



VISAYAS
STATE UNIVERSITY

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Supply and Delivery of Office Furniture and Fixture (VSU- GOODS-24-27)

Government of the Republic of the Philippines

March 26, 2024; 9:00 AM
BAC Conference Room, VSU Market, Visca, Baybay City, Leyte
and via Zoom

Sixth Edition
July 2020

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid	6
Section II. Instructions to Bidders	20
1. Scope of Bid	21
2. Funding Information	21
3. Bidding Requirements	21
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	21
5. Eligible Bidders	21
6. Origin of Goods	22
7. Subcontracts	22
8. Pre-Bid Conference	22
9. Clarification and Amendment of Bidding Documents	22
10. Documents comprising the Bid: Eligibility and Technical Components	22
11. Documents comprising the Bid: Financial Component	23
12. Bid Prices	23
13. Bid and Payment Currencies	24
14. Bid Security	24
15. Sealing and Marking of Bids	24
16. Deadline for Submission of Bids	24
17. Opening and Preliminary Examination of Bids	25
18. Domestic Preference	25
19. Detailed Evaluation and Comparison of Bids	25
20. Post-Qualification	26
21. Signing of the Contract	26
Section III. Bid Data Sheet	27
Section IV. General Conditions of Contract	29
1. Scope of Contract	30
2. Advance Payment and Terms of Payment	30
3. Performance Security	30
4. Inspection and Tests	30
5. Warranty	31
6. Liability of the Supplier	31
Section V. Special Conditions of Contract	32
Section VI. Schedule of Requirements	37
Section VII. Technical Specifications	48
Section VIII. Checklist of Technical and Financial Documents	59

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.



VISAYAS
STATE UNIVERSITY

Section I. Invitation to Bid



INVITATION TO BID FOR SUPPLY AND DELIVERY OFFICE FURNITURE AND FIXTURE

1. The *Visayas State University* through the *GF, STF and TF 2024* intends to apply the sum of *Four Million Five Hundred Fifty Four Thousand Three Hundred Sixty Five Pesos (PhP 4,554,365.00)* being the ABC to payments under the contract for *Supply and Delivery Office Furniture and Fixture (VSU-GOODS-24-27)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Visayas State University*, through the *GF, STF and TF 2024* intends to apply the following ABC per item to payments under the contract for each item, to wit:

Item #	Description	Unit	Qty	ABC/Unit (Pesos)	Total ABC (Pesos)
1	5 pcs. Office table (Good Quality, 5 pcs. Office chair with arm rest, durable leather, 35 pcs. Monoblock chairs	lot	3	96,000.00	288,000.00
	5 pcs. Office table (Good Quality				
	<i>Item Specification</i>				
	<i>office wooden table</i>				
	<i>with lockable drawers, two sided 3 drawers</i>				
	<i>Dimension: L 63"x W 30" x H 30"</i>				
	<i>Colors: Mahogany</i>				
	5 pcs. Office chair with arm rest, durable leather				
	<i>Item Specification</i>				
	<i>Back Tilt Tension: 90 degrees -180 degrees</i>				
	<i>Hydraulic: Level 4 100mm SGS Certified</i>				
	<i>Base Material: Solid Nylon Base</i>				
	<i>Inner Structure: Sturdy Metal Frame, Padded Soft Sponge</i>				
	<i>Outer Material: Durable PU Leather, Skin-friendly</i>				
	<i>Weight Capacity: 140KG</i>				
	<i>Package Weight: 16.7KG</i>				
	35 pcs. Monoblock Chair (all gray)				
	<i>Item Specification</i>				
	☑ <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>				



	1pc.18" WALL FAN				
	<i>Description</i>				
	<i>Product Overview</i>				
	<i>Double Ring Guard</i>				
	<i>Snap Lock Ring</i>				
	<i>Overheated Protected Motor (Thermal Cut-off)</i>				
	<i>Three Speed Settings</i>				
	<i>160 Degree Oscillation Action</i>				
	<i>Pull Chain Switch Operation</i>				
	Warranty				
	<i>Parts: 1 year</i>				
	Weight				
	Gross: 3 kg				
	3 pcs. Industrial Stand Fan				
	FEATURES				
	<i>Wide air distribution</i>				
	<i>3 fan blades</i>				
	<i>3-speed motor</i>				
	<i>Durable cast iron housing</i>				
	<i>Adjustable stand (up to 1.3m)</i>				
	<i>Sturdy wrought iron base (6kg)</i>				
	<i>Overheat protection- Airflow: 130m³/min</i>				
	<i>Speed: 1400rpm</i>				
	<i>Sound level: <70dB(A)</i>				
	SPECIFICATIONS				
	<i>Power Input: 180W</i>				
	<i>Product Size: 26 inches</i>				
2	Block-out Roll-up Roller Shade, 61" (W)x 52"(H)	unit	4	8,000.00	32,000.00
	<i>Fabricated exactly according to indicated size: 61" (W)x 52"(H)</i>				
	<i>HEAVY-DUTY Block-out Roller Shades</i>				
	<i>Material: 100% polyester fabric coated with 100% blackout white backing</i>				
	<i>Protected Thermal Insulated Fabric, UV Protection</i>				
	<i>Lift or lower smoothly using a chord</i>				
	<i>Can easily be cleaned by simply wiping with a damp cloth</i>				
	<i>Color: off-white or close to similar</i>				
	<i>All mounting hardware included</i>				
	<i>On-site installation included</i>				
3	Chair (Plain White)	pc	25	700.00	17,500.00
	<i>Chair Classic Armless Chair</i>				
	<i>Color: Plain White</i>				
	<i>Durable Monobloc Design</i>				



4	Chair, computer, ergodynamic with mesh backrest	pc	30	7,000.00	210,000.00
5	Clerical Chair without Armrest	pc	2	2,550.00	5,100.00
	<i>Clerical Chair without Armrest</i>				
	<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>				
6	Computer Table, tower type	unit	1	3,000.00	3,000.00
	☐ <i>Dimension: 60 x 40 x 123 cm</i>				
	☐ <i>Color: black</i>				
	☐ <i>with top printer shelf and sliding flat drawer for key board</i>				
	☐ <i>for indoor use</i>				
7	Curtain rod bracket, 3/4" in diameter, silver, with screw and tox	pc	40	80.00	3,200.00
	<i>material: stainless</i>				
	<i>inclusion: with screw and tox</i>				
8	Curtain rod, pole, 3/4" x 150", silver, with chrome end caps	pc	20	400.00	8,000.00
	<i>Material: Stainless</i>				
	<i>Color: silver, with chrome end cap</i>				
9	Curtains	length	36	700.00	25,200.00
	<i>Jacquard, grommet, 58" x 80"</i>				
10	Dark Green Velvet Curtains Room Darkening Blackout Solid Curtains Thermal Insulated Soundproof Curtain	pairs	4	3,000.00	12,000.00
	☐ <i>Velvet</i>				
	☐ <i>Imported</i>				
	☐ <i>Size & Material: 2 panels of 52"x108" luxury dark green velvet curtains. The back of the curtain is made of high-quality velvet fabric and black yarn.</i>				
	☐ <i>Function: Blackout curtains can block about 70% of the light</i>				
	☐ <i>Design: Dark green</i>				
	☐ <i>Fine details: Interior diameter of grommet hole is 1.6 inch. Sewn well at each edge of the curtain.</i>				
11	Deluxe School Chair with Arm and writing tablet, heavy duty	pc	120	3,000.00	360,000.00
	<i>Black metal frame tube size 15"30"1.0mm; plastic seat, blue, grey or black</i>				
12	Ergonomic Office Chair	unit	2	14,500.00	29,000.00
	☐ <i>Features</i>				



