



Republic of the Philippines
Benguet State University
 2601 La Trinidad, Benguet
 www.bsu.edu.ph



Telefax No. (074) 661-1839; Email:procurement@bsu.edu.ph

REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 1140

Name of Business : _____

DATE: September 5, 2024

Address: _____

P.R. NO. : **2024-04-760; 2024-05-922; 2024-04-823; 2024-04-845**

Email address: _____ Telephone No. _____

ABC: **Php. 527, 420.00**

FUND SOURCE: IGI

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 1. OFFICE SEMI-EXPENDABLE EQUIPMENT						308,420.00		
1	1	unit	Paper Shredder - 15L cross cut; 5 X 42 confetti cut; P-3 security level for general documents; maximum 8-9 sheets of paper per pass; handy sized 15 liter bin, holds up to 100 sheets; easy lift off head for emptying			10,000.00		
2	1	unit	Paper Shredder - 30 large bin capacity; micro-cut shred capacity; can shred CD/DVD card, paper clip and staple wire			13,420.00		
3	1	unit	Thermal Binding Machine (Glue Binder) - material: metal; color: black & white; dimension atleast: 300mm (depth), 1000mm (width) 340mm (height); sku:1; power: 1200W; maximum binding thickness: 40mm; binding speed: 200 books per hour; heat up time: 20 mins. - 25 liters bin capacity			80,000.00		
4	1	unit	Thesis Binding Machine - binding thickness: max. 2 ream/4 inches; binding size max.: legal size; adhesive hot melt - 30 bin capacity			150,000.00		
5	1	unit	Digital Hot Stamping - hot foil; digital hardcover thesis machine			55,000.00		

SUB-LOT II. WOODEN SOFA SET						49,000.00		
1	1	unit	Wooden Sofa Set - brandnew; 3 seaters (dimension atleast: 204 (L) x 75 (W) x 70 (H) cm), 2 seaters (dimension atleast: 144 (L) x , 1 seater (dimension atleast: 84 (L) x 75 (W) x with uratex foam included with throw pillow; color: brown; with centertable (dimension atleast: 110 (L) x 55 (W) x 42 (H) cm; finish: varnish; material: imported pinewood			49,000.00		
SUB-LOT III. FILE COMPACTOR						170,000.00		
1	2	unit	File Compactor - 4 pcs. per bay; material: cold rolled steel; finish: epoxy powder coating; shielf size: 980; height: 2150; loading per shelf: 40kg UDL; aisle size: 800 mm; anti tilt mechanism: nylon guide D40mm; material thickness: back panel-0.7mm, shelf-0.7mm, side panel-0.7 mm base base frame-2mm, post-1.5mm, top panel-1.0mm, front panel-0.8/1.0mm; wheel: D60mm bearing with nylon coating, loading: 150kg/wheel; rail: made of 3mm cold rolled steel using laser cut process and with adjustable foot cap			170,000.00		
GRAND TOTAL:						527,420.00		
XXXXXXXXXXXX								

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.



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 following Projects:

Request for Quotation (RFQ) Number	Project	Approved Budget	Source of Fund
2024-1140	Procurement of Various Semi-expendable Office Equipment and Furniture	Php. 527,420.00	IGI
2024-1165	Procurement of Various Furniture, Fixture and Laboratory Equipment for the College of Medicine	Php. 5,236,500.00	GAA-FLR

REQUIREMENTS:

ENVELOPE A

A. LEGAL DOCUMENTS

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

B. FINANCIAL DOCUMENTS

3. 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 (if applicable)
2. Detailed Descriptions/ Brochures of the items- Optional (Highly encouraged)
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 **September 12, 2024** during office hours at the Procurement Management Office (PMO), 1st Floor, Administration Building, Benguet State University, La Trinidad, Benguet or may be 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 **September 19, 2024 at 1:30 PM** at the Procurement Management Office (PMO), 1st Floor, Administration Building, Benguet State University (BSU), La Trinidad,

Benguet. Submission may be submitted manually, or through email at procurement@bsu.edu.ph.

The **Opening of Quotations** will be on **September 19,2024** at **2:00 PM** at the, RDC Hall, 2nd Floor, Administration Building, Benguet State University (BSU), 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 Sixty (60) 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 sixty (60) calendar days for RFQ 2024-1140 and forty-five (45) calendar days for RFQ 2024-1165 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:

BAC Secretariat

Procurement Management Office (PMO)

1st Floor Administration Building,

Benguet State University,

La Trinidad, Benguet

Email: procurement@bsu.edu.ph

Tel. Fax/No. 661-1839/ CP No. 09506032749

SGD

SAMUEL S. POLIDEN

Chairperson

Bids and Awards Committee (Goods)

Project Identification No. _____
Project Title: _____
ABC of the Project/Lot/Item to be Bid: _____

CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)
(Please show computation)

This is to certify that our Net Financial Contracting Capacity (NFCC) in Philippine Pesos _____ (₱ _____) is at least equal to the total ceiling price of the goods/services/works we are bidding. The amount is computed as follows:

$$\text{NFCC} = (\text{CA} - \text{CL}) (15) - C$$

Where:

CA = Current Assets

CL = Current Liabilities

C = value of all outstanding or uncompleted portions of contracts/projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract of the bid.

Issued this _____ day of _____, 20__.

(Company Authorized Representative)
NAME:
DESIGNATION:

Note: Kindly attach supporting documents.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]