



REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 2024-290

Name of Business : _____

DATE: April 1,2024

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			
SUB-LOT I. WHITEBOARD						18,100.00		
1	2	unit	Whiteboard - wall type, size atleast: 48" x 72" with frame - magnetic			10,600.00		
2	1	unit	Whiteboard - aluminum frame, with stand and wheels, reversible, - size atleast: 4 ft. x 5 ft.			7,500.00		
SUB-LOT II. PAPER SHREDDER AND ROTARY CUTTER						123,700.00		
1	2	unit	Paper Shredder -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		
2	2	units	Paper Shredder - micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire - 30 bin capacity			46200.00		
3	2	unit	Paper Shredder - micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire - 16L bin capacity			30,000.00		
4	1	unit	Paper Shredder - micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire - 20L bin capacity			10,000.00		
5	1	unit	3 Way Rotary Cutter (straight, perforated, wavy) - sliding rotary blade with extra blade - capable for A3/A4, cutting capacity: approx. 16 sheets			1,500.00		
SUB-LOT III. OFFICE CHAIRS						226,300.00		
1	5	unit	Office Chair - 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		



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:

Request for Quotation (RFQ) Number	Project	Approved Budget	Source of Fund
2024-290	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 **April 4, 2024** 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 **April 11, 2024 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 **April 11, 2024 at 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:

- 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

SGD

SAMUEL S. POLIDEN

Chairperson

Bids and Awards Committee (Goods)

2	15	unit	Office Chair - ergonomic, 360° self rotation, seat height adjustable,w/ adjsutable headrest, breathable latex cushion - color: black			87,700.00		
3	7	unit	Office Chair - ergonomic, Nylon base with PU casters, Tilting mechanism, 360 degrees swivel function, with headrest - color: blue			61,600.00		
4	6	unit	Office Chair - 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		
SUB-LOT IV. MONOBLOCK CHAIRS							117,580.00	
1	24		Monoblock Chair - 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		
2	20	pcs	Monoblock Chair - 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		
3	50	unit	Monoblock Chair - 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		
SUB-LOT V. CENTERFOLD TABLE							44,030.00	
1	3	unit	Centerfold Table - dimension atleast 6 ft., plastic panel, steel frame - color: gray			11,500.00		
2	7	unit	Centerfold Table - dimension atleast 6 ft., plastic panel, steel frame - color: white			30,030.00		
3	1	unit	Centerfold Table - dimension atleast 48" x 24", plastic panel, frame steel - color: black			2,500.00		
SUB-LOT VI. FILING CABINET							108,600.00	
1	1	unit	Filing Cabinet - 4 drawers, vertical, gauge 21, color: gray - material: pure steel, finish: powder coat with central lock & key			12,000.00		
2	3	unit	Filing Cabinet - 4 drawers, lateral, gauge 21, color: gray - material: pure steel, finish: powder coat with central lock & key			36,000.00		

3	2	unit	Filing Cabinet - 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			21,000.00		
4	3	unit	Filing Cabinet - 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, material: steel			39,600.00		
SUB-LOT VII. SOFA SET AND OFFICE TABLE						50,320.00		
1	1	unit	Sofa Set with Center Table - 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		
2	1	unit	Sofa Set w/ Center Table - 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		
3	1	unit	Office Table - dimension atleast length: 5 ft., W: 3 ft., H: 30" - material: commercialized pine wood			10,320.00		
GRAND TOTAL:						688,630.00		

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.

Revised: 9/19/2022

Omnibus Sworn Statement

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