
INVITATION TO BID FOR

SUPPLY AND DELIVERY OF FURNITURE AND FIXTURES FOR VARIOUS OFFICES OF THREE (3) CAMPUSES

1. The *Mindoro State University (MinSU)* through the FY 2021 *Special Trust Fund* intends to apply the sum of **One Million Six Hundred Forty five Thousand Two Hundred Pesos (PhP 1,645,200.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Furniture and Fixtures For Various Offices of Three (3) Campuses - ITB 2022-001**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Mindoro State University (MinSU)* now invites bids for **Supply and Delivery of Furniture and Fixtures For Various Offices of Three (3) Campuses**. Delivery of the Goods is required **thirty (30) calendar days**. Bidders should have completed, within **three (3) 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, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizen/sole proprietorships, partnerships or organizations with at least sixty (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 Mindoro State University – Main Campus and inspect the Bidding Documents at the BAC Office, 2nd Floor; Administration Building from 8:00AM to 5:00 PM, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders from February 16 - 28, 2022 by downloading the same, free of charge from the website of PhilGEPS and MinSCAT (<http://www.minsu.edu.ph>). Provided, however, that bidders shall pay the applicable fee for bidding documents, pursuant to the Guidelines issued by GPPB, not later than the submission of their bids. The amount of the bidding documents is **One Thousand Six Hundred Fifty Pesos (1,650.00)** which should be directly deposited to the account of MinSU only upon coordination to the BAC Secretariat for the details of payment.

6. The Mindoro State University (MinSU) will hold a Conference on **March 2, 2022, 1:30 pm** at BAC Office, 2nd Floor, Administration Building, MinSU, Alcate, Victoria, Oriental Mindoro. Pre-bid Conference shall be done through Google Meet Video Conferencing or other video conferencing applications which shall be announced prior to the pre-bid conference. To facilitate online meeting requirements, prospective bidders shall inform the BAC through the Secretariat, either by sending an email at minsु.bacoffice@gmail.com or communicate with the latter through any mode of communication, of their intention to participate in the Pre-Bid Conference at least one (1) day prior to the date of the conference. Upon receipt of the communication, the secretariat shall send an online meeting link.
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 **9:00 AM of March 18, 2022**.

Bids may also be submitted through registered mail, private courier and personal delivery.

For manual submission or personal delivery to the BAC Office, by way of measures to prevent the spread of COVID-19 virus, minimum health protocol as prescribed by DOH and IATF shall be implemented in MinSU.

Bidders who submitted their bids must notify the BAC through email, cellphone calls and text messaging to confirm that they sent their bids and all documents relative thereto. In the email, the bidder must attaché the proof of sending of the said documents (i.e. actual photo of the envelopes and their official receipt issued by the post office or by the courier).

The bidders must assure that their bids shall be forwarded by the courier to MinSU on the date and time of the bid opening. The bidders have the responsibility to track their documents with the courier. The date of receipt of bids shall be the date of sending of documents, provided that the documents are actually received by the Secretariat. The BAC shall bear no responsibility whatsoever for the delay that the courier may have caused. **Bids sent/or received after the deadline shall be disqualified.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **March 18, 2022; 10:00AM** at BAC Office, 2nd Floor, Administration Building, Alcate, Victoria, Oriental Mindoro. Bids will be opened in the presence of the bidders representatives who choose to attend at the address below. Late bids shall not be accepted.
10. The *Mindoro State University (MinSU)* 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.

Activities	Schedule
Issuance of Bidding Documents	February 17 – March 11, 2022
Pre-Bid Conference	March 2, 2022 @ 1:30PM
Submission/Receipt of Bids	March 18, 2022 @ 9:00 PM
Opening of Bids	March 18, 2022 @ 10:00 PM

For further information, please contact:

Bids and Awards Committee (BAC) Secretariat

2nd Floor Administration Building

MinSU – Main Campus

Alcate, Victoria, Or. Mindoro

Email address : minus.bacoffice@gmail.com

Website : <http://www.minscat.edu.ph>

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Section VI. Schedule of Requirements

The delivery schedule is thirty (30) calendar days upon receipt of Notice to Proceed

