



BID BULLETIN 01

Date: 23 November 2021

Project Title: *Supply and Delivery of Office Furniture and Fixtures (GOODS-22-04)*

Location: VSU Main, Visca, Baybay City, Leyte

Bidders are hereby informed/reminded of the following addendums/amendments/clarifications:

I. LIST OF REQUIREMENTS

(1st Envelope) TECHNICAL COMPONENT ENVELOPE	
<i>Legal Documents</i>	
1	PhilGEPS Certificate of Registration (Platinum)
	or
	a. Registration Certificate (SEC, DTI or CDA)
	b. Mayor's/Business Permit
	c. Tax Clearance
<i>Technical Documents</i>	
2	Statement of All On-Going Government & Private Contracts
3	Statement of Bidder's Single Largest Completed Contract (at least 50% of the ABC or Php 508,399.50)
	Or
	Statement of at least two (2) similar completed contracts w/ total amount of at least Php 508,399.50 and the largest of which should be at least Php 254,199.75 .
4	Bid Security
5	Technical Specifications
6	SCHEDULE of Requirements/Production and delivery schedule
7	Manpower Requirements
8	After Sales service/parts from acceptance of delivered goods (at least 1 year for equipment)
9	Original Duly Signed Omnibus Sworn Statement
<i>Financial Documents</i>	
10	The Supplier's Audited Financial Statements
11	Net Financial Contracting Capacity (at least Php 1,016,799.00)
	Or
	Committed Line of Credit (at least Php 101,679.90)
(2nd Envelope) FINANCIAL COMPONENT ENVELOPE	
12	Original of duly signed and accomplished Financial Bid Form
13	Original of duly signed and accomplished Price Schedule(s)



Please take note:

In the **Technical Specifications**, bidders must state either “Comply” or “Not Comply” **against each of the individual parameters of the specifications** per item stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in the **Bidders Bid** and cross-referenced to that evidence. Evidence shall be in the form of **manufacturer’s un-amended sales literature (Data Sheets), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, and Brand and Model** as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1 (a)(ii).

II. Preparation of Electronic Bid (for bidders who prefer electronic bid submission)

1. Convert all documents into Portable Document Format (PDF) and should be printable.
2. Properly label all documents for prompt identification. Filename of documents, whichever are applicable to the bidder, should be as follows:

Document	Filename (in PDF form)
1. PhilGEPS Certificate of Registration (Platinum)	PhilGEPS
2. Registration Certificate (SEC/DTI)	Registration Certificate
3. Mayor’s/Business Permit	Mayor’s-Business Permit
4. Tax Clearance	Tax Clearance
5. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
6. Statement of Bidder's Single Largest Completed Contract	SLCC
7. Statement of at least two (2) similar completed contracts	Statement of Completed Contracts
8. Bid Security	Bid Security
9. Technical Specifications	Technical Specifications
10. SCHEDULE of Requirements/Production and delivery schedule	Schedule of Requirements
11. Manpower Requirements	Manpower Requirements
12. After Sales service/parts	After Sales
13. Omnibus Sworn Statement	Omnibus Sworn Statement
14. Audited Financial Statements	Audited Financial Statements
15. Net Financial Contracting Capacity	NFCC
16. Committed Line of Credit	CLC
17. Bid Form	Bid Form
18. Price Schedule	Price Schedule

3. Create two (2) folders that are password-protected. The first folder should contain all requirements under Technical Component checklist as presented under Section VIII.

The second folder should contain all requirements under Financial Component checklist.



4. Compress the two (2) folders and name as follows: a) first folder: **Technical Documents**, b) second folder: **Financial Documents**.
5. Email the 2 compressed folders to Ms. Jessamine C. Ecleo at jessamine.ecleo@vsu.edu.ph before the deadline.

