



VISAYAS
STATE UNIVERSITY

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Supply and Delivery of Office Furniture and Fixture (VSU-GOODS-24-02)

(early procurement)

Government of the Republic of the Philippines

December 7, 2023; 9:00 AM

**BAC Conference Room, VSU Market, Visca, Baybay City, Leyte
and via Zoom**

**Sixth Edition
July 2020**

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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.


Section I. Invitation to Bid

3	Office Furnitures (5 pcs. Office table (Good Quality, 5 pcs. Office chair with arm rest, durable leather, 35 pcs.Monoblock Chair)	lot	1	96,000.00	96,000.00
	5 pcs. Office table (Good Quality)				
	Item Specification				
	office wooden table				
	with lockable drawers, two sided 3 drawers				
	Dimension: L 63"x W 30" x H 30"				
	Colors: Mahogany				
	5 pcs. Office chair with arm rest, durable leather				
	Item Specification				
	Back Tilt Tension: 90 degrees -180 degrees				
	Hydraulic: Level 4 100mm SGS Certified				
	Base Material: Solid Nylon Base				
	Inner Structure: Sturdy Metal Frame, Padded Soft Sponge				
	Outer Material: Durable PU Leather, Skin-friendly				
	Weight Capacity: 140KG				
	Package Weight: 16.7KG				
	35 pcs.Monoblock Chair (all gray)				
	Item Specification				
	☑Durable Quality Monoblock chair				
	☑Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side 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				
	1pc.18" WALL FAN				
	Description				
	Product Overview				
	Double Ring Guard				
	Snap Lock Ring				
	Overheated Protected Motor (Thermal Cut-off)				
	Three Speed Settings				
	160 Degree Oscillation Action				
	Pull Chain Switch Operation				
	Warranty				
	Parts: 1 year				
	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				
4	Bookshelves, COT-slotted angle bars with steel plate; Size of Rack: (3' x 1'W x 6'H - 5 Layers) compatible to the existing shelves at the Circulation Unit; Free Delivery and Installation	unit	64	12,800.00	819,200.00
5	Chair, computer, ergodynamic with mesh backrest	pc	1	7,000.00	7,000.00
6	Computer Table, tower type	unit	2	3,000.00	6,000.00
	☑Dimension: 60 x 40 x 123 cm				
	☑Color: black				
	☑with top printer shelf and sliding flat drawer for key board				
	☑ for indoor use				
7	Conference Table set with chairs	set	1	65,000.00	65,000.00
	☑Table: High Quality Laminated Finish Ready Made, NOT more or less: 4200*1600*750 mm				
	☑Swivel Chair: faux leather chair, tilt lock mechanism, 360° Swivel Function, pneumatic height adjustment, Chromed Steel 5 prong starbase with nylon casters, 15 chairs.				
8	Conference Table with 12 steel frame chair for instruction office	set	1	35,000.00	35,000.00
	wooden U-Type				
	12 seaters				
	size: 3000x1800x750mm				
	brand new				
	good quality				
9	Curtain Plain Grommet Top, Matte Gold	pc	4	600.00	2,400.00
	☑Polyester				
	☑7ft length (standard)				
	☑Blackout curtain				
10	Curtain Plain Grommet Top, White	pc	4	600.00	2,400.00
	☑Polyester				
	☑7ft length (standard)				
	☑High quality				
11	Ergonomic Mid-Back Office Mesh Chair Chrome Base Adjustable Height 360 Rotation with Lumbar Support	unit	10	4,000.00	40,000.00
	Specifications:				
	- Metal Legs with 5 Wheels				
	- Gas Lift Shift and Bilateral Arm Rest				
	- Pneumatic height adjustment				

	- 360 degrees swivel function				
	- Ergonomic and dynamic which will provide comfort and durability				
	- Type: Ergonomic Mesh Style Mid-Back Office Computer Chair				
	- Color: Black				
	- Material: Mesh and Metal Legs				
12	Executive Table	unit	1	25,000.00	25,000.00
	L-shaped Executive Table (1800x900x750mm) HPL laminated finished with side table, cabinet and soft C				
13	Filing cabinets, 2 doors good quality , 5 shelves W-90 CM X D -40 CM X H-185 CM	pc	3	15,000.00	45,000.00
	☑Filing cabinets, 2 doors good quality , 5 shelves				
	☑W-90 CM X D -40 CM X H-185 CM				
	☑Material: Metal				
14	Office Furniture (heavy duty conference table with chairs, 2 office tables + 2 ergonomic chairs)	lot	1	116,000.00	116,000.00
	1. Conference Table with 12 steel frame chair (1 set)				
	Item Specification:				
	Size: 420m x 140m x 75h (12 seaters)				
	Material: Wood				
	Design: Modern design				
	Style: Minimalist				
	Warranty: At least 1 year				
	Heavy Duty				
	Free assemble				
	2. Office table (2 pcs.)				
	Item Specification:				
	☑office wooden table				
	☑with lockable drawers, two sided 3 drawers				
	☑Dimension: L 63"x W 30" x H 30"				
	☑Colors: Mahogany				
	3.Ergonomic Office Chair (2 pcs)				
	Item Specification				
	☑Features				
	◀Full Back Reclining with 3 position locking function				
	◀Height & Angle Adjustable Headrest				
	◀Height & Angle Adjustable Armrest				
	◀Height Adjustable Lumbar Support				
	◀Waterfall Seat				
	◀Gaslift				
	◀Anti-skid wheels				
	☑Material				
	◀Seat: Waterfall Seat, Nylon Mesh				
	◀Back Seat: nylon Mesh				
	◀Caster wheels: 60mm BIFMA PU nylon wheels"				
	◀Frame: Nylon Back Frame				

