



OFFICE OF THE BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS)
Purchase Request No. IGF-164-2024-01-036

1. The *Caraga State University Cabadbaran City (CSUCC)* through the *Internal Generated Fund (IGF)2024* intends to apply the sum of *One Million Eight Thousand Four Hundred Eighty Pesos Only (Php 1,008,480.00)* being the ABC to payments under the contract for **Supply and Delivery of Furniture and Fixture/IGF-164-2024-01-036**. Bids received in excess of the ABC shall be automatically rejected at bid opening/ Opening of Envelopes.
2. The *Caraga State University Cabadbaran City (CSUCC)* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Thirty (30) Calendar days*.
3. The procurement of the project will be conducted through Negotiated Procurement - Two Failed Biddings, an Alternative Method of Procurement, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
4. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from November 14 – 25, 2024 at 8:00am to 5:00pm.
5. The schedule of bidding activities is herein stated below:

Activities	Date/Time	Venue
Issuance and Availability of Request for quotation	Nov. 14 – 25, 2024	Downloadable from PhilGEPS , CSUCC Websites and CSUCC BAC Office
Negotiation Conference	November 19, 2024 @ 10:30AM	Virtual Meeting via Zoom (Pre-registration link)- https://docs.google.com/forms/d/1uFr1MYWH4vgc3YAAbWpqssRh721wN09vSIeGjKgc3uo/edit
Deadline of Submission and Receipt of envelope / Opening of Quotation and Technical Requirements	November 25, 2024 @9:30AM	CSUCC AVR
Bid Evaluation	Nov. 26-27, 2024	BAC Office
Post Qualification	Nov.28-Dec. 2, 2024	Field

6. Interested bidders shall submit the following documents in sealed envelopes, labeled as **“Negotiated Procurement for Two-Failed Biddings”**, with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.



OFFICE OF THE BIDS AND AWARDS COMMITTEE

TECHNICAL COMPONENT ENVELOPE	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- (b) Statement of the bidder’s Single Largest Completed Contract (**SLCC**) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (c) **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
- (d) **Conformity with the Technical Specifications**, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (e) **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 COMPONENT ENVELOPE

- (f) Original of duly signed Filled **Quotation Form** with Price Schedule per item and Sample brochure of items being offered.

7. For further information, please refer to:

Wennie C. Angeles
BAC Secretariat
Bidding & Awards Committee Office
Caraga State University Cabadbaran City
T. Curato St., Cabadbaran City
Email: bac@csucc.edu.ph
Telephone/Mobile phone: 085-8186713/ 0917-7011-590
www.csucc.edu.ph

8. You may visit the following websites:

For downloading of Bidding Documents: www.csucc.edu.ph

For online bid submission: bac@csucc.edu.ph

SGD. RAMIL B. ARANTE, Ph.D.
BAC Chairperson



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
 CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
 Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



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Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



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Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;



OFFICE OF THE BIDS AND AWARDS COMMITTEE

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the**



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



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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 Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Furniture and Fixture	1 Lot	Php 1,008,480.00	30 CD



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Technical Specifications

Item	Qty.	Specification	Bid Specification	Statement of Compliance (Complied/Not Complied)
Supply and Delivery of Furniture and Fixture				
1	2 sets	8 SEATER CONFERENCE TABLE WITH CHAIRS, *W2400mm x D1200mm x H750mm		
2	1 unit	COMPUTER TABLE, Measurement: Overall - 52" H X 31.5" W X 19" D, Desktop - 19" H X 19.7" W X 31.5" D, Shelf - 2.4" H X 26" W X 9.4" D, Overall Product Weight - 40.9 lb Keyboard Tray 9" X 21.7" W X 10.4" D Features, Desk Type - Computer desk, Overall Shape - Rectangle , Top Material - Manufactured Wood, Top Manufactured Wood Type - (Rustic Brown Table Top Color) MDF , Base Color - Black , Base Material - Iron , Number of Exterior Shelves -2 , CPU Storage - Yes , Keyboard Tray - Yes , Weight Capacity - 91 lb. , Supplier Intended and Approved Use Residential Use , Base Type - Standard		
3	1 pc	Folding Table or Demonstration Table (pls see attach picture / design)		
4	1 pc	EXECUTIVE OFFICE TABLE, WOODEN OFFICE TABLE Material Wooden Finishing Polished Height 3 Feet Length 150-180 cm Table Thickness 3-4 mm Weight 15-20 Kg		
5	3 sets	OFFICE DESK TABLE, Ergodynamic ODL140WNG Wenge MFC L Shaped Office Desk Pedestal 140x140cm - Furniture		
6	4 units	OFFICE TABLE, Office Table with 4 drawers and lock Dimension: W120cm x D58cm x H75cm (WENGE / DARK GREY)		
7	11 units	CHAIR, High Back Office Chair w/ Mesh Fabric on Upper Part and Polyester on Lower Part Plus Gaslift and ARMREST		



