



Republic of the Philippines
Benguet State University
La Trinidad, 2601, Benguet Province
Tel/Fax No. (074) 661-1839

Bids and Awards Committee

INVITATION TO SUBMIT QUOTATION

The Benguet State University (BSU), through the Bids and Awards Committee (BAC), will undertake a Negotiated Procurement- Two Failed Biddings for the Project:

Request for Quotation (RFQ) Number	Project	Approved Budget	Source of Fund
2023-01	Procurement of Various Common Office Supplies and Paper Materials – for Early Procurement	Php 395,396.03	2023-NEP
2023-02	Procurement of Various Information Technology (IT) Semi-expendable Equipment – for Early Procurement	Php 1,980,895.81	2023-NEP
2023-03	Procurement of Various Agricultural Supplies – for Early Procurement	Php 752,520.00	2023-NEP

REQUIREMENTS:

ENVELOPE A

A. LEGAL DOCUMENTS

1. Valid PhilGeps Registration - Platinum Membership
2. Notarized Omnibus Sworn Statement

B. FINANCIAL DOCUMENTS

3. Latest Business and Income Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and
4. Computation of Net Financial Contracting Capacity (NFCC); or Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation

ENVELOPE B

1. Request for Quotations- Indicate brand & model of the offer
2. Detailed Descriptions/ Brochures of the items- Optional (Highly encourage)
3. Other supporting documents (e.g. accreditations, exclusive distributorship and others)

SCHEDULE:

A. Issuance of Request of Quotation:

Interested bidders can get a copy of the Quotation documents starting **December 21, 2022** during office hours at the Procurement Management Office (PMO), 1st Floor, Administration Building, Benguet State University, La Trinidad, Benguet or maybe downloaded from the PhilGeps.gov.ph.

B. Deadline for Submission and Opening of Quotations

Submission of Quotations along with eligibility and technical documents is on before **December 27, 2022 at 2:00 PM** at the Procurement Management Office (PMO), 1st Floor, Administration Building, Benguet State University, La Trinidad, Benguet. Submission may be submitted manually, or through email at

procurement@bsu.edu.ph.

The **Opening of Quotations** will be on **December 27, 2022, 2:01 PM** at the Benguet State University (BSU), Administration and Finance Conference Room, 2nd Floor, Administration Building, Benguet State University, La Trinidad, Benguet.

TERMS AND CONDITIONS:

- a) Bidders shall provide correct and accurate information required in the Price Quotation Form;
- b) Price Quotation must be valid for a period of thirty (30) calendar days from the date of submission;
- c) Award of contract shall be made to the quotation which complies with the technical specification/ requirement and other terms and conditions stated in the price quotation form;
- d) Quotations exceeding the Approved Budget for the Contract shall be rejected;
- e) The items shall be delivered within ~~thirty~~ (30) days from receipt of purchase order.
- f) Liquidated damages equivalent to one tenth of one percent (1/10 of 1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. BSU shall rescind the contract once the cumulative amount of the contract exceeded ten percent (10%) of the total contract price, without prejudice to other courses of action and remedies open to it.

For further information or clarification, please refer to:

The BAC Secretariat

Benguet State University-La Trinidad Campus

Tel. No. (074) 661-1839

Email: procurement@bsu.edu.ph

REYNANTE B. BASCO

Chairperson

Bids and Awards Committee (Goods)

By:



BRYAN C. BANGNAN

Vice Chairperson

Bids and Awards Committee (Goods)