



## **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>
2025-1630	Procurement of Various Semi-expendable Office Equipment	Php. 442,500.00	IGI

#### **REQUIREMENTS:**

1. Valid PhilGEPS Registration - Platinum Membership (all pages) kindly attached updated permits/licenses;
2. Notarized Omnibus Sworn Statement
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;
4. Request for Quotations- Indicate brand & model of the offer;
5. Detailed Descriptions/ Brochures of the items- Optional (Highly encouraged);
6. 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 **November 7, 2025** during office hours at the Procurement Management Office (PMO), 1<sup>st</sup> Floor, Administration Building, Benguet State University, La Trinidad, Benguet or may be downloaded from the [PhilGEPS.gov.ph](http://PhilGEPS.gov.ph).

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

Submission of Quotations along with legal and technical documents is on or before **November 14, 2025 at 8:30 AM** at the Procurement Management Office (PMO), 1<sup>st</sup> Floor, Administration Building, Benguet State University (BSU), 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 14, 2025 at 9:00 AM** at the, VP Admin. and Finance Conference Room, 2<sup>nd</sup> 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 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 (30) calendar days from receipt of notice to proceed.
- 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)*

*1<sup>st</sup> Floor Administration Building,*

*Benguet State University,*

*La Trinidad, Benguet*

*Email: [procurement@bsu.edu.ph](mailto:procurement@bsu.edu.ph)*

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



**JOSEL M. FLORENTIN**

Chairperson

Bids and Awards Committee

(Goods & Services)



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.2025-1630

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

DATE: November 5,2025

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

P.R. NO. : 2025-04-547; 2025-04-630; 2025-04-541;  
 2025-04-665; 2025-04-688; 2025-04-749; 2025-04-693; 2025-03-443; 2025-04-643; 2025-04-735

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

ABC: Php. 442,500.00

FUND SOURCE: IGI

1. Delivery period is within **30** calendar days.

2. The item/s shall be procured by:  a) line item;  b) lot;  c) sub-lot

College/Dept./Office: **OSS; COM; NSTP; CCA; OVPA; CF; NPRCRT; OU**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	2	unit	<b>Swivel Chair</b> - base type: chromed steel, base size: 350mm, base capacity: 200 kgs, gas lift type: 120D, caster type: PP, mechanism: tilt lock mechanism, mechanism thickness: 2.8mm, chair seating capacity: 125 kgs, features: multi position tilt lock function, pneumatic height adjustment, 360° swivel function, classification: heavy duty, usage: office use			20,000.00		
2	28	unit	<b>Foldable Chair</b> - Material: A3, galvanized steel + PP origin safety plastic, packaging size atleast L: 20" x W:22" x H:32", Weight: 4kg, stable triangular structure and foldable with multi-functional tablet, pencil and cup slot: chair bottom metal rack: rust resistant with anti-skid foot, color: black, at least 150kg capacity			168,000.00		
3	15	unit	<b>Monoblock Chair</b> - two-toned armrest chair, color: burgundy, dimension atleast: H:91cm x W:55 cm x L: 45 cm, seat height: 44cm, material: polypropylene			12,750.00		
4	1	unit	<b>Paper Shredder</b> - 16L bin capacity, micro-cut, shred capacity: 16 sheets, can shred CD/DVD, card, paper clip, staple wire			20,000.00		

5	1	unit	<b>Paper Shredder</b> - shreds up to 25 sheets (70 gsm), shred size: 4mm x 30mm, duty cycle: 15-20 mins, also shreds credit cards, CDs/DVDs, staple wires and paper clips, shredder width opening: 270mm, bin capacity: 60 liters, security level: ≤55 decibels			30,000.00		
6	1	unit	<b>Laminating Machine</b> - heavy duty A3 laminator 4 rollers, wide feeding slot for easier use, number of rollers: 4, no noise-no sound operation, pre-heating time 4-5 minutes, laminating entry with 13", max. width 330 mm max thickness 1mm, reverse/forward function, reverse/forward function, no overheating-with temperature guard, no short-circuit-designed with protection, speed: 480mm/min			7,000.00		
7	1	unit	<b>Laminating Machine</b> - can laminate all sizes of paper, maximum binding length: 300mm, power supply: 220V			15,000.00		
8	1	unit	<b>Laminating Machine</b> - thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steel case, hot and cold laminating, atleast 13" laminating height			4,600.00		
9	1	unit	<b>Laminating Machine</b> - thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steel case, hot and cold laminating, atleast 13" laminating height			5,200.00		
10	1	unit	<b>Paper Cutter</b> - sliding, metal base, up to A3 size, 12" cut length			3,900.00		
11	2	set	<b>Sofa Set (Ready Made)</b> - 1pc 3-seater + 2 pcs 1-seater; Material: Metal frame, PU Leather, Multilayer boards, Color: Back, Dimension: 3-Seater Overall Size: 183 L x 71 W x 78 H CM, Single Seat Overall Size: 71 L x 71 W x 78 H CM,			32,050.00		
12	9	unit	<b>Teachers Table (Ready Made)</b> - Dimension: 1.4M: W1400 x D600 x H760mm, Material: MDF, Color: White + Brown			90,000.00		
13	6	unit	<b>Wooden Office Chair (Ready Made)</b> - wood chair designed for office use, with upholstery and cushion, Dimension: L-50cm x W-545cm x H-84 cm)			30,000.00		

14	1	unit	<b>Brochure Display Rack/Stand (Ready Made)</b> - minimum specifications: 4-5 layers, minimum measurements (H:48", L:12"), wooden			<b>2,000.00</b>		
15	1	unit	<b>Brochure Display Rack/Stand (Ready Made)</b> - minimum specifications: 4-5 layers, minimum measurements (H:48", L:7"), wooden			<b>2,000.00</b>		
			<b>GRAND TOTAL:</b>			<b>442,500.00</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.

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:

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

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]*

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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, **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]*