	☐Weight				
	◀Box size: 74 x 39 x 64 cm				
	☐Headrest				
	◀Headrest Angle Max Adjustment: 320 degree angles				
	☐Lumbar Support				
	Height of Lumbar Support: 12.8 cm from bottom of backrest				
	◀Lumbar Support Height Adjustability: 5 cm				
	☐Arm Rest				
	◀Arm Rest Height: 20.5-28.5 cm				
	◀Arm Rest Angle:15 degrees inward and 15 degrees outward				
	☐Overall Chair				
	◀Maximum Recline: 124 degrees				
	◀Reclines at 3 positions: 102, 113, and 124 degrees				
	◀Chair Height: 117-126cm				
	◀Seat Depth: 47 cm				
	◀Backrest Load Capacity: 175 kg				
	◀Seat Load Capacity: 125 kg				
15	L shape sofa set, 4 seater with 1 seat extension plus 2 seater	set	1	38,000.00	38,000.00
	☐Locally made item				
	☐Color: Either of the ff: Grey, Taupe, or Neutral Colors				
	☐Foam type: high-density polyurethane foam. Foam can be wrapped in softer material or cotton to make it softer.				
	☐Detachable down cushion				
	☐Frame Material: Wood preferably made of mahogany or narra				
	☐L sofa set includes 1 unit 4-seater sofa with one seat extension				
	☐And 1 unit – 2 seater				
	☐Dimensions - 4-Seater: Approximately 375(W) x 90(D) x 86(H) cm				
	☐Dimensions - 2-Seater: Approximately 150(W) x 90(D) x 86(H) cm				
16	Lounge Sofa set with center table	set	2	16,400.00	32,800.00
	☐Seat Material: fabric				
	☐Frame Material: Wood				
	☐Lounge set includes 1 unit 3-seater sofa and 2 units 1-seater sofa				
	☐Dimensions - 3-Seater: 175(W) x 76(D) x 82(H) cm				
	☐Dimensions - 1-Seater: 74(W) x 76(D) x 82(H) cm				
	☐Center Table : wood				
	☐CAPACITY: Quality Wood and MDF with classic textured the modern stylish table is sturdy can hold up to 200lbs.				
	☐2-tier table with storage shelf				

	☑120 by 60cm				
17	Low Back Office Chair	pc	1	7,600.00	7,600.00
	<i>Dimensions, W58XD64XH101-111cm, black color</i>				
	 <p>Back Rest: Metal Frame Inside With Foam, Covered With PU Black Leather Seat: Plywood With Foam, Covered With PU Black Leather Arm: Chrome Metal Tube, Plywood & Foam, Covered With PU Black Leather Arm Paddling Gas Lift: 50cm Length Black Gas Lift With Polypropylene PP3 Plastic Cover Star Base: Chrome Wheel: Castor Nylon Seat & Back: Black</p> <p>Item Material</p> <p>Color Finish</p> <p>Features</p> <p>Assembly Required: Yes Rotating Mechanism: 90 Degree Swivel, Adjustable Seat Height, Lock & Tilt</p>				
18	Metal filing shelves open 5 layers	unit	2	8,000.00	16,000.00
	<i>5 LAYERS;</i>				
19	Metal filing shelves, open, 4 layers	unit	2	10,000.00	20,000.00
	<i>185cm (H) x 90cm (W) x 45cm (D), with back and side cover</i>				
20	Monobloc chairs all gray	pc	54	600.00	32,400.00
	☑Durable Quality Monoblock chair				
	☑Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side 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				
21	Monoblock Chair all gray	pc	1500	600.00	900,000.00
	☑Durable Quality Monoblock chair				
	☑Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side 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				
22	Office Chair	pc	3	5,000.00	15,000.00
	<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>				
23	Office Chair Executive	pc	1	10,000.00	10,000.00
	<i>Highback chair with armrest & headrest</i>				
	<i>Materials: Backrest - Mesh/net Seatrest - Fabric, PVC armrest and PVC</i>				
	<i>Accessories: Gaslift, caster wheel</i>				

24	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics)	unit	7	9,000.00	63,000.00
	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 supports 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				
25	Office Chair, High Back, with Lumbar support (Ergonomic)	unit	2	6,000.00	12,000.00
	Back Tilt Tension: 90 degrees -180 degrees				
	Max Reclining (Adjustable chair back): 170°				
	Hydraulic: Level 4 100mm SGS Certified				
	Base Material: Solid Nylon Base				
	Inner Structure: Sturdy Metal Frame, Padded Soft Sponge				
	Outer Material: Durable Unfading Fabric, Skin-friendly, Breathable fabric				
	Weight Capacity: at least 140KG				
	Free headrest & lumbar pillow set				
	Smoothing –rolling caster wheels				
26	Office chair, with arm rest	pc	11	5,000.00	55,000.00
	☑at least (580mmx600mx890-990mm)				
	☑Butterfly Mechanism = 360 Degree Swivel Seat				
	☑Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric				
	☑Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric				
	☑Arm: Polypropylene plastic				
	☑Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment				
27	Office Steel Rack Shelves, 5 Layers	unit	5	10,000.00	50,000.00
	☑Boltless warehouse office Steel Rack Shelves				
	☑with rubber feet tippings				
	☑40cm (layer height) x 120cm (length) x 200cm (height)				