Unit	Item Description	Quantity	Statement of Compliance with the Schedule of Requirements	
			Comply	Not comply
unit	Computer Table	1		
	L-shaped computer table, with side cabinet (120cmx50cmx75cm) white right			
piece	Table	1		
	Laminate table top, 2mm edging			
	Power coated steel legs			
unit	Office Table	2		
set	Conference Table	1		
	Specification: 12 seater conference table			
set	Office Table with 4 drawers and lock	4		
	Dimension: L46"xW22.4"xH28.4" inches made from MDF laminated wood			
	Swatch: gray			
piece	Computer Table	1		
	Features: Lockable cabinet/drawer			
	Material: MDF Net-Height: 750, Net-Width: 1200 Net-Depth:575			
piece	Stainless Table	1		
	(32" x 2" x 32")			
unit	Swivel Chair	10		
	High Back Man Made faux leather chair tilt lock mechanism 360° Swivel Function pneumatic height adjustment chromed steel 5 prong 350mm with nylon caster			
set	Swivel Chairs	2		
	High-back leatherette executive chair 360° swivel PVC black starbase			
unit	Chair	8		
	Type: Office Chair, Seat Material: Mesh Max Load: 90kg			
pieces	Monoblock	300		
	Plastic monoblock chair Color: Black Height: 78cm, Width: 45cm, Depth: 55cm			
pieces	Monoblock Chair	12		
	Back Rest HT: 780mm Seat HT: 375mm, Seat Length: 355mm Seat Width: 370mm, Gross Weight 2.28kg.			

	Color: White			
unit	Workstation	3		
	Specification: Dimension 8ft x 4ft (4 tables in one set)			
unit	Workstation	1		
	Specification: Dimensio: 2ft x 4ft			
	Low office partition/cubicles/workstation			
	Fabric with glass			
	Wodden mobile pedestal, cpu rack			
	Panel thickness: 4.68cm			
pieces	Steel Cabinet	5		
	4 Drawers lateral filling cabinet (PLC C4C- Horizontal)			
piece	Steel Cabinet/ Filing Cabinet	3		
	Specifications: Key-Lock Mechanism			
	4 Layer Cabinet			
	Dimension: In cm L-60cm x W-46cm x H-131.5cm			
	In inches L-23.75" x W-18" x H-51.35"			
	Color: Grey or White			
unit	Stainless Cabinet	1		
	Dimension: 36' x 72' x 30"			
set	Steel bookshelves (adjustable)	75		
	Dimension: W1065mmxD300mmxH1962mm			
	Color: Wenge-White			
pieces	Tissue Culture Rack/Shelves	12		
	Specifications: Galvanized materials with complete accessories			
set	L-Shaped Sofa	1		
	Upholstery Material: Fabric			
	Lounge Dimension: L20.8" x W50.6 x H31.5			
	2 Seaters dimension: L53" x W26 x H18.11"			
	Stool Dimension: L26.4" xW26 x H18.11			
	Color: Black and gray			
set	Sofa	1		
	Type: Leather, 3 seater sofa + 2 pcs single seater chair + 1 center table			
	Size: 63x48x31			

CONFORMITY WITH TECHNICAL SPECIFICATIONS

Unit	Item Description	Quantity	Statement of Compliance with Technical Specifications	
			Comply	Not comply

unit	Computer Table	1		
	L-shaped computer table, with side cabinet			
	(120cmx50cmx75cm) white right			
piece	Table	1		
	Laminate table top, 2mm edging			
	Power coated steel legs			
unit	Office Table	2		
set	Conference Table	1		
	Specification: 12 seater conference table			
set	Office Table with 4 drawers and lock	4		
	Dimension: L46"xW22.4"xH28.4" inches made			
	from MDF laminated wood			
	Swatch: gray			
piece	Computer Table	1		
	Features: Lockable cabinet/drawer			
	Material: MDF Net-Height: 750, Net-Width:			
	1200 Net-Depth:575			
piece	Stainless Table	1		
	(32" x 2" x 32")			
unit	Swivel Chair	10		
	High Back Man Made faux leather chair tilt			
	lock mechanism 360° Swivel Function			
	pneumatic height adjustment chromed steel			
	5 prong 350mm with nylon caster			
set	Swivel Chairs	2		
	High-back leatherette executive chair 360°			
	swivel PVC black starbase			
unit	Chair	8		
	Type: Office Chair, Seat Material: Mesh			
	Max Load: 90kg			
pieces	Monoblock	300		
	Plastic monoblock chair			
	Color: Black			
	Height: 78cm, Width: 45cm, Depth: 55cm			
pieces	Monoblock Chair	12		
	Back Rest HT: 780mm			
	Seat HT: 375mm, Seat Length: 355mm			
	Seat Width: 370mm, Gross Weight 2.28kg.			
	Color: White			
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	Specification: Dimension 8ft x 4ft			
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	Low office partition/cubicles/workstation			
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	Panel thickness: 4.68cm			
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	Color: Grey or White			
unit	Stainless Cabinet	1		
	Dimension: 36' x 72' x 30"			
set	Steel bookshelves (adjustable)	75		
	Dimension: W1065mmxD300mmxH1962mm			
	Color: Wenge-White			
pieces	Tissue Culture Rack/Shelves	12		
	Specifications: Galvanized materials with complete accessories			
set	L-Shaped Sofa	1		
	Upholstery Material: Fabric			
	Lounge Dimension: L20.8" x W50.6 x H31.5			
	2 Seaters dimension: L53" x W26 x H18.11"			
	Stool Dimension: L26.4" xW26 x H18.11			
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