III. Changes in the Bidding Documents

Original	
<p>Section I. Invitation to Bid</p> <p>6. A complete set of Bidding Documents may be acquired by interested Bidders on 09 November-01 December 2021 until 1:30PM from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.</p> <p>11. This procurement project is part of the early procurement activities (EPA) of VSU for 2022 projects. Procurement activities from advertisement until recommendation of award to the HoPE shall be conducted in 2021 but issuance of award to the winning bidder(s) shall be done in 2022 upon the release of 2022 General Appropriations Act from DBM.</p>	<p><i>(Amendment)</i></p> <p>A complete set of Bidding Documents may be acquired by interested Bidders on 09 November-01 December 2021 until 1:30PM from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means:</p> <p>The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.</p> <p>The Bidders may deposit the payment for the bidding documents to the Visayas State University Landbank Account with the following details:</p> <p>Account Name: Visayas State University Fund 164 Account Number: <u>3572-1000-13</u></p> <p>Then send the deposit slip to jessamine.ecleo@vsu.edu.ph</p> <p><i>(Emphasis)</i></p>



Section II. Instructions to Bidders

15. Sealing and Marking of Bids

(Additional Instructions)

Bidders are requested to submit three (3) copies of its bid – 1 Original, Copy 1, and Copy 2.

For filing purposes, the bidders are urged to use **Brown** envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.

IV. Revised List of Goods and Technical Specifications



- Some Specifications were added (in red font) and/or deleted (in blue font)
- Some Quantities and Unit Prices (ABC) were changed

Item No.	Description	Unit	Qty	ABC/Unit	Total ABC
1	4 Drawer lateral office cabinet	pc	1	9,600.00	9,600.00
	☯ color gray with Anti Tilt mechanism,				
	☯ 2 Hanging bars in per drawer, 3 sections slide rails, Electrostatic powder coated, thickness: Gauge 24, and Size: 1320mm(h) x 900mm(w) x 450mm(d)				
	☯ 3 sections slide rails				
	☯ Electrolastatic powder coated				
	☯ thickness: Gauge 24				
	☯ Size: 1320mmh x 900mmw x 450mmd				
2	4 layer Multipurpose Cabinet, Plastic, Transparent door	pcs	1	3,600.00	3,600.00
3	5 layers Boltless warehouse office steel rack shelves, Size: 183cm(h)x90cm(w)x45cm(d)	pcs	5	6,200.00	31,000.00
4	Block-out Roll-Up Roller Shade, 69" 3/4"x 76"	unit	1	8,000.00	8,000.00
	Fabricated exactly according to indicated size: 69" and 3/4"(W)x 76"(H)				
	HEAVY-DUTY Block-out Roller Shades				
	Material: 100% polyester fabric coated with 100% blackout white backing				
	Protected Thermal Insulated Fabric, UV Protection				
	Lift or lower smoothly using a chord				
	Can easily be cleaned by simply wiping with a damp cloth				
	Color: off-white or close to similar				
	All mounting hardware included				
	On-site installation included				
5	Block-out Roll-Up Roller Shade, 70 1/4"(w)x 76"(H)	unit	1	8,000.00	8,000.00
	Fabricated exactly according to indicated size: 70 1/4"x 76"				
	HEAVY-DUTY Block-out Roller Shades				
	Material: 100% polyester fabric coated with 100% blackout white backing				