	◀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	Executive Chairs	pc	5	9,000.00	45,000.00
	Executive Leather Office Chair				
	executive Heavy Duty Chair				
	Double-layer cushion with leatherette armrest				
	High back design				
	With back-rest reclining adjustment and knee tilt mechanism				



					
14	Executive Table	unit	2	25,000.00	50,000.00
	<i>L-shaped Executive Table (1800x900x750mm) HPL laminated finished with side table, cabinet and soft</i>				
15	File Cabinet, 4 Drawers, Steel, Lateral	unit	10	15,000.00	150,000.00
	<i>Brand New</i>				
	<i>High Quality</i>				
	<i>W-45cm, L-90cm, H-133cm</i>				
	<i>Full steel product. The steel thickness of the file cabinet is 0.7-1.2mm</i>				
	<i>Rustproof</i>				
	<i>Powder coated</i>				
16	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>				
17	heavy duty steel shelves	unit	10	10,000.00	100,000.00
	<i>Heavy Duty Slotted Angle Rack</i>				
	<i>2.0mm Slotted angle bars</i>				
	<i>10mm 1/2 Plywood boards</i>				
	<i>100 kilos per layer</i>				
	<i>Height - 6ft, Length - 4ft, Width - 18"</i>				
	<i>6 Layers</i>				
18	Ladder	pc	1	10,000.00	10,000.00
	<i>16-step, 16 feet Aluminum Multipurpose Ladder, Alluminum Alloy material type</i>				
19	Left Handed Monoblock Study Chairs with writing Tablet White	pc	10	2,500.00	25,000.00
	<i>Monoblock Study Chairs with writing Tablet White</i>				
	<i>High quality brand</i>				
20	Long Bench	pc	5	9,000.00	45,000.00
	<i>Natural solid wood seat</i>				



	<i>Metal leg</i>				
	<i>Product Dimension: 145 D X 38W X 45H Centimeters</i>				
	<i>Seat Height: 18 inches</i>				
					
21	Lounge Sofa Set	set	1	60,000.00	60,000.00
	<i>Seat Material: Leather, Gray; Frame Material: Wood, Black; Set: 1 unit - 3 seater sofa, 4 units - 1 seater sofa; Dimension: 3 seater - 175(W) x 76(D) x 82(H) cm, 1 seater - 74(W) x 76(D) x 82(H) cm, 1 coffee/center table - 28(W) x 52(D) x 17(H) inches</i>				
22	L-Shape Executive Desk for Department Head	unit	1	27,000.00	27,000.00
	<i>160 L-Shape Executive Desk</i>				
	<i>Material: Wood</i>				
	<i>Color: Wenge</i>				
	<i>Main Table Dimension: W1600 x D800 x H760mm</i>				
	<i>Side Table Dimension: W1200 x D400 x H600mm</i>				
23	MC Low Back Office Chair	pc	4	7,600.00	30,400.00
	<i>Dimensions, W58XD64XH101-111cm, black color</i>				
24	Metal Leg Office Table	pc	5	10,650.00	53,250.00
	<i>size, 60 X 60cm, color, walnut, metal leg black</i>				
	<p style="text-align: center;">Metal Leg Office Table</p>  <p>Color</p> <p>Primary Material</p> <p> <small> Panels: Walnut Metal leg: Black - Made of Melamine laminated on P - 25mm thick top panel with 0.8mm - 16mm thick front panel with 0.8mm edging - 18mm thick drawer front, side & b 0.5mm thick PVC edging - 75mm dia. plastic wirehole cap. - 16" full extension drawer slide me - 1.2mm thick stamped metal sheet powdercoated finish with 38mm adj glide. </small> </p>				
25	Monobloc chairs	pc	220	700.00	154,000.00
	<i>at least 3kg chair weight</i>				



26	Monoblock Study Chairs	pc	1061	1,600.00	1,697,600.00
	with writing tablet				
	☐For classroom use				
	☐white color				
	heavy duty and durable				
	Approx - H 86cm x L 44cm x W 42cm				
27	Office Chair Executive	pc	4	10,000.00	40,000.00
	Highback chair with armrest & headrest				
	Materials: Backrest - Mesh/net Seatrest - Fabric,				
	PVC armrest and PVC				
	Accessories: Gaslift, caster wheel				
28	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest	unit	1	8,000.00	8,000.00
	☐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 a 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				
29	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	unit	5	5,000.00	25,000.00
	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 a 19.5". Built-in lumbar cushion support your lower back and enhances the natural curve of your spine.				



	SOLID & DURABLE				
	<i>Offers nylon five-star heavy-duty base and smooth-rolling silenced casters covered with soft PU</i>				
	OVERALL DIMENSIONS				
	<i>Chair size: 23.6" x 23.6" x 43.7"-47.6" (L x W x H)</i>				
	<i>Seat height adjust: 16"-20"</i>				
	<i>Seat area: 18.5" x 20.5"</i>				
	<i>Backrest area: 15 x 27.5"</i>				
	<i>Assembly required</i>				
30	Office Table	pc	10	4,000.00	40,000.00
	☐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"				
31	Office Table Executive	pc	1	30,000.00	30,000.00
	<i>Executive Table</i>				
	<i>Materials: Glass Table, Metal Frame</i>				
	<i>Dimensions:</i>				
	<i>Long Drawer - W100xD40xH75 cm</i>				
	<i>Short Drawer - W40xD40xH61 cm</i>				
	<i>Warranty: 6 Months</i>				
	<i>Finish: Black</i>				
	<i>W180xD80xH75 cm</i>				
32	Office table, metal legs, woodgrain top, good quality	pc	1	15,000.00	15,000.00
	<i>Structure: E1 Moisture Resistant Board</i>				
	<i>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.</i>				
	<i>Finish: E1 standard available in 7 finishes</i>				
	<i>Top : 25mm thick board</i>				
	<i>Legs: 1×3 Metal steel in 2mm thick customized powder coated finish; black</i>				
	<i>Modesty panel: 18mm thick in 400mm Ht</i>				
	<i>Sidings in 2mm PVC edge band</i>				
	<i>Max Weight Capacity 30Kg</i>				
	<i>With built in 1 PVC grommet</i>				
	<i>Metal Brackets</i>				
	<i>Adjustable feet leveler</i>				
	<i>Light dusting/wiping for general cleaning</i>				