	☐5 layer steel rack				
28	Office Table	pc	3	4,000.00	12,000.00
	☐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"				
29	Office Table Executive	pc	1	30,000.00	30,000.00
	Executive Table				
	Materials: Glass Table, Metal Frame				
	Dimensions:				
	Long Drawer - W100xD40xH75 cm				
	Short Drawer - W40xD40xH61 cm				
	Warranty: 6 Months				
	Finish: Black				
	W180xD80xH75 cm				
30	Office Table with Mobile Pedestal	pc	2	12,500.00	25,000.00
	☐Executive Desk with metal legs,				
	☐Melamine Table Top Finish				
	☐Size: 140cm x 70cm x 75cm				
	☐with center pen tray				
	☐Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table				
312	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				
32	Senior Executive High back chair	pc	2	6,500.00	13,000.00
	☐double-layer cushion with leatherette armrest,				
	☐with back-rest reclining adjustment and knee tilt mechanism				
33	Senior Executive High back chair, with back-rest reclining adjustment and knee tilt mechanism	pc	1	5,500.00	5,500.00
34	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				
35	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,	pc	1	12,000.00	12,000.00
	☐Display Cabinet, Filing Cabinet				
	☐Dimensions: 900mm x 450mm x 1850mm				
	☐Powder coated				

	☐Adjustable shelves				
36	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pc	5	11,000.00	55,000.00
	☐size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM),				
	☐ 37KG Pure steel product.				
	☐The steel thickness of the file cabinet is 0.7-1.2mm				
	☐4 Drawers steel vertical filing cabinet				
37	Steel Cabinet, 4 drawers, Dark Green	pc	4	11,000.00	44,000.00
	☐at least 45.2x 62 x 133.1cm (LWH)				
	☐Vertical				
	☐preferably dark green color				
38	Swivel Chair, high quality	unit	10	8,000.00	80,000.00
	Dimension (WDH): 650mm x 650mm x 850 mm				
	Height Adjustable up to: 940 mm				
	Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support				
	Seat: Density Mold Foam Cushion Fabric Seat				
	Armrest: PU Adjustable				
	With tilting mechanism				
	Base: Metal Chrome Star Base				
	Casters: Floor-safe PU Casters				
	Color: Black				
	Weight capacity: 110kg				
39	Two-doors cabinet	unit	2	11,500.00	23,000.00
	With 4 shelves, metal, gray, with lock				
	Size: 185cm H x 90cm W x 45cm D				
				TOTAL	2,979,800.00

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 *One Hundred Twenty (45) calendar days upon receipt of Notice to Proceed (NTP)*. 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 *16 November – 07 December 2023 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 ***November 24, 2023; 9:00 AM*** 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 ***07 December 2023 until 8:30 PM***. 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 ***07 December 2023 until 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. **This procurement project is part of the early procurement activities (EPA) of VSU for 2024 projects. Procurement activities from advertisement until recommendation of award to the HoPE shall be conducted in 2023 but issuance of award to the winning bidders shall be done in 2024 upon the release of 2024 VSU General Appropriations Act from DBM.**
12. 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.

13. For further information, please refer to:

Mr. Leopoldo S. Escala Jr. (BAC Secretariat)
*Office of the Head for Procurement,
VSU-Main, Visca, Baybay City, Leyte
Mobile: 053 565 0600 local 1093 or 09639629709
Email: leopoldo.escala@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*

14. You may visit the following websites:

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

November 13, 2023



DILBERTO O. FERRAREN
Chairperson, VSU BAC

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Visayas State University*, wishes to receive *Supply and Delivery Office Furniture and Fixture*, with identification number *VSU-GOODS-24-07*.

The Procurement Project (referred to herein as “Project”) is composed of *52 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 *Three Million and Eighteen Thousand Pesos (PhP 3,018,000.00)*.

2.2. The source of funding is: NGA, the General Appropriations Act 2024.

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 ongoing 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 **April 7, 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 maybe. 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: <ul style="list-style-type: none"> a. Office Furniture, Office Fixture or combination 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: <ul style="list-style-type: none"> a. The amount of not less than <i>Sixty Thousand Three Hundred Sixty Pesos (PhP 60,360.00) 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>One Hundred Fifty Thousand Nine Hundred Pesos (PhP 150,900.00) or five percent (5%) of ABC</i> if bid security is in Surety Bond.
15	<p>Bidders are requested to submit two (2) more copies of its bid (Copy 1 and Copy 2) in addition to the required original hardcopy.</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>
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="text-align: center;"><u>Vivian V. Balbarino</u> <i>Head, Supply and Property Management 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"> ● Additional Instruction: The Supplier should notify the Head of Supply and Property Management Office atleast 1 week before the scheduled delivery. <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.

	<p>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.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. <p>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.</p> <p>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.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.</p>
	<p>Packaging –</p> <p>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.</p>

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:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

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.

Transportation –

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.

