



Republic of the Philippines
Benguet State University
La Trinidad, 2601 Benguet



BAGONG PILIPINAS

Bids and Awards Committee (Goods)

March 25, 2024

THE MANAGER

Dear Sir/Ma'am:

As a result of two-failure bidding, the University is in the process of securing quotations for the Project: **Supply and Delivery of Various Laptop Computers** for Benguet State University- La Trinidad Campus. The details of the project are attached in the Invitation to Submit Quotations.

Should you be interested, please submit your quotation **on or before April 02, 2024, 1:00 pm**, at the Procurement Management Office (PMO), 1st Floor Administration Building, BSU, La Trinidad, Benguet.

Thank you.

Very truly yours,


SAMUEL S. POLIDEN
Chairperson, BAC

I acknowledge receipt of this Notice on _____

Name of the Representative of the Bid _____

Authorized Signature _____



INVITATION TO SUBMIT QUOTATION

Request for Quotation (RFQ) No: 2024- 270

The Benguet State University (BSU), through the Bids and Awards Committee (BAC), will undertake a Negotiated Procurement- Two Failed Biddings for the Project: **Supply and Delivery of 12 units Laptop Computers with the ABC – PhP 662,470.00**

Project shall be procured **PER ITEM**.

REQUIREMENTS:

ENVELOPE A

A. LEGAL DOCUMENTS

1. Valid PhilGeps Registration - Platinum Membership or Business Permit
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 **March 25, 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 <https://philgeps.gov.ph/> and Agency website.

B. Deadline for Submission and Opening of Quotations

Submission of Quotations along with eligibility and technical documents is on before **April 02, 2024 at 1:00 PM** at the Procurement Management Office (PMO), 1st Floor, Administration Building, Benguet State University, La Trinidad, Benguet. Quotations may be submitted manually, or through email at procurement@bsu.edu.ph.

The **Opening of Quotations** will be on **April 02, 2023, 2:01 PM** at the Benguet State University (BSU), Administration and Finance Conference Room /RDC Hall, 2nd 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 (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



SAMUEL S. POLIDEN

Chairperson

Bids and Awards Committee (Goods)

PRICE QUOTATION AND DELIVERY SCHEDULE

Date: _____

The Chairperson

Bids and Awards Committee (Goods & Services)

Benguet State University

c/o Procurement Management Office (PMO),

1st Floor, Administration Bldg.,

La Trinidad, Benguet

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item no.	Qty	Unit	Item Description	Brand and Model	ABC	Unit Cost	Total Cost	Delivery Period
Supply and Delivery various Laptop Computers								
1	1	UNIT	14" LAPTOP with the MINIMUM specifications: 1. Processor: 6cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product; 2. RAM: 16Gb; 3. Storage: 1Tb SSD / m2; 4. Monitor size: 14" FHD 5. Accessories: Bag, Charger, wireless mouse, universal socket adapter, LAN / video, must provide adaptor LAN if not built in within the unit; 6. licenses not counterfeit: a. Operating system: installed with at least Microsoft windows operating system to be compatible to BSU application software authentic disk is a must if not bundled within the unit; b. Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with authentic disk; c. must provide USB recovery disk NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 7 years;		62,000.00			
2	1	unit	with the MINIMUM specifications: 1. Processor: 6cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product; 2. RAM: 16Gb; 3. Storage: 512 SSD / m2; 4. Monitor size: 14" FHD 5. Accessories: Bag, Charger, wireless mouse, universal socket adapter, LAN / video, must provide adaptor LAN if not built in within the unit; 6. licenses not counterfeit: a. Operating system: installed with at least Microsoft windows operating system to be compatible to BSU application software authentic disk is a must if not bundled within the unit; b. Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with authentic disk; c. must provide USB recovery disk NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 7 years;		52,470.00			
3	1	unit	with the MINIMUM specifications: 1. Processor: 8cores 16Mb cache, must be in the latest or 1 generation / series lower than the latest product; 2. RAM: 16Gb; 3. Storage: 1Tb SSD; 4. Monitor size: 15.6" FHD 5. Video card: 4Gb 6. Accessories: Bag, Charger, wireless mouse, universal socket adapter, LAN / video, must provide adaptor LAN if not built in within the unit; 7. licenses not counterfeit: a. Operating system: installed with at least Microsoft windows operating system to be compatible to BSU application software authentic disk is a must if not bundled within the unit; b. Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with authentic disk; c. must provide USB recovery disk NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 7 years;		70,000.00			

Item no.	Qty	Unit	Item Description	Brand and Model	ABC	Unit Cost	Total Cost	Delivery Period
4	2	unit	<p>with the MINIMUM specifications:</p> <p>1. Processor: 6cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product;</p> <p>2. RAM: 16Gb;</p> <p>3. Storage: 1Tb SSD / m2;</p> <p>4. Monitor size: 15.6" FHD</p> <p>5. Accessories: Bag, Charger, wireless mouse, universal socket adapter, LAN / video, must provide adaptor LAN if not built in within the unit;</p> <p>6. licenses not counterfeit:</p> <p>a. Operating system: installed with at least Microsoft windows operating system to be compatible to BSU application software authentic disk is a must if not bundled within the unit;</p> <p>b. Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with authentic disk;</p> <p>c. must provide USB recovery disk</p> <p>NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 7 years;</p>		128,000.00			
5	7	Unit	<p>14" Laptop with the MINIMUM specifications: 1. Processor: 6cores 12Mb cache, must be in the latest or 1 generation / series lower than the latest product;2. RAM: 16Gb;</p> <p>3. Storage: 512 SSD / m2;</p> <p>4. Accessories: Bag, Charger, wireless mouse, universal socket adapter, LAN / video, must provide adaptor LAN if not built in within the unit;</p> <p>5. licenses not counterfeit:</p> <p>a. Operating system: installed with at least Microsoft windows operating system to be compatible to BSU application software authentic disk is a must if not bundled within the unit;</p> <p>b. Office Suite (perpetual): has at least: word processor, spreadsheet, presentation with authentic disk;</p> <p>c. must provide USB recovery disk</p> <p>NOTE: all items are brand new and indicated make/brand of must have existed in the market with good records in the past 7 years;</p>		350,000.00			
GRAND TOTAL					662,470.00			

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 Printer Name

Date