity thereof shall be settled by any mode of alternative dispute resolution prior to elevating an action in court.
7. Venue of all actions arising from this Agreement shall be brought exclusively to the jurisdiction of the appropriate Court of Sogod, Southern Leyte.
8. The parties herein recognize their responsibilities under Republic Act No. 10173 (Act), also known as the Data Privacy Act of 2012, with respect to the data they collect, record, organize, update, use, consolidate, and destruct by virtue of this Agreement.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

#### **Acknowledgment**

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

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

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## 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.

#### 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).



# SOUTHERN LEYTE STATE UNIVERSITY

## MAIN CAMPUS

San Roque, Sogod, Southern Leyte

Contact No.: 0998-868-5334

Email: [president@southernleytestateu.edu.ph](mailto:president@southernleytestateu.edu.ph)

Website: [www.southernleytestateu.edu.ph](http://www.southernleytestateu.edu.ph)

Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

## Vision

By 2040, Southern Leyte State University is a leading higher education institution that advances knowledge and will be known for innovation and compassion for humanity, creating an inclusive society and a sustainable world.

## Mission

We commit to be a smart and green University that advances education, technological and professional instruction, research and innovation, community engagement services and progressive leadership in arts, sciences and technology that are relevant to the needs of the global communities. We produce graduates and life-long learners equipped with knowledge that enhances lives and invigorates economic development.

## Our Core Values

**Excellence** - In the spirit of cooperation and collaboration, we strive to deliver the highest quality and value possible through simple, easy and relevant solutions. As we deliver excellence, we give ourselves in a way that exceeds our own expectations.

**Service** - We do whatever it takes to delight our stakeholders, contribute to the welfare of others, put others above ourselves, and make intentional decisions and actions to benefit others. We believe that public service is public trust.

**Leadership and Good Governance** - Acknowledging that there is unity in diversity, we strive to exude our influence by being proactive and resilient to achieve success and enabling the success of others. We desire everyone to be empowered to own their work and we minimize unnecessary steps.

**Innovation** - We generate solutions for our stakeholders' delight and raise the bar -- both within our workplace and throughout the academic community through innovation. We never give up finding creative ways and emerging answers to solve tough problems.

**Social Responsibility** - We act with honesty, integrity, and thoughtfulness. We believe in the power of the communities we create and serve, our academic family and in giving back to the communities we live in.

**Integrity** - As we create trust as an academic community, we choose to infuse in our every action with honesty, fairness, and respect for customers and colleagues alike. We strive to do the right thing always, act truthfully and honorably. We do it all even when no one is watching.

**Professionalism** - We project professionalism in our attire, behavior, attitude, and communication. In the workplace, we observe timeliness, organization, and dedication as we desire to excel in our career.

**Spirituality** - We lay hold of the truths about our absolute God -- the source of all moral authority, the creator and ruler of the universe, and supreme being. We acknowledge His order of creation, spiritual and delegated authorities, and our identity and personal relationship with Him. Our spirituality in the workplace keeps us aligned and solid with where we are going, what we are doing, and who we are as an academic family and as public servants.



