



BID BULLETIN 01

Date: 07 December 2022

Project Title: Supply and Delivery of Office Furniture and Fixtures (VSU-GOODS-22-59)

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)
<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 775,511.00)
	Or
	Statement of at least two (2) similar completed contracts w/ total amount of at least Php 775,551.00 and the largest of which should be at least PhP 387,775.50 .
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 and 3 months for supplies), if applicable
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 1,551,022.00)
	Or
	Committed Line of Credit (at least Php 155,102.20)
(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:

1. 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).

2. Bidders are advised to use the latest GPPB forms for the following documents:

- a) Omnibus Sworn Statement
- b) Performance Securing Declaration (if applicable)
- c) Price Schedule for Goods Offered
- d) Bid Form
- e) Bid Securing Declaration

These forms can be accessed from the GPPB website: <https://www.gppb.gov.ph/downloadables.php>. Documents that are not in its updated/latest format shall be a ground for disqualification of the bidder.

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. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
3. Statement of Bidder's Single Largest Completed Contract	SLCC
4. Statement of at least two (2) similar completed contracts	Statement of Completed Contracts
5. Bid Security	Bid Security
6. Technical Specifications	Technical Specifications
7. SCHEDULE of Requirements/ 8. Production and delivery schedule	Schedule of Requirements
9. Manpower Requirements	Manpower Requirements
10. After Sales service/parts	After Sales
11. Omnibus Sworn Statement	Omnibus Sworn Statement
12. Audited Financial Statements	Audited Financial Statements
13. Net Financial Contracting Capacity	NFCC
14. Committed Line of Credit	CLC
15. Bid Form	Bid Form
16. 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>5. A complete set of Bidding Documents may be acquired by interested Bidders on <i>21 November – 14 December 2022 until 3:00 PM</i> 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><i>(Amendment)</i></p> <p>A complete set of Bidding Documents may be acquired by interested Bidders on <i>21 November – 14 December 2022 until 3:00 PM</i> 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>Section II. Instructions to Bidders</p> <p>15. Sealing and Marking of Bids</p>	<p><i>(Additional Instructions)</i></p> <p>Bidders are requested to submit three (3) copies of its bid – 1 Original, Copy 1, and Copy 2.</p> <p>For filing purposes, the bidders are urged to use Brown envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.</p>
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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 (Pesos)	Total ABC (Pesos)
1	3 layer magazine tray/storage/desk organizer/holder/rack	pcs	2	300.00	600.00
	Packing: 1 X 1pcs magazine tray				
	Material: stainless steel black paint				
	Color: Black				
	Product Size: 27cm X 30cm				
	Design: 3 layer				
2	3 Tier Rolling Kitchen Utility Cart on Wheels Coffee Cart	pcs	2	5,000.00	10,000.00
	Material: Engineered Wood, Metal				
	Mounting Type: Floor Mount				
	Room Type: Kitchen, Bedroom, Living Room				
	Shelf Type: Tiered Shelf				
	Product Dimensions: 23.8"D x 15.7"W x 31.4"H				
	Shape: Rectangular				
					



3	Back Ergonomic Comfort conference chair	pcs	1	1,500.00	1,500.00
	Split Pull Back Chair Size: 57*24.5*51CM Features: Thickened and reinforced backrest design, sturdy and tear-resistant mesh, widened and enlarged cushions, effectively supporting the armrests, thickened and stable arched feet.				
4	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				
5	Block-out Roll-Up Roller Shade, 70 3/4"(W)x 76"(H)	unit	1	8,000.00	8,000.00
	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				
6	Block-out Roll-Up Roller Shade, 70" (W)x 76"(H)	unit	3	8,000.00	24,000.00
	Fabricated exactly according to indicated size: 70" 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				
7	Chair, computer, ergodynamic with mesh backrest	pcs	4	7,000.00	28,000.00
8	Computer Table, tower type	unit	1	3,000.00	3,000.00
	■Dimension: 60 x 40 x 123 cm				
	■Color: black				
	■with top printer shelf and sliding flat drawer for key board				
	■ for indoor use				
9	Curtain Plain Grommet Top, Matte Gold	pcs	29	300.00	8,700.00
	■Polyester				
	■7ft length (standard)				
	■Blackout curtain				



10	Curtain Plain Grommet Top, White	pcs	8	300.00	2,400.00
	☐Polyester				
	☐7ft length (standard)				
	☐High quality				
11	Desk/working table, black-brown, 100x60 cm (39 3/8x23 5/8 ")	pc	1	3,000.00	3,000.00
	☐Top: Fiberboard, Acrylic paint				
	☐Frame: Particleboard, Plastic edging				
	☐Filling material: Honeycomb structure paper filling (min. 70% recycled)				
	☐Bottom: Fiberboard				
	☐Leg				
	☐Main parts: Steel, Epoxy/polyester powder coating				
	☐Foot: Polypropylene				
					
