



REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO.2025-567

Name of Business : _____

DATE: May 2,2025

Address: _____

P.R. NO. : 2025-01-49; 2025-01-59; 2025-01-38

Email address: _____ Telephone No. _____

ABC: **Php.306,504.00**

FUND SOURCE: GAA

1. Delivery period is within 15 calendar days.

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

College/Dept./Office: Various Office

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	1	unit	Paper Shredder - Black Paper Shredder Automatic Cutting Machine 12L 8 Sheets Capacity Color: Black Product Features: 1. Paper shredding capacity: 8 sheets 2. Capacity: 12L 3. Paper shredding time: 5min			6,598.00		
2	1	unit	Filing Cabinet - lateral , steel, 4 layers, 1330 mmx460mmx620mm, color: black or gray, finish: powder coat, gauge: 21			10,000.00		
3	4	unit	Filing Cabinet - 4 drawers, lateral, gauge 21, finish: powder coat, with central lock and key, material: pure steel, color: cream			52,000.00		
4	2	unit	Filing Cabinet - steel, lateral, over all dimension: 52" H x 36" W x 18" D, 4 doors, cold-rolled steel, anti-tilt mechanism, with adjustable divider per drawer, gauge: 20, color: wrinkle brown			37,000.00		
5	2	unit	Swivel Chair - ergonomic, nylon base w/ PU caters, 360° swivel function w/ headrest, color: blue			19,000.00		
6	5	unit	Office Chair - PU leather chair material with attached pillow, 360° swivel, leaning backrest up to 135° tilt, 200 kg weight capacity, chair height is max 131 cm that is adjustable up to 10cm, seat width: 54cm, adjustable armrest height up to 9 cm, base: 350mm, nylon five star, gaslift: 120mm class 3 gas lift, wheels: double color PU, armrest height: 60-77cm, net weight: 20.5kg, gross weight: 24kg			35,000.00		

7	30	unit	Monoblock school chair - durable construction, ergonomic design, intergrated writing table, with rounded edges and a stable four-leg design, easy to clean, lightweight and portable, material: black, chair arms: removable, chair back height: 430 mm-560 mm, seat depth: 380 mm - 430 mm, seat width: 450mm - 500mm			35,070.00		
8	20	unit	Monoblock Chair - w/ arm rest and writing board, dimension atleast: back rest: 710mm; seat height: 380mm; seat depth: 403mm; seat width: 370mm; writing board height: 614mm; writing board depth: 617mm; writing board width: 250mm, color: cream			33,000.00		
9	1	unit	Whiteboard - magnetic, 2 x 4 ft (60 x 120cm), WBAF aluminum			1,399.00		
10	1	unit	White Board - 48" x 72" with frame, magnetic, wall type			5,500.00		
11	1	unit	Laminating Machine - thermal, 250 microns maximum laminating film thickness, up to A3 size, 4 heat resisting silicone rollers, steelcase, hot and cold laminating, at least 13" laminating length			4,598.00		
12	1	unit	Laminating Machine - can laminate, ID card, A4, A3, letter and legal sizes, maximum binding length: 300mm., working temperature: 140+10 degrees, max power consumption: 450W. Power supply: 220V			4,000.00		
13	1	unit	Coil Binder - F4 size long legal 40 holes with 20 pcs durable spiral binding machine for documents; maximum punching: 15 sheet (70 gsm) per manual punch; maximum binding capacity: 450 sheets (70 gsm paper)			17,839.00		
14	1	unit	Binding Machine - 24 holes, manual binding capacity up to 2" or 425 sheets of paper (70gsm)			16,500.00		
15	1	unit	Binding and Punching Machine - 51mm binding capacity, suitable for A4, FC, legal, letter documents with 24 holes punching slots, adjustable guide, 450 sheet capacity			16,000.00		
16	2	unit	Ionizer/Air Cooler - 3 speed settings; with water indicator; ice compartment for adding ice to provide colder temperatures; 15 liter capacity water compartment; 7.5 hours built-in timer, full function remote control; oscillating louvers; mounted with castors for easy mobility			13,000.00		
			GRAND TOTAL:			306,504.00		

			XXXXXXXXXXXX					
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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.

Revised: 9/19/2022



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
2025-567	Procurement of Various Semi-expendable Office Equipment	Php. 306,504.00	GAA

REQUIREMENTS:

A. LEGAL DOCUMENTS

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

B. FINANCIAL DOCUMENTS

1. Computation of Net Financial Contracting Capacity (NFCC); or Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation;
2. Request for Quotations- Indicate brand & model of the offer (if applicable);
3. Detailed Descriptions/ Brochures of the items- Optional (Highly encouraged);
4. 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 **May 5, 2025** 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 **May 13, 2025 at 8:30 AM** 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 **May 13, 2025 at 9:00 AM** 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 fifteen (15) 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)

1st Floor Administration Building,

Benguet State University,

La Trinidad, Benguet

Email: procurement@bsu.edu.ph

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


JOSE M. FLORENTIN

Chairperson

Bids and Awards Committee

(Goods & Services)

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]