



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:

<b>Request for Quotation (RFQ) Number</b>	<b>Project</b>	<b>Approved Budget</b>	<b>Source of Fund</b>
2023 - 1314	Procurement of Various Office Semi-expendable Equipment and Furniture	Php. 1,099,693.00	GAA-FLR 2022

#### **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 **October 28, 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 **November 8, 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 **November 8, 2023, 2:01 PM** at the Benguet State University (BSU), Administration and Finance Conference Room, 2<sup>nd</sup> Floor, Administration Building, Benguet State University, La Trinidad, Benguet.



### REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: \_\_\_\_\_

QUOTATION NO. 2023-1314

Name of Business : \_\_\_\_\_

DATE: Oct. 27, 2023

Address: \_\_\_\_\_

P.R. NO. : 2023-08-1068; 2023-07-1005; 2023-07-1003; 2023-07-955; 2023-07-956; 2023-07-990; 2023-08-1046

Email address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ABC: **Php. 1,099,693.00**

FUND SOURCE: GAA-FLR 2022

College/Dept./Office: Various Offices

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
			<b>SUB-LOT A. OFFICE SEMI-EXPENDABLE EQUIPMENT</b>			<b>180,026.00</b>		
1	12	units	<b>Queueing Line or Station Post</b> - max. of 2 m span, retractable belt, w/ bsu logo print			<b>25,020.00</b>		
2	16	unit	<b>Paper Cutter/Trimmer</b> - sliding with paper adjuster, paper size indicator: A3/B4/A4/B4/B5/B6/B7 post card and photo (L) sizes, cutting capacity: approx. 12 sheets (70 gsm paper),with extra blades			<b>42,006.00</b>		
3	3	units	<b>Laminating Machine</b> - thermal, hot and cold laminating mode, up to A3 size - 250 microns, maximum laminating thickness: 13", laminating length; 4 heat resisting silicone rollers, steel case, forward and reverse switch, variable temperature control, professional grade motor and heating element			<b>9,000.00</b>		
4	1	unit	<b>Binder</b> - punching capacity: 12 sheets, binding capacity: 450 sheets (A4)/51 mm plastic ring, paper margin 3/4/5 mm; square hole distance: 14.3 mm, square holes: 21 holes			<b>2,000.00</b>		
5	1	unit	<b>Paper Shredder</b> -with touch button, can shred CD/DVD, hard paper, 200 sheet automatic and 10 sheet manual shredding capacities, auto reverse - 32L bin capacity			<b>40,000.00</b>		
6	2	unit	<b>Document Scanner</b> -with the minimum specifications: scanner type: flatbed; duplex capability; maximum scan size: legal; image properties: input color depth: 48 bit; output color depth: 24 bit; enhanced scan resolution: 1200; note: all items indicated make/brand of must have existed in the market with good records in the past 7 years			<b>62,000.00</b>		
			<b>SUB-LOT B. OFFICE FURNITURE</b>			<b>919,667.00</b>		
1	2	set	<b>Sala Set</b> - 1 long (size dimension atleast 58" (L) x 30" (Seat Height) - 2 single chair (size dimension atleast 28" x 30" - foam thickness: 4" , frame: mahogany, color: gray, material: fabric			<b>44,997.00</b>		

2	1	unit	<b>Sofa Bed</b> - 3-4 seaters, material: synthetic leather, color: black, foldable up to 180 degree - dimension atleast: 180 x 95cm			<b>14,000.00</b>		
3	1	set	<b>Dining Set</b> - 1 table, 8 seaters, dimension atleast 70.87" (L) x 39.37" (W) x 29.13" (H), type of wood: mahogany , color: black wood - 8 chairs with backrest, material: black wood, with cushion fabric: grey			<b>23,000.00</b>		
4	34	unit	<b>Office Table</b> - 4 drawers, with lock - dimension atleast: 46" W x 22.4 D x 28.4 H - material: laminated wood - color: cherry			<b>163,000.00</b>		
5	24	units	<b>Foldable table</b> - plastic, rectangular, foldable leg, steel leg, not adjustable leg, dimension atleast: 180 (L) x 76 (W) x 74 (H) cm, light color, plastic material: polyethylene			<b>108,000.00</b>		
6	38	units	<b>Foldable Table</b> - plastic, rectangular, foldable leg, steel leg, dimension atleast: 122 (L) x 60(W) x 74(H) cm, not adjustable leg, light color, plastic material: polyethylene			<b>133,000.00</b>		
7	5	unit	<b>Executive Chair</b> - high back, gas lift, 360 degrees swivel - material: bonded leather, color: black,			<b>30,000.00</b>		
8	7	unit	<b>Office Chair</b> - swivel, metal base, gas lift - material: mesh, color: black			<b>15,670.00</b>		
9	40	pcs	<b>Boltless Steel Rack</b> - adjustable layer, color: white, stainless layer - dimension atleast: 40cm 9W) x 120cm (L) x 200 cm (H)			<b>160,000.00</b>		
10	10	unit	<b>Steel Cabinet</b> - 4 layers drawer, vertical, gauge 21 - color: gray, finish: powder coat, w/ flush handle, central locking sysytem			<b>150,000.00</b>		
11	5	pcs	<b>Whiteboard</b> - board dimension atleast: 4 (L) x 8 (W) ft, with stand and rollers, magnetic, flipable, aluminum frame			<b>36,000.00</b>		
12	60	pcs	<b>Monoblock Chair</b> - without armrest, material: polypropylene plastic, color: granite beige or white - dimension atleast: seat width: 376 mm; seat depth: 365 mm; side leg distance: 372 mm; back legs distance: 203 mm; back rest height: 780 mm; seat back height: 374 mm; seat height: 420mm; minimum gross weight: 2.23 kg			<b>42,000.00</b>		
<b>GRAND TOTAL</b>						<b>1,099,693.00</b>		
<b>XXXXXXXXXXXX</b>								

Counter offers:

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

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

\_\_\_\_\_  
Date and Time of Receipt of RFQ

\* Not a ground for disqualification for failure to indicate but required as a condition for award.

**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 fifteen (15) 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](mailto:procurement@bsu.edu.ph)

*SGD*

**BRYAN C. BANGNAN**

Vice Chairperson

Bids and Awards Committee (Goods)

## Omnibus Sworn Statement

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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;
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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded project

