



BID BULLETIN 01

Date: 26 August 2022

Project Title: *Supply and Delivery of Office Furniture and Fixtures (GOODS-22-42)*

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 411,175.50)
	Or
	Statement of at least two (2) similar completed contracts w/ total amount of at least Php 411,175.50 and the largest of which should be at least PhP 205,587.75 .
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 822,351.00)
	Or
	Committed Line of Credit (at least Php 82,235.10)
(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. 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

IV.

Original	
<p>Section I. Invitation to Bid</p> <p>5. A complete set of Bidding Documents may be acquired by interested Bidders on 27 July – 16 August 2022 until 1:30 PM 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 One Thousand Pesos (PhP 1,000.00). 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 27 July – 05 September 2022 until 1:30 PM 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 One Thousand Pesos (PhP 1,000.00). 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>7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before <i>16 August 2022 until 1:30 PM</i>. Late bids shall not be accepted.</p>	<p>7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before 05 September 2022 until 1:30 PM. Late bids shall not be accepted.</p>
<p>10. Bid opening shall be on <i>16 August 2022; 2:00 PM</i> at the <i>PPO Conference Room, Lower Campus, VSU, Visca, Baybay City, Leyte</i> and/or via <i>Zoom</i>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity</p>	<p>10. Bid opening shall be on 05 September 2022; 2:00 PM at the <i>PPO Conference Room, Lower Campus, VSU, Visca, Baybay City, Leyte</i> and/or via <i>Zoom</i>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity</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>

V. 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	5 layers Boltless warehose office steel rack shelves	pcs	2	7,000.00	14,000.00
2	Black Fabric Visitors Chair without armrest	pieces	12	3,300.00	39,600.00
	▣ <i>Description:</i>				
	◀ <i>Visitors chair without armrest</i>				
	◀ <i>Materials: Mesh backrest & Fabric Seatrest, Black Chrome</i>				
	◀ <i>Warranty: 6 months</i>				
	◀ <i>Finish: Black</i>				
3	Clerical Chair without Armrest	pieces	5	2,550.00	12,750.00
	<i>Materials: Fabric back and seat rest, Chrome star base</i>				
	<i>Dimension: 38w x 40d x 77-85h cm</i>				



	<i>Accessories: Gas lift for height adjustment, Caster wheels</i>				
	<i>Color: Gray</i>				
4	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>				
5	curtain rod, pole, 3/4" x 110", silver with chrome end caps	pc	1	300.00	300.00
	<i>materials: stainless</i>				
6	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>				
7	Drawer lock with 2 keys, 19 x 32 mm, High Quality Zinc Alloy Material	pcs	20	170.00	3,400.00
8	Ergonomic Office Chair	unit	4	14,500.00	58,000.00
	Features				
	<i>Full Back Reclining with 3 position locking function</i>				
	<i>Height & Angle Adjustable Headrest</i>				
	<i>Height & Angle Adjustable Armrest</i>				
	<i>Height Adjustable Lumbar Support</i>				
	<i>Waterfall Seat</i>				
	<i>Gaslift</i>				
	<i>Anti-skid wheels</i>				
	Material				
	<i>Seat: Waterfall Seat, Nylon Mesh</i>				
	<i>Back Seat: nylon Mesh</i>				
	<i>Caster wheels: 60mm BIFMA PU nylon wheels</i>				
	<i>Frame: Nylon Back Frame</i>				
	Weight				
	<i>Box size: 74 x 39 x 64 cm</i>				
	Headrest				
	<i>Headrest Angle Max Adjustment: 320 degree angles</i>				
	Lumbar Support				
	<i>Height of Lumbar Support: 12.8 cm from bottom of backrest</i>				
	<i>Lumbar Support Height Adjustability: 5 cm</i>				
	Arm Rest				
	<i>Arm Rest Height: 20.5-28.5 cm</i>				
	<i>Arm Rest Angle: 15 degrees inward and 15 degrees outward</i>				