					
33	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				
34	Ready Made Curtain, Dark/Smoke Gray Color	pc	18	800.00	14,400.00
	Type: Ring/Tuhog				
	Size: (56 width to 98 length inches)				
	Color: Dark or Smoke Gray				
35	Senior Executive High back chair	pc	1	6,500.00	6,500.00
	☐double-layer cushion with leatherette armrest,				
	☐with back-rest reclining adjustment and knee tilt mechanism				
36	Stackable Chair	pc	70	3,500.00	245,000.00
	Width:20 inches				
	Height:35" inches				
	With out Arms				
	Assembled: Assembly Required				
	Back: With Back				
	Color: Black				
	Features: Stackable				
	Frame Color: Silver				
	Frame Material: Steel				
	Padded Seat:Without Padded Seat				
	Seat Material: Plastic				
	Shape: Rectangle				
	Style: Solid Back				
	Type: Chairs				
	Usage: Breakroom/Indoor				
37	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	6	12,000.00	72,000.00
	☐Display Cabinet, Filing Cabinet				
	☐Dimensions: 900mm x 450mm x 1850mm				



	☐ Powder coated				
	☐ Adjustable shelves				
38	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pc	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.				
	steel thickness of the file cabinet is 0.7-1.2mm				
	☐ 4 Drawers steel vertical filing cabinet				
39	Steel Cabinet, 4 drawers, Dark Green	pc	7	8,500.00	59,500.00
	☐ at least 45.2x 62 x 133.1cm (LWH)				
	☐ Vertical				
	☐ preferably dark green color				
40	Stool Chairs(metal)	pc	80	2,500.00	200,000.00
	Use in labs				
	Ring underneath seat for support and foot-rest				
	Scratch resistance				
	Rubber footing on each leg to protect floor				
	Seat will not chip or crack				
	Seat Dimensions: 14"D x 20"H				
	Frame Material: 7/8" 18-gauge tubular steel				
41	White Board 4x6 Ft.	unit	2	9,000.00	18,000.00
	☐ Specification:				
	☐ Size: 4x6 ft.				
	☐ Magnetic With Stand and Roller Stopper				
	☐ Collapsible stand and rollers				
	☐ With white board eraser holder				
42	White Board, 100x150cm	pc	1	4,515.00	4,515.00
	Aluminum Frame with movable stand and roller				
43	Whiteboard	unit	11	8,000.00	88,000.00
	Rotatable Back-to-back 4' x 5' Whiteboard with aluminum frame and a movable and adjustable iron stand with a maximum height of 6'.				
	Rebidding (from VSU-GOODS-23-48)				
44	4-layer Multipurpose Cabinet, Plastic, Transparent door	pc	2	3,600.00	7,200.00
45	Curtain rod bracket, 3/4" in diameter, silver, with screw and tox	pc	50	80.00	4,000.00
	material: stainless, inclusion: with screw and tox				
46	Mahogany wood Sala Set	set	1	35,000.00	35,000.00



	1 pc 3-seaters, 2 pcs 1-seater with removable foam for sofa set, 1 center table 2ft-3ft , with top glass				
47	Upholstery of Conference Chairs	pc	20	300.00	6,000.00
	Seat Height = 19 inches, Seat Width= 16inches				
	Seat Depth= 16 inches				
	Back Height = 15 inches, Back Width = 16 inches				
	Seat and Back Material= Leather				
	Material = Leather				
	Seat and Back Color = Dark Blue/ Black				
	Frame Color = Black				
	Frame Material= Steel				
48	Venetian Vertical Blinds, pvc W776 x H140cm, beige color with accessories	set	1	15,000.00	15,000.00
	☐Good Quality				
49	Window blinds	pc	3	1,200.00	3,600.00
	120 cm W x 160 cm L				
	can adjust the length with the roller				
	Width (left to right) by height (top to bottom)				
	Suitable for office				
	Easy to install (include brackets and screws)				
	Color blackout Gray				
50	Window blinds 160x180	pc	8	1,200.00	9,600.00
	The size you can adjust the length with the roller				
	Width (left to right) by height (top to bottom)				
	Suitable for living room bedroom office				
	Easy to install (include brackets and screws)				
	Rebidding (from VSU-GOODS-24-07)				
52	Curtain Plain Grommet Top, Matte Gold	pc	4	600.00	2,400.00
	☐Polyester, 7ft length (standard)				
	☐Blackout curtain				
53	Curtain Plain Grommet Top, White	pc	4	600.00	2,400.00
	☐Polyester, 7ft length (standard)				
	☐High quality				
54	Sofa Set, Leather	set	1	65,000.00	65,000.00
	Seat Material: Leather				
	Color: Black;				
	Frame Material: Wood				
	Set: 1 unit - 3 seater sofa, 4 units -1 seater sofa				



	Dimension: 3 seater - 175(W) x 76(D) x 82(H) cm, 1 seater - 74(W) x 76(D) x 82(H) cm,				
	1 coffee/center table - 28(W) x 52(D) x 17(H) inches				
				TOTAL:	4,554,365.00

Bids received in excess of the ABC for each item shall be automatically rejected at bid opening.

2. The *Visayas State University* now invites bids for the above Procurement Project. Delivery of the Goods is required by *thirty (30) days from receipt of Purchase Order (PO)*. Bidders should have completed, within *two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *Visayas State University* and inspect the Bidding Documents at the address given below during *Mondays - Fridays (8:00 AM-5:00 PM)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **5 – 26 March 2024 until 8:30 AM** 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.
6. The *Visayas State University* will hold a Pre-Bid Conference on **March 14, 2024; 2:00 PM** at the *BAC Conference Room, VSU Market, Visca, Baybay City, Leyte* and through video conferencing *via Zoom*, which shall be open to prospective bidders.

Bidders are advised to contact the BAC Secretariat before the scheduled Pre-Bid Conference for the Zoom meeting details.

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 **26 March 2024; 8:30 AM**. Late bids shall not be accepted.

8. For bidders who opt to submit their bids electronically, a hardcopy (original) of the bid must be sent to the BAC through preferred couriers. A proof (e.g. courier receipt/waybill, etc.) that a hardcopy of the bid is on transit must be presented upon submission of the electronic bid.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **26 March 2024; 9:00 AM** at the *BAC Conference Room, VSU Market, Visca, Baybay City, Leyte* and through video conferencing via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Bidders are advised to contact the BAC Secretariat before the scheduled Bid Opening for the Zoom meeting details.