12	Ergonomic Office Chair	unit	26	14,500.00	377,000.00
	☐Features				
	◀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				
	◀Caster wheels: 60mm BIFMA PU nylon wheels"				
	◀Frame: Nylon Back Frame				
	☐Weight				
	◀Box size: 74 x 39 x 64 cm				
	☐Headrest				
	◀Headrest Angle Max Adjustment: 320 degree angles				
	☐Lumbar Support				
	◀Height of Lumbar Support: 12.8 cm from bottom of backrest				
	◀Lumbar Support Height Adjustability: 5 cm				
	☐Arm Rest				
	◀Arm Rest Height: 20.5-28.5 cm				
	◀Arm Rest Angle:15 degrees inward and 15 degrees outward				
	☐Overall Chair				
	◀Maximum Recline: 124 degrees				
	◀Reclines at 3 positions: 102, 113, and 124 degrees				
	◀Chair Height: 117-126cm				
	◀Seat Depth: 47 cm				
	◀Backrest Load Capacity: 175 kg				
	◀Seat Load Capacity: 125 kg				




13	File Cabinet Vertical file cabinet WDH: 460 mm x 600 mm x 1015 mm All-Metal Body Gauge 20 3 Drawers Key-Lock Mechanism	unit	1	10,000.00	10,000.00
14	Metal filing shelves open 5 layers	unit	1	8,000.00	8,000.00
15	Metal Leg Office Table size, 60 X 60cm-clarify total dimension, color, walnut, metal leg black	pcs	13	10,650.00	138,450.00
	<p style="text-align: center;">Metal Leg Office Table</p>  <p>Color</p> <p>Primary Material</p> <p>Panel: Walnut Metal leg: Black</p> <ul style="list-style-type: none"> - 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 glider. 				
16	Metal Storage Shelves Full Steel, 5 layer shelves storage, boltless, keyhole locking system, 500kg capacity, fully adjustable shelves, wire/steel shelves, Plastic floor protectors, powder coated paint, 1830mm H x 914mm W x 406mm D	pc	2	7,500.00	15,000.00
17	Mid back office chair Specifications (WDH): 650mm x 650mm x 870 mm Height Adjustable up to: 940 mm Back Rest: Mesh Fabric in Nylon Fiberglass Frame is Seat: Density Mold Foam Cushion Fabric Seat Armrest: PU With tilting mechanism Base: Aluminum Star Base Casters: Floor-safe PU Casters Available Colors: Black Weight capacity: 120kg	pcs	48	5,000.00	240,000.00
					




18	Modern Stylish Sofa Side Table/Corner table/Coffee Table/Mini Table	pcs	2	2,000.00	4,000.00
	Dimension: 80 x 24 x 63 cm (Length x Width x Height)				
	- Material: High quality MDF wood with metal frame				
	- Color: Black				
	- Feature: Waterproof, Scratch resistance, Wear-resistance				
					
19	Monoblock Chair all gray or all white in color	pcs	5	500.00	2,500.00
	Durable Quality Monoblock chair ■Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side				
20	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	unit	1	5,000.00	5,000.00
	STABLE & BREATHABLE				
	OMAX high backrest mesh office chair has an integrated contoured backframe with built-in neck support.				
	ERGONOMIC DESIGN				
	The seat height adjust ranges from 16" to 19.5". Built-in lumbar cushion support your lower back and enhances the natural curve of your spine.				
	SOLID & DURABLE				
	Offers nylon five-star heavy-duty base and smooth-rolling silenced casters covered with soft PU				
	OVERALL DIMENSIONS				
	Chair size: 23.6" x 23.6" x 43.7"-47.6" (L x W x H)				
	Seat height adjust: 16"-20"				
	Seat area: 18.5" x 20.5"				
	Backrest area: 15 x 27.5"				
	Assembly required				
21	Office chair with arm rest, durable leather seat	pcs	2	5,000.00	10,000.00
	Back Tilt Tension: 90 degrees -180 degrees				
	Hydraulic: Level 4 100mm SGS Certified				
	Base Material: Solid Nylon Base				
	Inner Structure: Sturdy Metal Frame, Padded Soft Sponge				
	Outer Material: Durable PU Leather, Skin-friendly				
	Weight Capacity: 140KG				
	Package Weight: 16.7KG				



