



Republic of the Philippines
Benguet State University
La Trinidad, 2601, Benguet Province
Tel/Fax No. (074) 661-1839



Bids and Awards Committee (Goods and Services)

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
2026-19	Supply of Petroleum, Oil, and Lubricants for the University Motor Vehicles from January to December 2026	Php. 2,500,000.00	GAA
	Diesel		
	Regular Diesel		
	Power Diesel		
	Gasoline		
	Unleaded		
	Premium		
	Motor Oil - Diesel/Gasoline		
	Fully-synthetic		
	Semi-synthetic		
	Grease		
	Multi purpose		
	Synthetic		
	Brake/Clutch Fluid		
	Dot 3		
	Dot 4		
	Kerosene		
	Automatic Transmission Fluid (ATF)		
	Dextron 3		
	Dextron 4		
	Coolant (50/50)		
	Pink		
	Green		
	Gear Oil		
	GL-3		
	GL-4		
	LSD		
	Penetrating/Loosening Fluid		
	Windshield washer fluid		
	Injector/Throttle cleaner		
	Brake cleaner		

	Note: Gas station should be operating 24/7 (bidders who do not operate on a 24/7 may make counter offers).	
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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 **January 16, 2026** 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 **January 23, 2026 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 **January 23,2026 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) The contract is January to December 2026 on a withdrawal basis;
- 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) 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



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.2026-19

Name of Business : _____

DATE: January 15, 2026

Address: _____

P.R. NO. : **2026-NEP-14**

Email address: _____

ABC: **Php.2,500,000.00**

Telephone No. _____

FUND SOURCE: GAA

College/Dept./Office: TASU

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
	1	LOT	Supply of Petroleum, Oil, and Lubricants for the University Motor Vehicles from January - December 2026.			2,500,000.00		
1		liters	Diesel					
			Regular Diesel					
			Power Diesel					
2		liters	Gasoline					
			Unleaded					
			Premium					
3		liters	Motor Oil - Diesel/Gasoline					
			Fully-synthetic					
			Semi-synthetic					
4		kilo	Grease					
			Multi purpose					
			Synthetic					
5		bottle	Brake/Clutch Fluid					
			Dot 3					
			Dot 4					
6		liters	Kerosene					
7		liters	Automatic Transmission Fluid (ATF)					
			Dextron 3					
			Dextron 4					
8		liters	Coolant (50/50)					
			Pink					
			Green					

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
9		liters	Gear Oil					
			GL-3					
			GL-4					
			LSD					
10		ml	Penetrating/Loosening Fluid					
11		liters	Windshield washer fluid					
12		bottle	Injector/Throttle cleaner					
13		bottle	Brake cleaner					
Note: Gas station should be operating 24/7 (bidders who do not operate on a 24/7 may make counter offers).								
			GRAND TOTAL:					
			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.

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 Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney for authorized representative;

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;
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 others:*
 - *If sole proprietorship:* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership:* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - *In case of Foreign Bidders:* *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. *[Name of Bidder]* complies with existing labor laws and standards; and
9. *[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 *[Project Title]*.
10. *[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.
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

*[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]*

JURAT

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. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.