11. The *Visayas State University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Ms. Jessamine C. Ecleo (BAC Secretariat)
*Office of the Head for Procurement,
VSU-Main, Visca, Baybay City, Leyte*
Mobile: 053 565 0600 local 1093 or 0998 555 0106
Email: jessamine.ecleo@vsu.edu.ph

or

Mr. Toni Marc L. Dargantes (BAC Secretariat)
*Office of the VP for Planning, Resource Generation & Auxiliary Services
VSU-Main, Visca, Baybay City, Leyte*
Mobile: 0977 7186594
Email: tmdargantes@vsu.edu.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <https://www.vsu.edu.ph/philgeps-opportunities>

March 4, 2024

DILBERTO O. FERRAREN
Chairperson, VSU BAC

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Visayas State University*, wishes to receive Bids for the *Supply and Delivery Office Furniture and Fixture*, with identification number *VSU-GOODS-24-27*.

The Procurement Project (referred to herein as “Project”) is composed of **54 items**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2024 in the amount of *Four Million Five Hundred Fifty Four Thousand Three Hundred Sixty Five Pesos (PhP 4,554,365.00)*.

2.2. The source of funding is: NGA, the General Fund, Special Trust Fund Trust Fund,

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the on-going posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

Bidder should comply with the following requirements:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%)* of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **two (2 years)** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in: Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **July 26, 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: One Project having several items, which shall be awarded as separate contracts per item.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet



Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. <i>Office Furniture or Office Fixture or a combination of both</i> b. completed within two (2) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>VSU Main, Visca, Baybay City, Leyte</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than <i>Ninety One Thousand Eighty Seven and 30/100 Pesos (PhP 91,087.30) or two percent (2%) of ABC</i> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Two Hundred Twenty Seven Thousand Seven Hundred Eighteen and 25/100 pesos (PhP 227,718.25) or five percent (5%) of ABC</i> if bid security is in Surety Bond.
15	Bidders are requested to submit two (2) more copies of its bid (Copy 1 and Copy 2) in addition to the required original hardcopy. For filing purposes, the bidders are urged to use Brown envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.
19.3	<i>See Section I. Invitation to Bid (Item 1) for the list of items and their corresponding total Approved Budget for the Contract (ABC) per item.</i>
20.2	Bidders are required to submit its updated Mayor's/Business Permit during post-qualification.
21.2	<i>Not Applicable.</i>

Section IV. General Conditions of Contract



1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.



5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.



Section V. Special Conditions of Contract



Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery term applicable to this Contract is delivered <i>VSU Main Campus, Visca, Baybay City, Leyte</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="margin-left: 40px;"><u>Ms. Vivian V. Balbarino</u> <i>Head, Supply and Property Office</i> <i>VSU-Main, Visca, Baybay City, Leyte</i> <i>Contact #: 053 565 0600 local 1082/ 09175518871</i> sppmo@vsu.edu.ph</p> <ul style="list-style-type: none"> ● <i>Additional Instruction: The Supplier should notify the Head of Supply and Property Management Office at least 1 week before the scheduled delivery.</i> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance r supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.



The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 3 years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:



	<p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>



	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Payment of staggered deliveries shall be allowed. Payment shall be on “as per cost of the items delivered” subject to inspection and acceptance.
4	The inspections and tests that will be conducted will be specified by the appropriate technical team of VSU to confirm conformity to the contract specifications at no extra cost to VSU.



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item #	Unit	Qty	Description	Delivered, Weeks/Months
1	lot	3	5 pcs. Office table (Good Quality, 5 pcs. Office chair with arm rest, durable leather, 35 pcs. Monoblock chairs	All Items Should Be Delivered to VSU Main Campus, Visca, Baybay City, Leyte within 30 calendar days from receipt of Purchase Order (PO).
			5 pcs. Office table (Good Quality	
			<i>Item Specification</i>	
			<i>office wooden table</i>	
			<i>with lockable drawers, two sided 3 drawers</i>	
			<i>Dimension: L 63"x W 30" x H 30"</i>	
			<i>Colors: Mahogany</i>	
			5 pcs. Office chair with arm rest, durable leather	
			<i>Item Specification</i>	
			<i>Back Tilt Tension: 90 degrees -180 degrees</i>	
			<i>Hydraulic: Level 4 100mm SGS Certified</i>	
			<i>Base Material: Solid Nylon Base</i>	
			<i>Inner Structure: Sturdy Metal Frame, Padded Soft Sponge</i>	
			<i>Outer Material: Durable PU Leather, Skin-friendly</i>	
			<i>Weight Capacity: 140KG</i>	
			<i>Package Weight: 16.7KG</i>	
			35 pcs. Monoblock Chair (all gray)	
			<i>Item Specification</i>	
			☑ <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>	
			1pc.18" WALL FAN	
			<i>Description</i>	
			<i>Product Overview</i>	
			<i>Double Ring Guard</i>	
			<i>Snap Lock Ring</i>	
			<i>Overheated Protected Motor (Thermal Cut-off)</i>	
			<i>Three Speed Settings</i>	
			<i>160 Degree Oscillation Action</i>	
			<i>Pull Chain Switch Operation</i>	
			Warranty	
			<i>Parts: 1 year</i>	
			Weight	



			Gross: 3 kg
			3 pcs. Industrial Stand Fan
			FEATURES
			Wide air distribution
			3 fan blades
			3-speed motor
			Durable cast iron housing
			Adjustable stand (up to 1.3m)
			Sturdy wrought iron base (6kg)
			Overheat protection- Airflow: 130m ³ /min
			Speed: 1400rpm
			Sound level: <70dB(A)
			SPECIFICATIONS
			Power Input: 180W
			Product Size: 26 inches
2	unit	4	Block-out Roll-up Roller Shade, 61" (W)x 52"(H)
			Fabricated exactly according to indicated size: 61" (W)x 52"(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
3	pc	25	Chair (Plain White)
			Chair Classic Armless Chair
			Color: Plain White
			Durable Monobloc Design
4	pc	30	Chair, computer, ergodynamic with mesh backrest
5	pc	2	Clerical Chair without Armrest
			Clerical Chair without Armrest
			Materials: Fabric back and seat rest, Chrome star base
			Dimension: 38w x 40d x 77-85h cm
			Accessories: Gas lift for height adjustment, Caster wheels
			Color: Gray
6	unit	1	Computer Table, tower type
			■Dimension: 60 x 40 x 123 cm
			■Color: black