22	Office chair, with arm rest	pc	11	5,000.00	55,000.00
	<ul style="list-style-type: none"> ☐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 				
23	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				
24	Office table, metal legs, woodgrain top, good quality	pcs	24	15,000.00	360,000.00
	Main Table: 1200mm L x 600mm D x 750mm H Structure				
	Structure: E1 Moisture Resistant Board				
	E1 Boards with high end components built using new technology that makes furniture moisture resistant and more durable, highly essential for long term use making it the best choice for all furniture types.				
	Finish: E1 standard available in 7 finishes				
	Top : 25mm thick board				
	Legs: 1x3 Metal steel in 2mm thick customized powder coated finish; black				
	Modesty panel: 18mm thick in 400mm Ht				
	Sidings in 2mm PVC edge band				
	Max Weight Capacity 30Kg				
	With built in 1 PVC grommet				
	Metal Brackets				
	Adjustable feet leveler				
	Light dusting/wiping for general cleaning				
					
25	Open Type Filing Cabinet	pc	1	10,000.00	10,000.00
	☐5 Layer Metal,				
	☐Dimensions: W85cmx D40cmxH185cm,				
	☐Color: Gray,				
	☐Materials: All metal Construction gauge 24				



26	Slim Drawer (5 layers), Material: Plastic	pc	1	2,500.00	2,500.00
	Slim drawer (5 layers)				
					
27	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	1	11,000.00	11,000.00
	■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	White Board, 100x150cm	piece	3	4,515.00	13,545.00
	Aluminum Frame with movable stand and roller;				
29	Zebra Roller Blinds Pleated	rolls	1	1,800.00	1,800.00
	■Color: Beige				
	■Size: 120 cm x 160 cm (LxW)				
30	curtain rod bracket, 3/4" in diameter, silver, with screw and tox	pcs	23	80.00	1,840.00
	<i>material: stainless</i>				
	<i>inclusion: with screw and tox</i>				
31	curtain rod, pole, 3/4" x 110", silver with chrome end caps	pc	1	300.00	300.00
	<i>materials: stainless</i>				
32	curtain rod, pole, 3/4" x 150", silver, with chrome end caps	pcs	5	400.00	2,000.00
	<i>material: stainless</i>				
	<i>Color: silver, with chrome end cap</i>				
33	Fabric Curtains Cloth, thick Dutch velvet, by half meter, thick forest green color	meters	25	587.52	14,688.00
	<i>Product Information Product Name :Velvet Fabrics</i>				
	<i>Composition :100% Polyester</i>				
	<i>Width :146cm Size:1.46mx0.5m Weight :450gsm (Thickened) 380gsm (Normal)</i>				
	<i>Process :High Temperature Environmental Protection Printing And Dyeing</i>				
	<i>Features :No Lint/No Fading/No Shrinkage/No Ball/Antistatic</i>				
34	Monoblock chair with armrest (white)	pc	60	1,250.00	75,000.00
	<i>Material: Heavy duty polypropylene</i>				
	<i>Back Rest Height: at least 780 mm</i>				
	<i>Seat Height: at least 375mm</i>				
	<i>Seat Width: at least 370mm</i>				



34a	Office Table	pc	7	4,000.00	28,000.00
	☑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"				
35	Sofa, 2 Seater, Fabric, Black, 1335mm W x 800mm D x 860mm H, at least 2 Pillows included	set	1	14,900.00	14,900.00
36	Steel Cabinet, 4 drawers, Dark Green	pcs	3	8,500.00	25,500.00
	☑at least 45.2x 62 x 133.1cm (LWH)				
	☑Vertical				
	☑preferably dark green color				
37	Venetians Duo Roller Blinds Plain Curtain, 180*160cm	piece	8	1,600.00	12,800.00
	<i>Product details:</i>				
	<i>Venetians Duo Roller Blinds Plain Curtain roller blinds for the living room office home</i>				
	<i>Size (W*L): 180x160cm</i>				
	<i>100% brand new.</i>				
	<i>Good quality.</i>				
	<i>DUO ROLER BLINDS (include brackets and screws)</i>				
	<i>Curtain & Blind Type: Day Curtain/ Blind</i>				
	<i>Color: White</i>				
	<i>Environmental protection polyester fabric easy to clean</i>				
	<i>Please ensure that the blinds are parallel when pulling</i>				
	<i>NOTE:</i>				
	<i>If Item size (180*160cm) is not applicable, we also consider Item size (180*180cm)</i>				
				TOTAL:	1,551,022.00

DILBERTO O. FERRAREN
BAC Chairman