



**REQUEST FOR QUOTATION (RFQ)**

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

QUOTATION NO. 2024-174

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

DATE: March 8,2024

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

P.R. NO. : 2024-15, 17 & 21

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

ABC: **Php. 688,630.00**

FUND SOURCE: GAA

College/Dept./Office: **Various Office**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
<b>SUB-LOT I. SEMI-EXPENDABLE OFFICE EQUIPMENT and FURNITURE</b>						<b>688,630.00</b>		
1	2	unit	<b>Whiteboard</b> - wall type, size atleast: 48" x 72" with frame - magnetic			10,600.00		
2	1	unit	<b>Whiteboard</b> - aluminum frame, with stand and wheels, reversible, - size atleast: 4 ft. x 5 ft.			7,500.00		
3	2	unit	<b>Paper Shredder</b> -micro-cut, can shred up to 10 pages, can shred CD/DVD, hard paper, auto off and reverse functions, with wheels, bin full and overheat indicator - 25 liters bin capacity			36,000.00		
4	2	units	<b>Paper Shredder</b> - micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire - 30 bin capacity			46,200.00		
5	2	unit	<b>Paper Shredder</b> - micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire - 16L bin capacity			30,000.00		
6	1	unit	<b>Paper Shredder</b> - micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire - 20L bin capacity			10,000.00		
7	1	unit	<b>3 Way Rotary Cutter (straight, perforated, wavy)</b> - sliding rotary blade with extra blade - capable for A3/A4, cutting capacity: approx. 16 sheets			1,500.00		
8	5	unit	<b>Office Chair</b> - 360° swivel, material: PU leather, with attached pillow, leaning backrest up to 153° tilt, max. wt. capacity: 200 kg weight capacity, chair height is max 131 cm that is adjustable up to 10cm, seat width-54cm, adjustable armrest height up to 9cm, base: 350mm, nylon five star, gaslift: 120 mm class, wheels: double color PU, armrest height: 60-77cm, net weight: 20.5kg, gross weight: 24kg			35,000.00		
9	15	unit	<b>Office Chair</b> - ergonomic, 360° self rotation, seat height adjustable,w/ adjsutable headrest, breathable latex cushion - color: black			87,700.00		



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
2024-174	Procurement of Various Semi-expendable Office Equipment	Php. 688,630.00	GAA

**REQUIREMENTS:**

**ENVELOPE A**

**A. LEGAL DOCUMENTS**

- Valid PhilGeps Registration - Platinum Membership (all pages) kindly attached updated permits/licenses;
- Notarized Omnibus Sworn Statement

**B. FINANCIAL DOCUMENTS**

- 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**

- Request for Quotations- Indicate brand & model of the offer (if applicable)
- Detailed Descriptions/ Brochures of the items- Optional (Highly encourage)
- 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 **March 12, 2024** 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](http://PhilGeps.gov.ph).

**B. Deadline for Submission and Opening of Quotations**

Submission of Quotations along with eligibility and technical documents is on before **March 19, 2024 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 **March 21, 2024 at 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.

**TERMS AND CONDITIONS:**

- 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 fifteen (15) 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)

  
**SAMUEL S. POLIDEN**  
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



10	7	unit	<b>Office Chair</b> - ergonomic, Nylon base with PU casters, Tilting mechanism, 360 degrees swivel function, with headrest - color: blue			61,600.00		
11	6	unit	<b>Office Chair</b> - Ergonomic Chair - High Back Comfortable Office Chair with Lumbar Support; Seat height adjustable and lock; 5 360-degree swivel wheels Swivel adjustable and movable, color: red			42,000.00		
12	24		<b>Monoblock Chair</b> - plastic, w/o armrest, color: beige - minimum dimension atleast: seat width: 375 mm; seat depth: 330 mm; front legs distance: 355 mm; side legs distance right: 378 mm; back legs distance: 210 mm; back rest height: 779 mm; seat back height: 405 mm; seat height: 376 mm			14,580.00		
13	20	pcs	<b>Monoblock Chair</b> - w/ armrest and writing board, color: cream - minimum dimension atleast: 710mm; seat height: 380mm, seat depth: 403mm, seat width: 370mm, writing board height: 614mm, writing board depth: 617mm, writing board width: 250mm			33,000.00		
14	50	unit	<b>Monoblock Chair</b> - w/ arm rest, color: beige - minimum dimension atleast: seat height: 380mm; seat depth: 390 mm; seatwidth: 440mm; writing board height: 620 mm; backrest height 775mm			70,000.00		
15	1	unit	<b>Sofa Set with Center Table</b> - 1 long (3-4 seaters, minimum dimension atleast: 1778mm (L) x 686 mm (H) x 737 mm (W) ) - 2 armchairs (1 seater each, dimension atleast: 797 mm (L) x 686 mm (H) x 737 mm (W) ) - color: black, material: leather, mahogany frame - center table: glass, minimum dimension atleast 36"L x 24" W x 15" H)			25,000.00		
16	1	unit	<b>Sofa Set w/ Center Table</b> - 3 pcs chair, 1 big (height: 58" x width: 25"), 2 small (height: 28" x width: 25") - color: gray/black color combination - mahogany frame, pure foam: 4 inches - center table: minimum dimension atleast: 36" x 24" x 15.35", wooden or glass table			15,000.00		
17	3	unit	<b>Centerfold Table</b> - dimension atleast 6 ft., plastic panel, steel frame - color: gray			11,500.00		
18	7	unit	<b>Centerfold Table</b> - dimension atleast 6 ft., plastic panel, steel frame - color: white			30,030.00		
19	1	unit	<b>Foldable Table</b> - dimension atleast 48" x 24", plastic panel, frame steel - color: black			2,500.00		
20	1	unit	<b>Filing Cabinet</b> - 4 drawers, vertical, gauge 21, color: gray - material: pure steel, finish: powder coat with central lock & key			12,000.00		
21	3	unit	<b>Filing Cabinet</b> - 4 drawers, lateral, gauge 21, color: gray - material: pure steel, finish: powder coat with central lock & key			36,000.00		



22	2	unit	<b>Filing Cabinet</b> - 4 layers drawer, vertical, color: gray, finish: powder coat, w/ lock and key, gauge: 21, material: pure steel - dimension atleast: 62 (W) x 46 (D) x 133 (H) cm			<b>21,000.00</b>		
23	3	unit	<b>Steel Filing Cabinet</b> - 4 layers drawer, vertical, glide on hanging imported bearing type channel; With 01- adjustable divider per each drawer Recessed handles with label holder, 01- cylinder lock and 02- pcs. Keys; Color: Wrinkle Brown; Dimension: 52"Height x 18.5" Width x 26" Depth			<b>39,600.00</b>		
24	1	unit	<b>Office Table</b> - dimension atleast length: 5 ft., W: 3 ft., H: 30" - material: commercialized pine wood			<b>10,320.00</b>		
			<b>GRAND TOTAL:</b>			<b>688,630.00</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.