			<ul style="list-style-type: none"> ☐with top printer shelf and sliding flat drawer for key board
			<ul style="list-style-type: none"> ☐ for indoor use
7	pc	40	<p>Curtain rod bracket, 3/4" in diameter, silver, with screw and tox</p>
			material: stainless
			inclusion: with screw and tox
8	pc	20	<p>Curtain rod, pole, 3/4" x 150", silver, with chrome end caps</p>
			Material: Stainless
			Color: silver, with chrome end cap
9	length	36	<p>Curtains</p>
			Jacquard, grommet, 58" x 80"
10	pairs	4	<p>Dark Green Velvet Curtains Room Darkening Blackout Solid Curtains Thermal Insulated Soundproof Curtain</p>
			☐Velvet
			☐Imported
			☐Size & Material: 2 panels of 52"x108" luxury dark green velvet curtains. The back of the curtain is made of high-quality velvet fabric and black yarn.
			☐Function: Blackout curtains can block about 70% of the light
			☐Design: Dark green
			☐Fine details: Interior diameter of grommet hole is 1.6 inch. Sewn well at each edge of the curtain.
11	pc	120	<p>Deluxe School Chair with Arm and writing tablet, heavy duty</p>
			Black metal frame tube size 15"30"1.0mm; plastic seat, blue, grey or black
12	unit	2	<p>Ergonomic Office Chair</p>
			☐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



			<p>☐ Weight</p> <p>◀ Box size: 74 x 39 x 64 cm</p> <p>☐ Headrest</p> <p>◀ Headrest Angle Max Adjustment: 320 degree angles</p> <p>☐ Lumbar Support</p> <p>◀ Height of Lumbar Support: 12.8 cm from bottom of backrest</p> <p>◀ Lumbar Support Height Adjustability: 5 cm</p> <p>☐ Arm Rest</p> <p>◀ Arm Rest Height: 20.5-28.5 cm</p> <p>◀ Arm Rest Angle: 15 degrees inward and 15 degrees outward</p> <p>☐ Overall Chair</p> <p>◀ Maximum Recline: 124 degrees</p> <p>◀ Reclines at 3 positions: 102, 113, and 124 degrees</p> <p>◀ Chair Height: 117-126cm</p> <p>◀ Seat Depth: 47 cm</p> <p>◀ Backrest Load Capacity: 175 kg</p> <p>◀ Seat Load Capacity: 125 kg</p>
13	pc	5	<p>Executive Chairs</p> <p><i>Executive Leather Office Chair</i></p> <p><i>executive Heavy Duty Chair</i></p> <p><i>Double-layer cushion with leatherette armrest</i></p> <p><i>High back design</i></p> <p><i>With back-rest reclining adjustment and knee tilt mechanism</i></p>
			
14	unit	2	<p>Executive Table</p> <p><i>L-shaped Executive Table (1800x900x750mm)</i></p> <p><i>HPL laminated finished with side table, cabinet and soft</i></p>
15	unit	10	<p>File Cabinet, 4 Drawers, Steel, Lateral</p> <p><i>Brand New</i></p> <p><i>High Quality</i></p> <p><i>W-45cm, L-90cm, H-133cm</i></p>



			Full steel product. The steel thickness of the file cabinet is 0.7-1.2mm
			Rustproof
			Powder coated
16	pc	8	Folding Training Table
			Folding Training Table ,
			Metal Frame
			Table Top Material:High-Density Polyethylene (HDPE)
			light gray
			at least 6ft in Length,
			30 inches width, 29 inches Height
17	unit	10	heavy duty steel shelves
			Heavy Duty Slotted Angle Rack
			2.0mm Slotted angle bars
			10mm 1/2 Plywood boards
			100 kilos per layer
			Height - 6ft, Length - 4ft, Width - 18"
			6 Layers
18	pc	1	Ladder
			16-step, 16 feet Aluminum Multipurpose Ladder, Alluminum Alloy material type
19	pc	10	Left Handed Monoblock Study Chairs with writing Tablet White
			Monoblock Study Chairs with writing Tablet White
			High quality brand
20	pc	5	Long Bench
			Natural solid wood seat
			Metal leg
			Product Dimension: 145 D X 38W X 45H Centimeters
			Seat Height: 18 inches
			
21	set	1	Lounge Sofa Set



			<p><i>Seat Material: Leather, Gray; Frame Material: Wood, Black; Set: 1 unit - 3 seater sofa, 4 units - 1 seater sofa; Dimension: 3 seater - 175(W) x 76(D) x 82(H) cm, 1 seater - 74(W) x 76(D) x 82(H) cm, 1 coffee/center table - 28(W) x 52(D) x 17(H) inches</i></p>
22	unit	1	<p>L-Shape Executive Desk for Department Head</p> <p>160 L-Shape Executive Desk</p> <p>Material: Wood</p> <p>Color: Wenge</p> <p>Main Table Dimension: W1600 x D800 x H760mm</p> <p>Side Table Dimension: W1200 x D400 x H600mm</p>
23	pc	4	<p>MC Low Back Office Chair</p> <p>Dimensions, W58XD64XH101-111cm, black color</p>
24	pc	5	<p>Metal Leg Office Table</p> <p>size, 60 X 60cm, color, walnut, metal leg black</p> <div style="text-align: center;"> <p>Metal Leg Office Table</p>  </div> <p>Color</p> <p>Primary Material</p> <p> <small> Panels: Walnut Metal leg: Black - Made of Melamine laminated on Particle board. - 25mm thick top panel with 0.8mm thick PVC edge - 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. </small> </p>
25	pc	220	<p>Monobloc chairs</p> <p>at least 3kg chair weight</p>
26	pc	1061	<p>Monoblock Study Chairs</p> <p>with writing tablet</p> <p>☑For classroom use</p> <p>☑white color</p> <p>heavy duty and durable</p> <p>Approx - H 86cm x L 44cm x W 42cm</p>
27	pc	4	<p>Office Chair Executive</p> <p>Highback chair with armrest & headrest</p> <p>Materials: Backrest - Mesh/net Seatrest - Fabric, PVC armrest and PVC</p> <p>Accessories: Gaslift, caster wheel</p>
28	unit	1	<p>Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest</p> <p>☑STABLE & BREATHABLE</p>



			<ul style="list-style-type: none"> ☐ 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 a 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
29	unit	5	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)
			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 a 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
30	pc	10	Office Table
			☐ 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"
31	pc	1	Office Table Executive



			<i>Executive Table</i>
			<i>Materials: Glass Table, Metal Frame</i>
			<i>Dimensions:</i>
			<i>Long Drawer - W100xD40xH75 cm</i>
			<i>Short Drawer - W40xD40xH61 cm</i>
			<i>Warranty: 6 Months</i>
			<i>Finish: Black</i>
			<i>W180xD80xH75 cm</i>
32	pc	1	Office table, metal legs, woodgrain top, good quality
			<i>Structure: E1 Moisture Resistant Board</i>
			<i>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.</i>
			<i>Finish: E1 standard available in 7 finishes</i>
			<i>Top : 25mm thick board</i>
			<i>Legs: 1×3 Metal steel in 2mm thick customized powder coated finish; black</i>
			<i>Modesty panel: 18mm thick in 400mm Ht</i>
			<i>Sidings in 2mm PVC edge band</i>
			<i>Max Weight Capacity 30Kg</i>
			<i>With built in 1 PVC grommet</i>
			<i>Metal Brackets</i>
			<i>Adjustable feet leveler</i>
			<i>Light dusting/wiping for general cleaning</i>
			
