



INVITATION TO BID

The **Caraga State University (CSU)**, through its Bids and Awards Committee (BAC) invites bidders to bid for the hereunder project:

Name of Project	:	Provision of Furniture & Fixtures for the operation of Different Offices: CAA, CCIS, CEGS, Extension Services, and University Student Council
Location	:	CSU Campus, Ampayon, Butuan City
Brief Description	:	Provision of Furniture & Fixtures for the operation of Different Offices
Approved Budget for the Contract	:	Php. 1,296,916.00
Source of Funds	:	IGF 2023
Contract Duration	:	60 Calendar days

Prospective bidders should have experience in undertaking a similar project within the last five years with an amount of at least 50% of the proposed project for bidding.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R. A. # 9184 and its Implementing Rules and Regulations (IRR).

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a. Cash, cashier's check/manager's check issued by a Universal or Commercial Bank.	Two Percent (2%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety.	Five Percent (5%)
d. Bid Securing Declaration	

Upon issuance of award, the winning bidder shall post a Performance Security PS in the following forms:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a. Cash, cashier's check/manager's check issued by a Universal or Commercial Bank.	Five Percent (5%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety.	Thirty Percent (30%)

Such Performance Security is payable to CSU upon signing of the Contract and shall be forfeited in favor of CSU in the event it is established that the winning bidder is in default in any of its obligations under the Contract.

The complete schedule of activities is listed as follows:

Activities	Schedule	
	Date/Time	Venue
1. Pre-Procurement Conference	April 3, 2023 @ 10:30 A.M	Via Zoom App.



2. Advertisement	April 5 - 11, 2023	
3. Issuance of Bid Documents	April 5 - 24, 2023	Online
4. Pre-Bid Conference	April 12, 2023 @ 1:00 P.M	Via Zoom App.
5. Opening of Bids	April 24, 2023 @ 1:00 P.M	CSU, Kinaadman Conference Hall
6. Bid Evaluation	April 25 - 26, 2023	CSU-BAC Secretariat Office
7. Post-Qualification	April 27 - May 6, 2023	
8. Award of Contract	May 7 - 16, 2023	
9. Contract Signing	May 17 - 26, 2023	
10. Notice to Proceed	May 27 - 30, 2023	

Bid documents from the BAC SECRETARIAT OFFICE will be available only to prospective bidders upon payment of a non-refundable amount of **Five Thousand Pesos only (Php. 5, 000.00)** to any **DBP** Bank in the account of **Caraga State University** with an account No. **0805-019713-030**. The bank validated deposit slip shall be scanned and emailed to the CSU BAC Secretariat's email address csu.bacsecretariat@carsu.edu.ph for the validation of payment by the University Cashier which will also serve as the basis for the opening of the Bid Document submitted.

Submission of Bids

Shall be done through electronic means:

- Use of a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
- Allow access to a password-protected Bidding Documents on the opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done through videoconferencing;
- Duly accomplished password-protected and compressed Bidding Documents shall be sent to csu.bacsecretariat@carsu.edu.ph;
- Inclusion of additional details for all ongoing government and private, including awarded but not yet started contracts reflecting details/data as follows: Name of Contact Person, Contact Numbers and Email Address;
- Inclusion of additional details for the Single Largest Completed Contract (SLCC) reflecting details/data as follows: Name of Contact person, Contact Numbers and Email Address;
- Prospective Bidders are allowed to submit the hard copy (duly sealed and signed) consisting of 1 original copy, copy1 and copy 2 aside from the soft/ e-copy (password-protected) of their Bidding Documents on or before the schedule of the opening of bids. The same is established for the security in the part of the bidders in anticipation that there might be technical problems and/or power outage encountered during the conduct of virtual Opening of Bids.

CSU assumes no responsibility whatsoever to indemnify bidders for any expenses incurred in the preparation of the bid.

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LUISITO I. TABADA, Ph.D.

Chairperson, Bids and Awards Committee

Noted:

ROLYN C. DAGUIL, Ph.D.
University President