	Protected Thermal Insulated Fabric, UV Protection				
	Lift or lower smoothly using a chord				
	Can easily be cleaned by simply wiping with a damp cloth				
	Color: off-white or close to similar				
	All mounting hardware included				
	On-site installation included				
6	Block-out Roll-Up Roller Shade, 70 3/4"(W)x 76"(H)	unit	3	8,000.00	24,000.00
	Fabricated exactly according to indicated size: 70 3/4"(W)x 76"(H)				
	HEAVY-DUTY Block-out Roller Shades				
	Material: 100% polyester fabric coated with 100% blackout white backing				
	Protected Thermal Insulated Fabric, UV Protection				
	Lift or lower smoothly using a chord				
	Can easily be cleaned by simply wiping with a damp cloth				
	Color: off-white or close to similar				
	All mounting hardware included				
	On-site installation included				
7	Block-out Roll-Up Roller Shade, 70"(W) x 76"(H)	unit	1	8,000.00	8,000.00
	Fabricated exactly according to indicated size: 70" (W) x 76" (H)				
	HEAVY -DUTY Block-out Roller Shades				
	Material: 100% polyester fabric coated with 100% blackout white backing				
	Protected Thermal Insulated Fabric, UV Protection				
	Lift or lower smoothly using a chord				
	Can easily be cleaned by simply wiping with a damp cloth				
	Color: off-white or close to similar				
	All mounting hardware included				
	On-site installation included				
8	Clerical table, material:Melamine board	pc	2	4,800.00	9,600.00
	with 4 drawers - 1 at center with lock, 3 at right side with centralized lock				
	120cm W x 60cm D x 75cm H				
9	Ergonomic Office Chair	unit	2	14,500.00	29,000.00
	Full Back Reclining with 3 position locking function				
	Height & Angle Adjustable Headrest				
	Height & Angle Adjustable Armrest				
	Height Adjustable Lumbar Support				
	Waterfall Seat				
	Gaslift				
	Anti-skid wheels				
	Material Seat: Waterfall Seat, Nylon Mesh Back				
	Seat: nylon Mesh				
	Load Capacity: 175 kg				
	Seat Load Capacity: 125 kg				
10	Folding Training Table	pc	3	4,500.00	13,500.00
	Metal Frame				
	Table Top Material:High-Density Polyethylene (HDPE)				
	light gray				
	at least 6ft in Length,				



	30 inches width, 29 inches Height				
11	MC Low Back Office Chair	pc	4	7,600.00	30,400.00
	Dimensions, W58XD64XH101-111cm, black color				
	MC Low Back Office Chair				
					
	Item Material				
	Color Finish				
	Features				
	Back Rest: Metal Frame Inside With Foam, Covered With Pu Faux Leather Seat: Plywood With Foam, Covered With Pu Faux Leather Arm: Chrome Metal Tube, Plywood & Foam Covered With Pu Faux Leather Arm Padding Gas Lift: 10cm Length Black Gas Lift With Polypropylene (Pp) Plastic Cover Star Base: Chrome Wheel Caster: Nylon Seat & Back: Black Assembly Required: Yes Butterfly Mechanism: 360 Degree Swivel, Adjustable Seat Height, Lock & Tilt				
12	Metal filing shelves, open, 4 layers 185cm (H) x 90cm (W) x 45cm (D), with back and side cover	unit	6	10,000.00	60,000.00
12a	Metal Leg Office Table	pcs	3	10,650.00	31,950.00
	size, 160 X 60cm, color, walnut, metal leg black				
	Metal Leg Office Table				
					
	Color				
	Primary Material				
	Panels: Walnut Metal leg: Black - Made of Melamine laminated on Particle board. - 25mm thick top panel with 0.8mm thick Pvc edging. - 16mm thick front panel with 0.8mm thick Pvc edging. - 18mm thick drawer front, side & back panel with 0.45mm thick PVC edging. - 75mm dia. plastic wirehole cap. - 16" full extension drawer slide mechanism. - 1.2mm thick stamped metal sheet Legs in powdercoated finish with 38mm adjustable foot glides.				
13	Metal Storage Shelves	pc	1	7,500.00	7,500.00
	<input checked="" type="checkbox"/> Full Steel, <input checked="" type="checkbox"/> 5 layer shelves storage, <input checked="" type="checkbox"/> boltless, <input checked="" type="checkbox"/> keyhole locking system, <input checked="" type="checkbox"/> 500kg capacity, <input checked="" type="checkbox"/> fully adjustable shelves, <input checked="" type="checkbox"/> wire/steel shelves, <input checked="" type="checkbox"/> Plastic floor protectors, <input checked="" type="checkbox"/> powder coated paint, <input checked="" type="checkbox"/> 1830mm H x 914mm W x 406mm D				
14	Monoblock Study Chairs with writing Tablet White ,right handed	pc	35	1,050.00	36,750.00
	<input checked="" type="checkbox"/> For classroom use <input checked="" type="checkbox"/> white color				