33	pc	1	Open Type Filing Cabinet
			■5 Layer Metal,
			■Dimensions: W85cmx D40cmxH185cm,
			■Color: Gray,
			■Materials: All metal Construction gauge 24
34	pc	18	Ready Made Curtain, Dark/Smoke Gray Color
			Type: Ring/Tuhog
			Size: (56 width to 98 length inches)



			<i>Color: Dark or Smoke Gray</i>
35	pc	1	Senior Executive High back chair
			☐double-layer cushion with leatherette armrest,
			☐with back-rest reclining adjustment and knee tilt mechanism
36	pc	70	Stackable Chair
			<i>Width:20 inches</i>
			<i>Height:35" inches</i>
			<i>With out Arms</i>
			<i>Assembled: Assembly Required</i>
			<i>Back: With Back</i>
			<i>Color: Black</i>
			<i>Features: Stackable</i>
			<i>Frame Color: Silver</i>
			<i>Frame Material: Steel</i>
			<i>Padded Seat:Without Padded Seat</i>
			<i>Seat Material: Plastic</i>
			<i>Shape: Rectangle</i>
			<i>Style: Solid Back</i>
			<i>Type: Chairs</i>
			<i>Usage: Breakroom/Indoor</i>
37	pc	6	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,
			☐Display Cabinet, Filing Cabinet
			☐Dimensions: 900mm x 450mm x 1850mm
			☐Powder coated
			☐Adjustable shelves
38	pc	1	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White
			☐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
39	pc	7	Steel Cabinet, 4 drawers, Dark Green
			☐at least 45.2x 62 x 133.1cm (LWH)
			☐Vertical
			☐preferably dark green color
40	pc	80	Stool Chairs(metal)
			<i>Use in labs</i>
			<i>Ring underneath seat for support and foot-rest</i>
			<i>Scratch resistance</i>
			<i>Rubber footing on each leg to protect floor</i>
			<i>Seat will not chip or crack</i>
			<i>Seat Dimensions: 14"D x 20"H</i>
			<i>Frame Material: 7/8" 18-gauge tubular steel</i>



41	unit	2	White Board 4x6 Ft.
			☐Specification:
			☐Size: 4x6 ft.
			☐Magnetic With Stand and Roller Stopper
			☐Collapsible stand and rollers
			☐With white board eraser holder
42	pc	1	White Board, 100x150cm
			Aluminum Frame with movable stand and roller
43	unit	11	Whiteboard
			Rotatable Back-to-back 4' x 5' Whiteboard with aluminum frame and a movable and adjustable iron stand with a maximum height of 6'.
			Rebidding (from VSU-GOODS-23-48)
44	pc	2	4-layer Multipurpose Cabinet, Plastic, Transparent door
45	pc	50	Curtain rod bracket, 3/4" in diameter, silver, with screw and tox
			material: stainless
			inclusion: with screw and tox
46	set	1	Mahogany wood Sala Set
			1 pc 3-seaters, 2 pcs 1-seater with removable foam for sofa set, 1 center table 2ft-3ft , with top glass
47	pc	20	Upholstery of Conference Chairs
			Seat Height = 19 inches
			Seat Width= 16inches
			Seat Depth= 16 inches
			Back Height = 15 inches
			Back Width = 16 inches
			Seat Material= Leather
			Back Material = Leather
			Seat Color = Dark Blue/ Black
			Back Color = Dark Blue/ Black
			Frame Color = Black
			Frame Material= Steel
48	set	1	Venetian Vertical Blinds, pvc W776 x H140cm, beige color with accessories
			☐Good Quality
49	pc	3	Window blinds
			120 cm x 160 cm
			The size is width by length, 160cm is length, you can adjust the length with the roller
			Width (left to right) by height (top to bottom)
			Suitable for office
			Easy to install (include brackets and screws)
			Color blackout Gray
50	pc	8	Window blinds 160x180
			The size you can adjust the length with the roller



			<i>Width (left to right) by height (top to bottom)</i>
			<i>Suitable for living room bedroom office</i>
			<i>Easy to install (include brackets and screws)</i>
51	unit	1	Steel Cabinet, 4 drawers with lock, vertical, black
			<i>Rebidding (from VSU-GOODS-24-07)</i>
52	pc	4	Curtain Plain Grommet Top, Matte Gold
			☐ <i>Polyester, 7ft length (standard)</i>
			☐ <i>Blackout curtain</i>
53	pc	4	Curtain Plain Grommet Top, White
			☐ <i>Polyester, 7ft length (standard)</i>
			☐ <i>High quality</i>
54	set	1	Sofa Set, Leather
			<i>Seat Material: Leather</i>
			<i>Color: Black;</i>
			<i>Frame Material: Wood</i>
			<i>Set: 1 unit - 3 seater sofa, 4 units -1 seater sofa</i>
			<i>Dimension: 3 seater - 175(W) x 76(D) x 82(H) cm, 1 seater - 74(W) x 76(D) x 82(H) cm,</i>
			<i>1 coffee/center table - 28(W) x 52(D) x 17(H) inches</i>



Section VII. Technical Specifications



Technical Specifications

Item #	Unit	Qty	Description	Statement of Compliance
1	lot	3	5 pcs. Office table (Good Quality, 5 pcs. Office chair with arm rest, durable leather, 35 pcs.Monoblock chairs	[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., 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 Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-
			5 pcs. Office table (Good Quality	
			<i>Item Specification</i>	
			<i>office wooden table</i>	
			<i>with lockable drawers, two sided 3 drawers</i>	
			<i>Dimension: L 63"x W 30" x H 30"</i>	
			<i>Colors: Mahogany</i>	
			5 pcs. Office chair with arm rest, durable leather	
			<i>Item Specification</i>	
			<i>Back Tilt Tension: 90 degrees -180 degrees</i>	
			<i>Hydraulic: Level 4 100mm SGS Certified</i>	
			<i>Base Material: Solid Nylon Base</i>	
			<i>Inner Structure: Sturdy Metal Frame, Padded Soft Sponge</i>	
			<i>Outer Material: Durable PU Leather, Skin-friendly</i>	
			<i>Weight Capacity: 140KG</i>	
			<i>Package Weight: 16.7KG</i>	
			35 pcs.Monoblock Chair (all gray)	
			<i>Item Specification</i>	
			☑ <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>	
			1pc.18" WALL FAN	
			<i>Description</i>	
			<i>Product Overview</i>	
			<i>Double Ring Guard</i>	
			<i>Snap Lock Ring</i>	
			<i>Overheated Protected Motor (Thermal Cut-off)</i>	
			<i>Three Speed Settings</i>	
			<i>160 Degree Oscillation Action</i>	
			<i>Pull Chain Switch Operation</i>	
			Warranty	
			<i>Parts: 1 year</i>	
			Weight	
			Gross: 3 kg	
			3 pcs. Industrial Stand Fan	
			FEATURES	
			<i>Wide air distribution</i>	