OFFICE OF THE BIDS AND AWARDS COMMITTEE

8	67 pcs	MONOBLOCKED CHAIRS, Plastic		
9	20 pcs	OFFICE CHAIR, Measurements - W61.5xD53xTH121-126 cm Seat height: 47-53 cm, Color: light and dark grey combination Mesh back + PP with fiber back frame covered with 492g/1m gsm mesh fabric + fabric padded headrest with 10 mm thick foam. Fabric padded seat with 60 mm thick new foam i + height adjustable lumbar support covered with 437g/1m gsm mesh fabric. Chrome armrest with PP armpad, can be adjustable. Simple mechanism with up and down function, seat with button can handle back reclining and 180 degree position locking function + footrest. BIFMA passed CLASS 4 gaslift. 350 mm chrome base with BIFMA passed 60 mm PU nylon castors, Product Weight 18kg.		
10	1 pc	OFFICE CHAIR, Wooden office Chair without armrest with Cushion		
11	4 units	OFFICE CABINET, LATERAL FILING CABINET GAUGE 20, 4 DRAWERS		
12	2 units	PANTRY GLASS STEEL CABINET, Brand New & High Quality Color : white & dark grey / white brown / light grey Thinkness: 21 Guage or 0.8mm Warrenty: 1 months Size: W=40CM,L=90CM,H=185CM Material: all steel Powder Coated Paint Weight: 48KG Paint: powder coat Rust-proof		
13	2 units	MEDICINE CABINET, High Quality Plastic, Can be wall mounted, Cabinet style with easy open hook, slide door, Comes with transparent plastic door for easy contents, Durable, easy to clean		
14	3 units	STEEL CABINET, steel filling locker cabinet with vault 5 doors 3 drawers dimensions: H x W x L = 1850mm x 400mm x 900mm individual door lock/keys color: black		
15	4 units	STEEL CABINET, Steel File Cabinet 3 Drawer with Lock Mobile Pedestal Under Desk: Color: Gray, Filing Cabinet		



OFFICE OF THE BIDS AND AWARDS COMMITTEE

16	3 units	STEEL CABINET, BLACK LFC 4 Drawer Lateral Filing Cabinet with keylock, Steel Office Cabinet, Lockable Drawers		
17	7 units	MOBILE STEEL PEDESTAL, 3 drawer steel pedestal cabinet file drawer, filing organizer with numeric & key lock Dimension: D20.5"x W12" x H 23.75" 20-inch full extension drawers, 360 degrees strong wheels w/lock, accept A4 suspension hanging files		
18	1 pc	BULLETIN CORK BOARD, Quartet 17" x 23"		
19	5 pcs	BULLETIN CORK BOARD, Office Bulletin Board, Cork Board Aluminum Frame, 60 x 90 cm		
20	3 panel	WHITE BOARD, 4ft. x 8ft		
21	1 pc	OFFICE WHITE BOARD, *With stand *4x3ft.		
22	1 set	COUCH, *5 SEATER OFFICE SET		
23	7 pcs	SHELVES, OPEN SLOTTED STEEL SHELVES Cot slotted angle bars with steel plate Size of rack (LxWxH): 3x16x8), with 8 layers Light gray powder coated color slotted angle bars Capacity Load: 120kgs/layer Inclusion: Free delivery and Installation		
24	1 unit	OFFICE STORAGE DRAWER Lateral Drawer Steel Cabinet: Gray; Made of 0.8 mm cold-rolled steel sheet in powder finish with 14 inches metal drawer slideLateral Cabinet		
25	3 units	5 LAYER GLASS SWING CABINET DOOR STEEL CABINET, Measurement: W90cm x L40cm x H185cm Color: Powder coated paint finish Materials: 2 swing metal door steel cabinet lock Special feature: 5 layer glass and metal swing door		



OFFICE OF THE BIDS AND AWARDS COMMITTEE

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 affectivity 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



OFFICE OF THE BIDS AND AWARDS COMMITTEE

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

5.1 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.

5.2 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.



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered to Supply Office, Caraga State University – Cabadbaran City, T. Curato St., Cabadbaran City. 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 are Ms. Charisse Galusan and Mr. Mc Christian Mamaog.</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> <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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination</p>



OFFICE OF THE BIDS AND AWARDS COMMITTEE

	<p>Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>Inspections and tests will be conducted by CSUCC inspectorate team</p>



OFFICE OF THE BIDS AND AWARDS COMMITTEE

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)
within five (5) years from the date of submission and receipt of bids

Name of Client	Name of the Contract	Date and Status of the Contract	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery

I hereby certify that the above-mentioned are correct.

Signature over the printed name of the authorized representative

Company name

Date