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.


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.

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>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 #	Qty	Unit	Description	Delivered, Weeks/Months
1	1	lot	13 pcs. 5 Layer Steel Shelf Cabinet wth Sliding Glass Doors- Lockable Steel Doors with Duplicate Key <i>Color: Beige, Light Gray, Offwhite</i> <i>Material/s Used: Ga24 Metal Sheet, Heavy Duty Ball Bearing Rollers, Powdercoated Painting Finish</i> <i>Dimension (WxDxH): 900X4000X1850</i>	All Items Should Be Delivered to VSU Main Campus, Visca, Baybay City, Leyte within 45 calendar days from receipt of Notice To Proceed (NTP), Purchase Order
				
2	4	pc	3 layer magazine tray/storage/desk organizer/holder/rack <i>Packing: 1 X 1pcs magazine tray</i> <i>Material: stainless steel black paint</i> <i>Color: Black</i> <i>Product Size: 27cm X 30cm</i> <i>Design: 3 layer</i>	
3	1	lot	Office Furnitures (5 pcs. Office table (Good Quality, 5 pcs. Office chair with arm rest, durable leather, 35 pcs. Monoblock Chair) 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>	

			Hydraulic: Level 4 100mm SGS Certified
			Base Material: Solid Nylon Base
			Inner Structure: Sturdy Metal Frame, Padded Soft Sponge
			Outer Material: Durable PU Leather, Skin-friendly
			Weight Capacity: 140KG
			Package Weight: 16.7KG
			35 pcs.Monoblock Chair (all gray)
			Item Specification
			☑Durable Quality Monoblock chair
			☑Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side 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
			1pc.18" WALL FAN
			Description
			Product Overview
			Double Ring Guard
			Snap Lock Ring
			Overheated Protected Motor (Thermal Cut-off)
			Three Speed Settings
			160 Degree Oscillation Action
			Pull Chain Switch Operation
			Warranty
			Parts: 1 year
			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
4	64	unit	Bookshelves, COT-slotted angle bars with steel plate; Size of Rack: (3' x 1'W x 6'H - 5 Layers) compatible to the existing shelves at the Circulation Unit; Free Delivery and Installation
5	1	pc	Chair, computer, ergonomic with mesh backrest

6	2	unit	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	1	set	Conference Table set with chairs
			☐Table: High Quality Laminated Finish Ready Made, NOT more or less: 4200*1600*750 mm
			☐Swivel Chair: faux leather chair, tilt lock mechanism, 360° Swivel Function, pneumatic height adjustment, Chromed Steel 5 prong starbase with nylon casters, 15 chairs.
8	1	set	Conference Table with 12 steel frame chair for instruction office
			wooden U-Type
			12 seaters
			size: 3000x1800x750mm
			brand new
			good quality
9	4	pc	Curtain Plain Grommet Top, Matte Gold
			☐Polyester
			☐7ft length (standard)
			☐Blackout curtain
10	4	pc	Curtain Plain Grommet Top, White
			☐Polyester
			☐7ft length (standard)
			☐High quality
11	10	unit	Ergonomic Mid-Back Office Mesh Chair Chrome Base Adjustable Height 360 Rotation with Lumbar Support
			Specifications:
			- Metal Legs with 5 Wheels
			- Gas Lift Shift and Bilateral Arm Rest
			- Pneumatic height adjustment
			- 360 degrees swivel function
			- Ergonomic and dynamic which will provide comfort and durability
			- Type: Ergonomic Mesh Style Mid-Back Office Computer Chair
			- Color: Black
			- Material: Mesh and Metal Legs
12	1	unit	Executive Table
			L-shaped Executive Table (1800x900x750mm) HPL laminated finished with side table, cabinet and soft C
13	3	pc	Filing cabinets, 2 doors good quality , 5 shelves W-90 CM X D -40 CM X H-185 CM
			☐Filing cabinets, 2 doors good quality , 5 shelves
			☐W-90 CM X D -40 CM X H-185 CM

			☐Material: Metal
14	1	lot	Office Furniture (heavy duty conference table with chairs, 2 office tables + 2 ergonomic chairs)
			1. Conference Table with 12 steel frame chair
			Item Specification:
			Size: 420m x 140m x 75h (12 seaters)
			Material: Wood
			Design: Modern design
			Style: Minimalist
			Warranty: At least 1 year
			Heavy Duty
			Free assemble
			2. Office table (2 pcs.)
			Item Specification:
			☐office wooden table
			☐with lockable drawers, two sided 3 drawers
			☐Dimension: L 63"x W 30" x H 30"
			☐Colors: Mahogany
			3.Ergonomic Office Chair (2 pcs)
			Item Specification
			☐Features
			◀Full Back Reclining with 3 position locking function
			◀Height & Angle Adjustable Headrest
			◀Height & Angle Adjustable Armrest
			◀Height Adjustable Lumbar Support
			◀Waterfall Seat
			◀Gaslift
			◀Anti-skid wheels
			☐Material
			◀Seat: Waterfall Seat, Nylon Mesh
			◀Back Seat: nylon Mesh
			◀Caster wheels: 60mm BIFMA PU nylon wheels"
			◀Frame: Nylon Back Frame
			☐Weight
			◀Box size: 74 x 39 x 64 cm
			☐Headrest
			◀Headrest Angle Max Adjustment: 320 degree angles
			☐Lumbar Support
			Height of Lumbar Support: 12.8 cm from bottom of backrest
			◀Lumbar Support Height Adjustability: 5 cm
			☐Arm Rest
			◀Arm Rest Height: 20.5-28.5 cm
			◀Arm Rest Angle:15 degrees inward and 15 degrees outward
			☐Overall Chair
			◀Maximum Recline: 124 degrees
			◀Reclines at 3 positions: 102, 113, and 124 degrees

