



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
2026-887	Supply and Delivery of Various Semi-expendable Office Equipment	Php. 633,499.74	IGF

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 **June 2, 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 or BSU Website.

B. Deadline for Submission and Opening of Quotations

Submission of Quotations along with legal and technical documents is on or before **June 9, 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 **June 9, 2026 at 10:30 AM** at the, Rogelio Dulay Colting (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 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)

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)



REQUEST FOR QUOTATION (RFQ)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO.2026-887

Name of Business : _____

DATE: June 1,2026

Address: _____

P.R. NO. : 2026-01-IGF-106; 2026-01-IGF-122; 2026-01-IGF-206; 2026-01-IGF-189; 2026-01-IGF-20; 2026-01-IGF-192026-01-IGF-1642026-01-IGF-238

Email address: _____ Telephone No. _____

ABC: Php. 633,499.74

FUND SOURCE: IGF

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: **CA; NSTP; CTE; CIS; CVM; GLADIOLA**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
1	57	unit	Monoblock Chair - heavy duty, plastic, folding chairs, 78 x 45 x 49 cm w/ a 43 cm seat height or 78-81 x 43-44 x 45-51 cm or 78 x 45 x 49 cm w/ a 43cm seat height, color: orange			98,599.74		
2	30	unit	Monoblock Chair - heavy duty, plastic, folding chairs, 78 x 45 x 49 cm w/ a 43 cm seat height or 78-81 x 43-44 x 45-51 cm or 78 x 45 x 49 cm w/ a 43cm seat height, color: orange			51,000.00		
3	85	unit	Monoblock Chairs - w/ arm rest and writing board (30 left-handed and 55 right-handed), dimension atleast: back rest: 710 mm; seat height: 380mm; seat depth: 403mm; seat width: 370mm; writing board height: 614mm; writing board depth: 617mm, wring board width: 250 mm, color: cream			170,000.00		
4	32	unit	Arm Chair - Left handed, cream, big size, color: cream, height: 77cm; width: 48 cm; length:43 cm; seat height:43 cm			54,400.00		
5	50	unit	Monoblock - Plastic Monoblock Stool, heavy duty, color: beige			15,500.00		
6	153	unit	Monoblock - Heavy duty Stackable Monoblock opal bistro, Plastic Chairs (beige) h: 90cm, W: 45 cm, L: 50cm, Seat Height: 46com, Weight: 3.28 kg			76,500.00		

7	55	unit	Monobloc Chair - right hand, with arm rest, color: beige, height: 77cm; width: 48 cm; length:43 cm; seat height:43 cm			82,500.00		
8	1	unit	Binding Machine - Wire/Twin-loop binding; FA (long bond) support			15,000.00		
9	1	unit	Laminating Machine - with Entry Width: 12, Max Temp 0 - 200 C,Max Lam. Thickness: 250Mic, Power: 500W,Measure: 25X53X12Cm, Weight: 7Kg, can laminatye: A3, Long, A4, To Small Size			5,000.00		
10	2	unit	Gorilla Rack or Durable racks - Gorilla Rack or Durable racks with adjustable shelves for storage, dimensions: 60"H x 36" / 48" W x 20-1/2"D (or 6ft by 4ft), finish: Powder Coated, flexi-glass front and side guards, adjustable shelves 0.7mm (0.8mm), brackets and side plate 1.8mm (1.9mm), post 1.5mm (1.6mm)			20,000.00		
11	1	unit	Money Vault/Safety Deposit Box - with lock and key , fingerprint, anti-theft			15,000.00		
12	5	unit	Whiteboard - 48x72 with frame; Magnetic; Movable			30,000.00		
			GRAND TOTAL:			633,499.74		
			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.

Revised: 9/19/2022

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), or the 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), or the 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), or the 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, controlling stockholders and beneficial owners 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 _____.