	Overall Chair				
	<i>Maximum Recline: 124 degrees</i>				
	<i>Reclines at 3 positions: 102, 113, and 124 degrees</i>				
	<i>Chair Height: 117-126cm</i>				
	<i>Seat Depth: 47 cm</i>				
	<i>Backrest Load Capacity: 175 kg</i>				
	<i>Seat Load Capacity: 125 kg</i>				
9	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>				
10	Folding Training Table	pc	8	4,500.00	36,000.00
	<i>Folding Training Table ,</i>				
	<i>Metal Frame</i>				
	<i>Table Top Material:High-Density Polyethylene (HDPE)</i>				
	<i>light gray</i>				
	<i>at least 6ft in Length,</i>				
	<i>30 inches width, 29 inches Height</i>				
11	Metal filing shelves open 5 layers	unit	1	8,000.00	8,000.00
12	Metal filing shelves, open, 4 layers	unit	3	10,000.00	30,000.00
	<i>185cm (H) x 90cm (W) x 45cm (D), with back and side cover</i>				
13	Monoblock Chair all gray or all white in color	pcs	30	500.00	15,000.00
	<i>Durable Quality Monoblock chair</i>				
	<i>Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side Legs Distance Right: 378 mm Back Legs Distance: 210 mm Back Rest Height: 779 mm Seat Back Height: 405 mm Seat Height: 376 mm Gross Weight: 2.25 kgs</i>				
14	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>				
15	Office Chair	pieces	5	5,000.00	25,000.00
	<i>with arm rest</i>				
	<i>at least (580mmx600mx890-990mm)</i>				
	<i>butterfly mechanism = 360 Degree Swivel Seat</i>				
	<i>backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric</i>				
	<i>seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric</i>				
	<i>arm: Polypropylene plastic</i>				
	<i>base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment</i>				
16	Office chair, with arm rest	pc	8	5,000.00	40,000.00
	☐ <i>at least (580mmx600mx890-990mm)</i>				
	☐ <i>Butterfly Mechanism = 360 Degree Swivel Seat</i>				
	☐ <i>Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric</i>				
	☐ <i>Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric</i>				
	☐ <i>Arm: Polypropylene plastic</i>				
	☐ <i>Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment</i>				
17	Office Steel Rack Shelves, 5 Layers	unit	2	10,000.00	20,000.00
	☐ <i>Boltless warehouse office Steel Rack Shelves</i>				
	☐ <i>with rubber feet tippings</i>				
	☐ <i>40cm (layer height) x 120cm (length) x 200cm (height)</i>				
	☐ <i>5 layer steel rack</i>				
18	Office Table	pc	7	4,000.00	28,000.00
	☐ <i>Laminated Wood,</i>				
	☐ <i>One Long Drawer with 3 Side Drawers,</i>				
	☐ <i>2 Top Drawers with Locks,</i>				
	☐ <i>color: Gray, Wenge,</i>				
	☐ <i>Dimension: at least W22.75" x L47.25" x H29.5"</i>				
19	Office Table with 3 drawers, 150cm (W)x 70cm (D) x 75cm (H)	unit	7	14,999.00	104,993.00



	☐Office Table, 3-drawers side by side, 1 drawer at the center, material: wood				
20	Office table, good quality	unit	1	9,500.00	9,500.00
	Minimum Specifications:				
	<i>Pedestal 3-Drawer Cabinet and table in one.</i>				
	<i>2.5 cm thickness of laminated hardwood.</i>				
	<i>Steel frame , which is powder Coated preventing it from rusting</i>				
	<i>Gage 20 thickness of the steel frame.</i>				
	<i>Table comes with a pedestal 3-Drawer Cabinet. central lock, powder Coated. color beige.</i>				
	Dimensions of table				
	<i>W60cm x L120cm x H 74cm pedestal 3-Drawer</i>				
	<i>W40cm x 56cm x H71cm</i>				
	<i>gage 20 thickness</i>				
21	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				
22	Open Type Filing Cabinet	pc	1	8,500.00	8,500.00
	☐5 Layer Metal,				
	☐Dimensions: W85cmx D40cmxH185cm,				
	☐Color: Gray,				
	☐Materials: All metal Construction gauge 24				
23	Senior Executive High back chair	pc	5	6,500.00	32,500.00
	☐double-layer cushion with leatherette armrest,				
	☐with back-rest reclining adjustment and knee tilt mechanism				
24	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
25	Sound Proofing Boards	pcs	7	180.00	1,260.00
	<i>Highly fire retardant</i>				
	<i>Made from High Quality Foam</i>				
	<i>Sound-Absorption Foam</i>				
	<i>High density acoustic foam cell structure for maximum noise absorption</i>				



	<i>Helps to flutter echoes and reduce excess reflections and reverberation</i>				
	<i>Improves vocal clarity and acoustics of your room</i>				
	<i>Material: Foam</i>				
	<i>Applied to: Recording studios Karaoke room Piano room Drum room Anchor's room Home Theater KTV Meeting rooms Instrument rooms etc.</i>				
	<i>4 ft x 8 ft</i>				
26	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	7	12,000.00	84,000.00
	<i>Display Cabinet, Filing Cabinet</i>				
	<i>Dimensions: 900mm x 450mm x 1850mm</i>				
	<i>Powder coated</i>				
	<i>Adjustable shelves</i>				
27	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	1	11,000.00	11,000.00
	☐size of the product is <i>W=46CM,L=62CM,H=133CM(1 inch=2.54CM),</i>				
	☐ 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
	☐at least 45.2x 62 x 133.1cm (LWH)				
	☐Vertical				
	☐preferably dark green color				
29	Table Drawer Handle	pcs	20	66.00	1,320.00
	<i>Table drawer handle</i>				
	<i>length-96mm</i>				
	<i>Black</i>				
	<i>aluminum</i>				
	<i>rectangle</i>				
30	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 roler 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>				
	NOTE:				
	<i>If Item size (180*160cm) is not applicable, we also consider Item size (180*180cm)</i>				
31	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	unit	14	5,000.00	70,000.00
	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				
32	Office Table with Mobile Pedestal	pc	1	12,500.00	12,500.00
	▣Executive Desk with metal legs,				
	▣Melamine Table Top Finish				
	▣Size: 140cm x 70cm x 75cm				
	▣with center pen tray				
	▣Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table				
				TOTAL:	822,351.00

DILBERTO O. FERRAREN
BAC Chairman