			◀ Chair Height: 117-126cm
			◀ Seat Depth: 47 cm
			◀ Backrest Load Capacity: 175 kg
			◀ Seat Load Capacity: 125 kg
15	1	set	L shape sofa set, 4 seater with 1 seat extension plus 2 seater
			☑ Locally made item
			☑ Color: Either of the ff: Grey, Taupe, or Neutral Colors
			☑ Foam type: high-density polyurethane foam. Foam can be wrapped in softer material or cotton to make it softer.
			☑ Detachable down cushion
			☑ Frame Material: Wood preferably made of mahogany or narra
			☑ L sofa set includes 1 unit 4-seater sofa with one seat extension
			☑ And 1 unit – 2 seater
			☑ Dimensions - 4-Seater: Approximately 375(W) x 90(D) x 86(H) cm
			☑ Dimensions - 2-Seater: Approximately 150(W) x 90(D) x 86(H) cm
16	2	set	Lounge Sofa set with center table
			☑ Seat Material: fabric
			☑ Frame Material: Wood
			☑ Lounge set includes 1 unit 3-seater sofa and 2 units 1-seater sofa
			☑ Dimensions - 3-Seater: 175(W) x 76(D) x 82(H) cm
			☑ Dimensions - 1-Seater: 74(W) x 76(D) x 82(H) cm
			☑ Center Table : wood
			☑ CAPACITY: Quality Wood and MDF with classic textured the modern stylish table is sturdy can hold up to 200lbs.
			☑ 2-tier table with storage shelf
			☑ 120 by 60cm
17	1	pc	MC Low Back Office Chair
			Dimensions, W58XD64XH101-111cm, black color
			<p>MC Low Back Office Chair</p>  <p>Item Material Back Rest: Metal Frame Inside With Foam, Covered With PU Fake Leather Seat: Polyurethane With Foam, Covered With PU Fake Leather Arms: Chrome Metal Tube, Polyurethane & Foam Covered With PU Fake Leather Arm Padding Base: 180cm Length Black Casters With Polypropylene (PP) Plastic Cover Star Base: Chrome Wheel Castor: Nylon Seat & Back: Black</p> <p>Color Finish</p> <p>Features Assembly Required: Yes Rotary Mechanism: 360 Degree Swivel Adjustable Seat Height, Lock & Tilt</p>
18	2	unit	Metal filing shelves open 5 layers
			5 LAYERS;
19	2	unit	Metal filing shelves, open, 4 layers

			185cm (H) x 90cm (W) x 45cm (D), with back and side cover
20	54	pc	Monobloc chairs
21	150 0	pc	Monoblock Chair all gray or all white in color
			■Durable Quality Monoblock chair
			●Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side 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
22	3	pc	Office Chair
			with arm rest
			at least (580mmx600mx890-990mm)
			butterfly mechanism = 360 Degree Swivel Seat
			backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric
			seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric
			arm: Polypropylene plastic
			base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment
23	1	pc	Office Chair Executive
			Highback chair with armrest & headrest
			Materials: Backrest - Mesh/net Seatrest - Fabric, PVC armrest and PVC
			Accessories: Gaslift, caster wheel
24	7	unit	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 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


25	2	unit	Office Chair, High Back, with Lumbar support (Ergonomic)
			<i>Back Tilt Tension: 90 degrees -180 degrees</i>
			<i>Max Reclining (Adjustable chair back): 170°</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 Unfading Fabric, Skin-friendly, Breathable fabric</i>
			<i>Weight Capacity: at least 140KG</i>
			<i>Free headrest & lumbar pillow set</i>
			<i>Smoothing –rolling caster wheels</i>
26	11	pc	Office chair, with arm rest
			☑at least (580mmx600mx890-990mm)
			☑Butterfly Mechanism = 360 Degree Swivel Seat
			☑Backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric
			☑Seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric
			☑Arm: Polypropylene plastic
			☑Base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment
27	5	unit	Office Steel Rack Shelves, 5 Layers
			☑Boltless warehouse office Steel Rack Shelves
			☑with rubber feet tippings
			☑40cm (layer height) x 120cm (length) x 200cm (height)
			☑5 layer steel rack
28	3	pc	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"
29	1	pc	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>
30	2	pc	Office Table with Mobile Pedestal
			☑Executive Desk with metal legs,
			☑Melamine Table Top Finish
			☑Size: 140cm x 70cm x 75cm

