



Republic of the Philippines
Benguet State University
La Trinidad, 2601 Benguet
Tel/Fax (074) 422-2176; 422-2127 Loc. 11
Bids and Awards Committee (Goods)

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 **Supply of Fuel, Oil, Lubricants and Other Supplies for the Benguet State University La Trinidad Campus Vehicles** with the following details:

Reference Number: 2019 - 1909

Approved Budget for the Contract: Php 3,584,000.00

Contract Duration: January 2020 to December 2020

Source of Fund: 2020 GAA

1. ELIGIBILITY AND TECHNICAL REQUIREMENTS

- a. PhilGEPs Certificate/Registration (Platinum)
- b. Latest Income and Business Tax Returns
- c. Notarized Omnibus Sworn Statement
- d. Technical Specifications (Statement of Compliance)

2. PROCUREMENT ACTIVITIES

a. Issuance of bid documents:

Interested bidders can get a copy of the bid documents starting **December 17, 2019**, 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 or before **December 23, 2019 at 10:00 AM** at the PMO, 1st Floor, Administration Building, La Trinidad, Benguet. Submission may be submitted manually, or through email at procurement@bsu.edu.ph.

The **Opening of Quotations** will be on **December 23, 2019, 10:01 AM** at the BSU Administration Conference Room, 2nd Floor Administration Building, BSU, La Trinidad, Benguet.

3. TERMS AND CONDITIONS

- a) Bidder must have fuel station within La Trinidad, Benguet or Baguio City;
- b) Award of contract shall be made to the quotation, which complies with the minimum description/requirement;
- c) Bidders shall provide correct and accurate information required in the Price Quotation Form;
- d) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the bidder or his/her authorized representative/s.

4. DELIVERY AND PAYMENT SCHEME

The provider/supplier shall allow authorized University personnel to withdraw the kind and quantity of product in the list upon presentation by such personnel of a duly approved withdrawal slip. The supplier/provider shall then bill the University monthly based on prevailing prices and upon such billing, the University shall make payments within thirty (30) days upon its receipt of the bill. An Ordering Agreement will be prepared to cover these transactions.

For further information or any clarification, please refer to:

The BAC Secretariat

Benguet State University-La Trinidad Campus

Tel. No. (074) 661-1839

Email: procurement@bsu.edu.ph

EDITHA D. CARLOS

Chairperson

Bids and Awards Committee (Goods)

By:



ALLAN C. SACPA

Vice Chairperson

Bids and Awards Committee (Goods)