			3 fan blades	qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.].
			3-speed motor	
			Durable cast iron housing	
			Adjustable stand (up to 1.3m)	
			Sturdy wrought iron base (6kg)	
			Overheat protection- Airflow: 130m ³ /min	
			Speed: 1400rpm	
			Sound level: <70dB(A)	
			SPECIFICATIONS	
			Power Input: 180W	
			Product Size: 26 inches	
2	unit	4	Block-out Roll-up Roller Shade, 61" (W)x 52"(H)	
			Fabricated exactly according to indicated size: 61" (W)x 52"(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	
3	pc	25	Chair (Plain White)	
			Chair Classic Armless Chair	
			Color: Plain White	
			Durable Monobloc Design	
4	pc	30	Chair, computer, ergonomic with mesh backrest	
5	pc	2	Clerical Chair without Armrest	
			Clerical Chair without Armrest	
			Materials: Fabric back and seat rest, Chrome star base	
			Dimension: 38w x 40d x 77-85h cm	
			Accessories: Gas lift for height adjustment, Caster wheels	
			Color: Gray	
6	unit	1	Computer Table, tower type	
			■Dimension: 60 x 40 x 123 cm	
			■Color: black	
			■with top printer shelf and sliding flat drawer for key board	
			■ for indoor use	
7	pc	40	Curtain rod bracket, 3/4" in diameter, silver, with screw and tox	
			material: stainless	
			inclusion: with screw and tox	



8	pc	20	Curtain rod, pole, 3/4" x 150", silver, with chrome end caps
			<i>Material: Stainless</i>
			<i>Color: silver, with chrome end cap</i>
9	length	36	Curtains
			<i>Jacquard, grommet, 58" x 80"</i>
10	pairs	4	Dark Green Velvet Curtains Room Darkening Blackout Solid Curtains Thermal Insulated Soundproof Curtain
			☐ <i>Velvet</i>
			☐ <i>Imported</i>
			☐ <i>Size & Material: 2 panels of 52"x108" luxury dark green velvet curtains. The back of the curtain is made of high-quality velvet fabric and black yarn.</i>
			☐ <i>Function: Blackout curtains can block about 70% of the light</i>
			☐ <i>Design: Dark green</i>
			☐ <i>Fine details: Interior diameter of grommet hole is 1.6 inch. Sewn well at each edge of the curtain.</i>
11	pc	120	Deluxe School Chair with Arm and writing tablet, heavy duty
			<i>Black metal frame tube size 15"30"1.0mm; plastic seat, blue, grey or black</i>
12	unit	2	Ergonomic Office Chair
			☐ <i>Features</i>
			◀ <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>
			☐ <i>Material</i>
			◀ <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>
			☐ <i>Weight</i>
			◀ <i>Box size: 74 x 39 x 64 cm</i>
			☐ <i>Headrest</i>
			◀ <i>Headrest Angle Max Adjustment: 320 degree angles</i>
			☐ <i>Lumbar Support</i>
			◀ <i>Height of Lumbar Support: 12.8 cm from bottom of backrest</i>
			◀ <i>Lumbar Support Height Adjustability: 5 cm</i>
			☐ <i>Arm Rest</i>



			◀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	pc	5	Executive Chairs
			Executive Leather Office Chair
			executive Heavy Duty Chair
			Double-layer cushion with leatherette armrest
			High back design
			With back-rest reclining adjustment and knee tilt mechanism
			
14	unit	2	Executive Table
			L-shaped Executive Table (1800x900x750mm) HPL laminated finished with side table, cabinet and soft
15	unit	10	File Cabinet, 4 Drawers, Steel, Lateral
			Brand New
			High Quality
			W-45cm, L-90cm, H-133cm
			Full steel product. The steel thickness of the file cabinet is 0.7-1.2mm
			Rustproof
			Powder coated
16	pc	8	Folding Training Table
			Folding Training Table ,
			Metal Frame
			Table Top Material:High-Density Polyethylene (HDPE)
			light gray
			at least 6ft in Length,
			30 inches width, 29 inches Height



17	unit	10	heavy duty steel shelves
			<i>Heavy Duty Slotted Angle Rack</i>
			<i>2.0mm Slotted angle bars</i>
			<i>10mm 1/2 Plywood boards</i>
			<i>100 kilos per layer</i>
			<i>Height - 6ft, Length - 4ft, Width - 18"</i>
			<i>6 Layers</i>
18	pc	1	Ladder
			<i>16-step, 16 feet Aluminum Multipurpose Ladder, Alluminum Alloy material type</i>
19	pc	10	Left Handed Monoblock Study Chairs with writing Tablet White
			<i>Monoblock Study Chairs with writing Tablet White</i>
			<i>High quality brand</i>
20	pc	5	Long Bench
			<i>Natural solid wood seat</i>
			<i>Metal leg</i>
			<i>Product Dimension: 145 D X 38W X 45H Centimeters</i>
			<i>Seat Height: 18 inches</i>
			
21	set	1	Lounge Sofa Set
			<i>Seat Material: Leather, Gray; Frame Material: Wood, Black; Set: 1 unit - 3 seater sofa, 4 units - 1 seater sofa; Dimension: 3 seater - 175(W) x 76(D) x 82(H) cm, 1 seater - 74(W) x 76(D) x 82(H) cm, 1 coffee/center table - 28(W) x 52(D) x 17(H) inches</i>
22	unit	1	L-Shape Executive Desk for Department Head
			<i>160 L-Shape Executive Desk</i>
			<i>Material: Wood</i>
			<i>Color: Wenge</i>
			<i>Main Table Dimension: W1600 x D800 x H760mm</i>
			<i>Side Table Dimension: W1200 x D400 x H600mm</i>
23	pc	4	MC Low Back Office Chair
			<i>Dimensions, W58XD64XH101-111cm, black color</i>
24	pc	5	Metal Leg Office Table
			<i>size, 60 X 60cm, color, walnut, metal leg black</i>



			<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.
25	pc	220	<p>Monobloc chairs</p> <p>at least 3kg chair weight</p>
26	pc	1061	<p>Monoblock Study Chairs</p> <p>with writing tablet</p> <ul style="list-style-type: none"> ☑ For classroom use ☑ white color heavy duty and durable Approx - H 86cm x L 44cm x W 42cm
27	pc	4	<p>Office Chair Executive</p> <p>Highback chair with armrest & headrest</p> <p>Materials: Backrest - Mesh/net Seatrest - Fabric, PVC armrest and PVC</p> <p>Accessories: Gaslift, caster wheel</p>
28	unit	1	<p>Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest</p> <ul style="list-style-type: none"> ☑ 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 a 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
29	unit	5	<p>Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)</p> <p>STABLE & BREATHABLE</p>



