



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 Bidding for the Project:

<b>Request for Quotation (RFQ) Number</b>	<b>Project</b>	<b>Approved Budget</b>	<b>Source of Fund</b>
2023- 1092	Procurement of Semi-Expendable Equipment (16 Units Floor Polisher)	780, 784.00	2023 GAA

### **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 September 21, 2023 during office hours at the Procurement Management Office (PMO), 1<sup>st</sup> 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 **September 28, 2023 at 2:00 PM** at the Procurement Management Office (PMO), 1<sup>st</sup> Floor, Administration Building, Benguet State University, La Trinidad, Benguet. Submission may be submitted manually, or through email at [procurement@bsu.edu.ph](mailto:procurement@bsu.edu.ph).

The **Opening of Quotations** will be on **September 28, 2023, 2:01 PM** at the Benguet State University (BSU), Rogelio Dula Colting (RDC) Hall, 2<sup>nd</sup> 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-five (35) 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](mailto:procurement@bsu.edu.ph)

**REYNANTE B. BASCO**

Chairperson

Bids and Awards Committee (Goods)

By:

  
**BRYAN C. BANGNAN**  
Vice Chairperson  
Bids and Awards Committee (Goods)