			<ul style="list-style-type: none"> ☐with center pen tray
			<ul style="list-style-type: none"> ☐Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table
312	1	pc	Open Type Filing Cabinet
			<ul style="list-style-type: none"> ☐5 Layer Metal, ☐Dimensions: W85cmx D40cmxH185cm, ☐Color: Gray, ☐Materials: All metal Construction gauge 24
32	2	pc	Senior Executive High back chair
			<ul style="list-style-type: none"> ☐double-layer cushion with leatherette armrest, ☐with back-rest reclining adjustment and knee tilt mechanism
33	1	pc	Senior Executive High back chair, with back-rest reclining adjustment and knee tilt mechanism
34	1	set	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
35	1	pc	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves,
			<ul style="list-style-type: none"> ☐Display Cabinet, Filing Cabinet ☐Dimensions: 900mm x 450mm x 1850mm ☐Powder coated ☐Adjustable shelves
36	5	pc	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White
			<ul style="list-style-type: none"> ☐size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM), ☐ 37KG Pure steel product. ☐The steel thickness of the file cabinet is 0.7-1.2mm ☐4 Drawers steel vertical filing cabinet
37	4	pc	Steel Cabinet, 4 drawers, Dark Green
			<ul style="list-style-type: none"> ☐at least 45.2x 62 x 133.1cm (LWH) ☐Vertical ☐preferably dark green color
38	10	unit	Swivel Chair, high quality
			Dimension (WDH): 650mm x 650mm x 850 mm
			Height Adjustable up to: 940 mm
			Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support
			Seat: Density Mold Foam Cushion Fabric Seat
			Armrest: PU Adjustable
			With tilting mechanism
			Base: Metal Chrome Star Base

			<i>Casters: Floor-safe PU Casters</i>	
			<i>Color: Black</i>	
			<i>Weight capacity: 110kg</i>	
39	2	unit	Two-doors cabinet	
			<i>With 4 shelves, metal, gray, with lock</i>	
			<i>Size: 185cm H x 90cm W x 45cm D</i>	

Section VII. Technical Specifications


Technical Specifications

Item #	Qty	Unit	Description	Statement of Compliance
1	1	lot	13 pcs. 5 Layer Steel Shelf Cabinet wth Sliding Glass Doors- Lockable Steel Doors with Duplicate Key	[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-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.]
			<i>Color: Beige, Light Gray, Offwhite</i>	
			<i>Material/s Used: Ga24 Metal Sheet, Heavy Duty Ball Bearing Rollers, Powdercoated Painting Finish</i>	
			<i>Dimension (WxDxH): 900X4000X1850</i>	
				
2	4	pc	3 layer magazine tray/storage/desk organizer/holder/rack	
			<i>Packing: 1 X 1pcs magazine tray</i>	
			<i>Material: stainless steel black paint</i>	
			<i>Color: Black</i>	
			<i>Product Size: 27cm X 30cm</i>	
			<i>Design: 3 layer</i>	
3	1	lot	Office Furnitures (5 pcs. Office table (Good Quality, 5 pcs. Office chair with arm rest, durable leather, 35 pcs. Monoblock Chair)	
			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>	

			Inner Structure: Sturdy Metal Frame, Padded Soft Sponge
			Outer Material: Durable PU Leather, Skin-friendly
			Weight Capacity: 140KG
			Package Weight: 16.7KG
			35 pcs.Monoblock Chair (all gray)
			Item Specification
			☑Durable Quality Monoblock chair
			☑Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side 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
			1pc.18" WALL FAN
			Description
			Product Overview
			Double Ring Guard
			Snap Lock Ring
			Overheated Protected Motor (Thermal Cut-off)
			Three Speed Settings
			160 Degree Oscillation Action
			Pull Chain Switch Operation
			Warranty
			Parts: 1 year
			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
4	64	unit	Bookshelves, COT-slotted angle bars with steel plate; Size of Rack: (3' x 1'W x 6'H - 5 Layers) compatible to the existing shelves at the Circulation Unit; Free Delivery and Installation
5	1	pc	Chair, computer, ergodynamic with mesh backrest
6	2	unit	Computer Table, tower type
			☑Dimension: 60 x 40 x 123 cm

			<ul style="list-style-type: none"> ☑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	1	set	Conference Table set with chairs
			<ul style="list-style-type: none"> ☑Table: High Quality Laminated Finish Ready Made, NOT more or less: 4200*1600*750 mm
			<ul style="list-style-type: none"> ☑Swivel Chair: faux leather chair, tilt lock mechanism, 360° Swivel Function, pneumatic height adjustment, Chromed Steel 5 prong starbase with nylon casters, 15 chairs.
8	1	set	Conference Table with 12 steel frame chair for instruction office
			wooden U-Type
			12 seaters
			size: 3000x1800x750mm
			brand new
			good quality
9	4	pc	Curtain Plain Grommet Top, Matte Gold
			<ul style="list-style-type: none"> ☑Polyester
			<ul style="list-style-type: none"> ☑7ft length (standard)
			<ul style="list-style-type: none"> ☑Blackout curtain
10	4	pc	Curtain Plain Grommet Top, White
			<ul style="list-style-type: none"> ☑Polyester
			<ul style="list-style-type: none"> ☑7ft length (standard)
			<ul style="list-style-type: none"> ☑High quality
11	10	unit	Ergonomic Mid-Back Office Mesh Chair Chrome Base Adjustable Height 360 Rotation with Lumbar Support
			Specifications:
			- Metal Legs with 5 Wheels
			- Gas Lift Shift and Bilateral Arm Rest
			- Pneumatic height adjustment
			- 360 degrees swivel function
			- Ergonomic and dynamic which will provide comfort and durability
			- Type: Ergonomic Mesh Style Mid-Back Office Computer Chair
			- Color: Black
			- Material: Mesh and Metal Legs
12	1	unit	Executive Table
			L-shaped Executive Table (1800x900x750mm) HPL laminated finished with side table, cabinet and soft C
13	3	pc	Filing cabinets, 2 doors good quality , 5 shelves W-90 CM X D -40 CM X H-185 CM
			<ul style="list-style-type: none"> ☑Filing cabinets, 2 doors good quality , 5 shelves
			<ul style="list-style-type: none"> ☑W-90 CM X D -40 CM X H-185 CM
			<ul style="list-style-type: none"> ☑Material: Metal