			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
30	pc	10	Office Table
			☐ 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"
31	pc	1	Office Table Executive
			Executive Table
			Materials: Glass Table, Metal Frame
			Dimensions:
			Long Drawer - W100xD40xH75 cm
			Short Drawer - W40xD40xH61 cm
			Warranty: 6 Months
			Finish: Black
			W180xD80xH75 cm
32	pc	1	Office table, metal legs, woodgrain top, good quality
			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: 1×3 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



			<i>Adjustable feet leveler</i>
			<i>Light dusting/wiping for general cleaning</i>
			
33	pc	1	Open Type Filing Cabinet
			☐5 Layer Metal,
			☐Dimensions: W85cmx D40cmxH185cm,
			☐Color: Gray,
			☐Materials: All metal Construction gauge 24
34	pc	18	Ready Made Curtain, Dark/Smoke Gray Color
			Type: Ring/Tuhog
			Size: (56 width to 98 length inches)
			Color: Dark or Smoke Gray
35	pc	1	Senior Executive High back chair
			☐double-layer cushion with leatherette armrest,
			☐with back-rest reclining adjustment and knee tilt mechanism
36	pc	70	Stackable Chair
			Width:20 inches
			Height:35" inches
			With out Arms
			Assembled: Assembly Required
			Back: With Back
			Color: Black
			Features: Stackable
			Frame Color: Silver
			Frame Material: Steel
			Padded Seat:Without Padded Seat
			Seat Material: Plastic
			Shape: Rectangle
			Style: Solid Back
			Type: Chairs
			Usage: Breakroom/Indoor
37	pc	6	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,
			☐Display Cabinet, Filing Cabinet



			☐Dimensions: 900mm x 450mm x 1850mm
			☐Powder coated
			☐Adjustable shelves
38	pc	1	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White
			☐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
39	pc	7	Steel Cabinet, 4 drawers, Dark Green
			☐at least 45.2x 62 x 133.1cm (LWH)
			☐Vertical
			☐preferably dark green color
40	pc	80	Stool Chairs(metal)
			Use in labs
			Ring underneath seat for support and foot-rest
			Scratch resistance
			Rubber footing on each leg to protect floor
			Seat will not chip or crack
			Seat Dimensions: 14"D x 20"H
			Frame Material: 7/8" 18-gauge tubular steel
41	unit	2	White Board 4x6 Ft.
			☐Specification:
			☐Size: 4x6 ft.
			☐Magnetic With Stand and Roller Stopper
			☐Collapsible stand and rollers
			☐With white board eraser holder
42	pc	1	White Board, 100x150cm
			Aluminum Frame with movable stand and roller
43	unit	11	Whiteboard
			Rotatable Back-to-back 4' x 5' Whiteboard with aluminum frame and a movable and adjustable iron stand with a maximum height of 6'.
			<i>VSU-GOODS-23-48 (Rebidding)</i>
44	pc	2	4-layer Multipurpose Cabinet, Plastic, Transparent door
45	pc	50	Curtain rod bracket, 3/4" in diameter, silver, with screw and tox
			material: stainless
			inclusion: with screw and tox
46	set	1	Mahogany wood Sala Set
			1 pc 3-seaters, 2 pcs 1-seater with removable foam for sofa set, 1 center table 2ft-3ft , with top glass
47	pc	20	Upholstery of Conference Chairs
			Seat Height = 19 inches
			Seat Width= 16inches



			Seat Depth= 16 inches
			Back Height = 15 inches
			Back Width = 16 inches
			Seat Material= Leather
			Back Material = Leather
			Seat Color = Dark Blue/ Black
			Back Color = Dark Blue/ Black
			Frame Color = Black
			Frame Material= Steel
48	set	1	Venetian Vertical Blinds, pvc W776 x H140cm, beige color with accessories
			☑Good Quality
49	pc	3	Window blinds
			120 cm x 160 cm
			The size is width by length, 160cm is length, you can adjust the length with the roller
			Width (left to right) by height (top to bottom)
			Suitable for office
			Easy to install (include brackets and screws)
			Color blackout Gray
50	pc	8	Window blinds 160x180
			The size you can adjust the length with the roller
			Width (left to right) by height (top to bottom)
			Suitable for living room bedroom office
			Easy to install (include brackets and screws)
51	unit	1	Steel Cabinet, 4 drawers with lock, vertical, black
			Rebidding (from VSU-GOODS-24-07)
52	pc	4	Curtain Plain Grommet Top, Matte Gold
			☑Polyester, 7ft length (standard)
			☑Blackout curtain
53	pc	4	Curtain Plain Grommet Top, White
			☑Polyester, 7ft length (standard)
			☑High quality
54	set	1	Sofa Set, Leather
			Seat Material: Leather
			Color: Black;
			Frame Material: Wood
			Set: 1 unit - 3 seater sofa, 4 units -1 seater sofa
			Dimension: 3 seater - 175(W) x 76(D) x 82(H) cm, 1 seater - 74(W) x 76(D) x 82(H) cm,
			1 coffee/center table - 28(W) x 52(D) x 17(H) inches



***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- (b) Statement of the prospective bidder of all its on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid in the amount of *at least 50% of the ABC or at least Two Million Two Hundred Seventy-Seven Thousand One Hundred Eighty-Two and 50/100 Pesos (PhP 2,277,182.50)*;

or

Statement of at least two (2) similar completed contracts, the aggregate amount of which should be equivalent to *at least 50% of the ABC or at least Two Million Two Hundred Seventy-Seven Thousand One Hundred Eighty-Two and 50/100 Pesos (PhP 2,277,182.50)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *at least One Million One Hundred Thirty-Eight Thousand Five Hundred Ninety-One and 25/100 Pesos (PhP 1,138,591.25)*; **and**

- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Conformity with the Technical Specifications; **and**
 (f) Schedule of Requirements/production and delivery schedule; **and**
 (g) Manpower requirements; **and**
 (h) After-sales service/parts; **and**

- (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) – at least equal to ABC (**PhP 4,554,365.00**);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu



of its NFCC computation (at least 10% of ABC or **PhP 455,436.50**).

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

**Guidelines on the Preparation of Electronic Bid (e-Bid)
 (for bidders who prefer electronic bid submission)**

1. Scan per file 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/Production and delivery schedule	Schedule of Requirements
8. Manpower Requirements	Manpower Requirements
9. After Sales service/parts	After Sales
10. Omnibus Sworn Statement	Omnibus Sworn Statement
11. Audited Financial Statements	Audited Financial Statements
12. Net Financial Contracting Capacity	NFCC
13. Committed Line of Credit	CLC
14. Bid Form	Bid Form
15. 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 (March 26, 2024; 8:30 AM).