15	Multi-purpose Storage Metal Rack	unit	2	12,750.00	25,500.00
	boltless				
	5 layer slotted rack				
	size:1850-2000 mm (H) x 800-900 (W) x 400-450 mm(D)				
	material: metal				
	loading weight: at least 40kg per layer				
	shelves can be adjusted anytime				
16	Office Chair	pieces	5	5,000.00	25,000.00
	with arm rest				
	at least (580mmx600mx890-990mm)				
	butterfly mechanism = 360 Degree Swivel Seat				
	backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric				
	seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric				
	arm: Polypropylene plastic With New Foam Covered With Mesh				
	Fabric seat: Plywood Seat pad With Injection Molded Foam, Covered With Polyester				
	plastic-delete base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment				
17	Office chair, with arm rest	pc	20	5,000.00	100,000.00
	at least (580mmx600mx890-990mm)				
	Butterfly Mechanism = 360 Degree Swivel Seat				
	Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric				
	Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric				
	Arm: Polypropylene plastic				
	Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment				
18	Office Table	pc	19	4,000.00	76,000.00
	Laminated Wood,				
	One Long Drawer with 3 Side Drawers,				
	2 Top Drawers with Locks,				
	color: Gray, Wenge,				
	Dimension: at least W22.75" x L47.25" x H29.5"				
19	Office Table	unit	2	10,000.00	20,000.00
	office wooden table				
	with lockable drawers, two sided 3 drawers				
	Dimension: L 59"x W 30" x H 30"				
	Colors: Mahogany				
20	Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	unit	1	14,999.00	14,999.00
	Office Table, 3-drawers side by side, 1 drawer at the center, material: wood				
21	Office Table with Mobile Pedestal	pc	2	12,500.00	25,000.00
	Executive Desk with metal legs,				
	Melamine Table Top Finish				
	Size: 140cm x 70cm x 75cm				
	with center pen tray				



	<ul style="list-style-type: none"> ☐ Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table 				
22	Open Type Filing Cabinet	pc	1	8,500.00	8,500.00
	<ul style="list-style-type: none"> ☐ 5 Layer Metal, ☐ Dimensions: W85cmx D40cmxH185cm, ☐ Color: Gray, ☐ Materials: All metal Construction gauge 24 				
23	Senior Executive High back chair	unit	1	6,500.00	6,500.00
	<ul style="list-style-type: none"> ☐ double-layer cushion with genuine leatherette armrest, ☐ with back-rest reclining adjustment and knee tilt mechanism 				
24	Slim Drawer (5layers), Material: Plastic	pc	3	1,500.00	4,500.00
25	Sofa, 2 Seater, Fabric, Black, 1335mm W x 800mm D x 860mm H, at least Pillows included	set	1	14,900.00	14,900.00
26	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	8	10,500.00	84,000.00
	Display Cabinet, Filing Cabinet				
	Dimensions: 900mm x 450mm x 1850mm				
	Powder coated				
	Adjustable shelves				
27	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	4	11,000.00	44,000.00
	<ul style="list-style-type: none"> ☐ size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM), ☐ 37KG Pure steel product. ☐ The steel thickness of the file cabinet is 0.7-1.2mm ☐ 4 Drawers steel vertical filing cabinet 				
28	Steel Cabinet, 4 drawers, Dark Green	pcs	3	8,500.00	25,500.00
	<ul style="list-style-type: none"> ☐ at least 45.2x 62 x 133.1cm (LWH) ☐ Vertical ☐ preferably dark green color 				
29	Steel Wardrobe Locker, Heavy Duty	unit	6	11,500.00	69,000.00
	Material: High-quality steel				
	Chemical resistant				
	Doors: 3-door locker				
	Partitions: 4 partitions including hanging rack				
	Two adjustable shelves				
	With Lock & Key in each door				
	Dimension: at least L40 * W90 *H 180cm				
30	Zebra Roller Blinds Pleated	rolls	125	1,300.00	162,500.00
	<ul style="list-style-type: none"> ☐ Color: Beige ☐ Size: 120 cm x 160 cm (LxW) 				
TOTAL:					1,016,799.00

(Sgd.)
DILBERTO O. FERRAREN
BAC Chairman