14	1	lot	Office Furniture (heavy duty conference table with chairs, 2 office tables + 2 ergonomic chairs)
			1. Conference Table with 12 steel frame chair
			<i>Item Specification:</i>
			<i>Size: 420m x 140m x 75h (12 seaters)</i>
			<i>Material: Wood</i>
			<i>Design: Modern design</i>
			<i>Style: Minimalist</i>
			<i>Warranty: At least 1 year</i>
			<i>Heavy Duty</i>
			<i>Free assemble</i>
			2. Office table (2 pcs.)
			<i>Item Specification:</i>
			☐office wooden table
			☐with lockable drawers, two sided 3 drawers
			☐Dimension: L 63"x W 30" x H 30"
			☐Colors: Mahogany
			3.Ergonomic Office Chair (2 pcs)
			<i>Item Specification</i>
			☐Features
			◀Full Back Reclining with 3 position locking function
			◀Height & Angle Adjustable Headrest
			◀Height & Angle Adjustable Armrest
			◀Height Adjustable Lumbar Support
			◀Waterfall Seat
			◀Gaslift
			◀Anti-skid wheels
			☐Material
			◀Seat: Waterfall Seat, Nylon Mesh
			◀Back Seat: nylon Mesh
			◀Caster wheels: 60mm BIFMA PU nylon wheels"
			◀Frame: Nylon Back Frame
			☐Weight
			◀Box size: 74 x 39 x 64 cm
			☐Headrest
			◀Headrest Angle Max Adjustment: 320 degree angles
			☐Lumbar Support
			<i>Height of Lumbar Support: 12.8 cm from bottom of backrest</i>
			◀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
15	1	set	L shape sofa set, 4 seater with 1 seat extension plus 2 seater
			☑ Locally made item
			☑ Color: Either of the ff: Grey, Taupe, or Neutral Colors
			☑ Foam type: high-density polyurethane foam. Foam can be wrapped in softer material or cotton to make it softer.
			☑ Detachable down cushion
			☑ Frame Material: Wood preferably made of mahogany or narra
			☑ L sofa set includes 1 unit 4-seater sofa with one seat extension
			☑ And 1 unit – 2 seater
			☑ Dimensions - 4-Seater: Approximately 375(W) x 90(D) x 86(H) cm
			☑ Dimensions - 2-Seater: Approximately 150(W) x 90(D) x 86(H) cm
16	2	set	Lounge Sofa set with center table
			☑ Seat Material: fabric
			☑ Frame Material: Wood
			☑ Lounge set includes 1 unit 3-seater sofa and 2 units 1-seater sofa
			☑ Dimensions - 3-Seater: 175(W) x 76(D) x 82(H) cm
			☑ Dimensions - 1-Seater: 74(W) x 76(D) x 82(H) cm
			☑ Center Table : wood
			☑ CAPACITY: Quality Wood and MDF with classic textured the modern stylish table is sturdy can hold up to 200lbs.
			☑ 2-tier table with storage shelf
			☑ 120 by 60cm
17	1	pc	MC Low Back Office Chair
			Dimensions, W58XD64XH101-111cm, black color
			<p style="text-align: center;">MC Low Back Office Chair</p>  <p>Item Material Back Rest: Metal Frame Inside With Foam, Covered With PU Jack Leather Seat: Plywood With Foam, Covered With PU Jack Leather Arm: Chrome Metal Tube, Plywood & Foam Covered With PU Jack Leather, Arm Paddling Gas Lift: 10cm Length Black Gas Lift With Polycarbonate PP3 Plastic Cover Star Base: Chrome Wheel Castor: Nylon Seat & Back: Black</p> <p>Color Finish</p> <p>Features Assembly Required: Yes Rotation Mechanism: 360 Degree Swivel Adjustable Seat Height, Lock & Tilt</p>
18	2	unit	Metal filing shelves open 5 layers
			5 LAYERS;
19	2	unit	Metal filing shelves, open, 4 layers
			185cm (H) x 90cm (W) x 45cm (D), with back and side cover

20	54	pc	Monobloc chairs
21	150 0	pc	Monoblock Chair all gray or all white in color
			☑Durable Quality Monoblock chair
			☑Dimensions Seat Width: 375 mm Seat Depth: 330 mm Front Legs Distance: 355 mm Side Legs Distance Left: 378 mm Side 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
22	3	pc	Office Chair
			with arm rest
			at least (580mmx600mx890-990mm)
			butterfly mechanism = 360 Degree Swivel Seat
			backrest: Polypropylene (Pp) Plastic With New Foam Covered With Mesh Fabric
			seat: Plywood Seatpad With Injection Molded Foam, Covered With Polyester Fabric
			arm: Polypropylene plastic
			base: Chrome finish, Adjustable lumbar support, pneumatic seat height adjustment
23	1	pc	Office Chair Executive
			Highback chair with armrest & headrest
			Materials: Backrest - Mesh/net Seatrest - Fabric, PVC armrest and PVC
			Accessories: Gaslift, caster wheel
24	7	unit	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 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
25	2	unit	Office Chair, High Back, with Lumbar support (Ergonomic)

			<i>Back Tilt Tension: 90 degrees -180 degrees</i>
			<i>Max Reclining (Adjustable chair back): 170°</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 Unfading Fabric, Skin-friendly, Breathable fabric</i>
			<i>Weight Capacity: at least 140KG</i>
			<i>Free headrest & lumbar pillow set</i>
			<i>Smoothing –rolling caster wheels</i>
26	11	pc	Office chair, with arm rest
			☑ <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>
27	5	unit	Office Steel Rack Shelves, 5 Layers
			☑ <i>Boltless warehouse office Steel Rack Shelves</i>
			☑ <i>with rubber feet tipplings</i>
			☑ <i>40cm (layer height) x 120cm (length) x 200cm (height)</i>
			☑ <i>5 layer steel rack</i>
28	3	pc	Office Table
			☑ <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>
29	1	pc	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>
30	2	pc	Office Table with Mobile Pedestal
			☑ <i>Executive Desk with metal legs,</i>
			☑ <i>Melamine Table Top Finish</i>
			☑ <i>Size: 140cm x 70cm x 75cm</i>
			☑ <i>with center pen tray</i>

			<ul style="list-style-type: none"> ☐ Mobile pedestal: 3 drawers, H66cm x W40cm x D56cm, Compatible with the table
312	1	pc	Open Type Filing Cabinet <ul style="list-style-type: none"> ☐ 5 Layer Metal, ☐ Dimensions: W85cmx D40cmxH185cm, ☐ Color: Gray, ☐ Materials: All metal Construction gauge 24
32	2	pc	Senior Executive High back chair <ul style="list-style-type: none"> ☐ double-layer cushion with leatherette armrest, ☐ with back-rest reclining adjustment and knee tilt mechanism
33	1	pc	Senior Executive High back chair, with back-rest reclining adjustment and knee tilt mechanism
34	1	set	Sofa Set, Leather <ul style="list-style-type: none"> 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
35	1	pc	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves, <ul style="list-style-type: none"> ☐ Display Cabinet, Filing Cabinet ☐ Dimensions: 900mm x 450mm x 1850mm ☐ Powder coated ☐ Adjustable shelves
36	5	pc	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White <ul style="list-style-type: none"> ☐ size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM), ☐ 37KG Pure steel product. ☐ The steel thickness of the file cabinet is 0.7-1.2mm ☐ 4 Drawers steel vertical filing cabinet
37	4	pc	Steel Cabinet, 4 drawers, Dark Green <ul style="list-style-type: none"> ☐ at least 45.2x 62 x 133.1cm (LWH) ☐ Vertical ☐ preferably dark green color
38	10	unit	Swivel Chair, high quality <ul style="list-style-type: none"> Dimension (WDH): 650mm x 650mm x 850 mm Height Adjustable up to: 940 mm Back Rest: Mesh Fabric in Nylon Fiberglass Frame with 3D-PP Back Support Seat: Density Mold Foam Cushion Fabric Seat Armrest: PU Adjustable With tilting mechanism Base: Metal Chrome Star Base Casters: Floor-safe PU Casters

			<i>Color: Black</i>	
			<i>Weight capacity: 110kg</i>	
39	2	unit	Two-doors cabinet	
			<i>With 4 shelves, metal, gray, with lock</i>	
			<i>Size: 185cm H x 90cm W x 45cm D</i>	

***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

- (f) Statement of the prospective bidder of all its ongoing 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**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid in the amount of *at least 25% of the ABC or at least Seven Hundred Fifty Four Thousand Five Hundred Pesos (PhP 754,500.00)*;

or

Statement of at least two (2) similar completed contracts, the aggregate amount of which should be equivalent to *at least 25% of the ABC or at least Seven Hundred Fifty Four Thousand Five Hundred Pesos (PhP 754,500.00)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *at least Three Hundred Seventy Seven Thousand Two Hundred Fifty Pesos (PhP 377,250.00)*; **and**

- (h) 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**

- (i) Conformity with the Technical Specifications; **and**
- (j) Schedule of Requirements/production and delivery schedule; **and**
- (k) Manpower requirements; **and**
- (l) After-sales service/parts; **and**

- (m) 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

- (n) 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**

- (o) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) – at least equal to ABC (**PhP 3,018,000.00**);

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 301,800.00**).

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

Document	Filename (in PDF form)
1. PhilGEPS Certificate of Registration (Platinum)	PhilGEPS
2. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
3. Statement of Bidder's Single Largest Completed Contract	SLCC
4. Statement of at least two (2) similar completed contracts	Statement of Completed Contracts
5. Bid Security	Bid Security
6. Technical Specifications	Technical Specifications
7. SCHEDULE of Requirements/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 Mr. Leopoldo Escala at leopoldo.escala@vsu.edu.ph before the deadline (December 7, 2023; 8:30 AM)



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