

## ADDENDUM NO. 01

This Addendum No. 01 is issued to modify or amend items in the Bidding Documents for the **Negotiated Procurement of Two Failed Biddings for the Procurement of Consultancy Services for the Development of Internalization, Global Reputation, and Excellence of Caraga State University Thru and By Associating with an Internationally Recognized Brand**. This shall form an integral part of the Bid Documents.

Name of Project: **Negotiated Procurement of Two Failed Biddings for the Procurement of Consultancy Services for the Development of Internalization, Global Reputation, and Excellence of Caraga State University Thru and By Associating with an Internationally Recognized Brand**

Location: CSU Campus, Ampayon, Butuan City

Brief Description: Procurement of Consultancy Services for the Development of Internalization, Global Reputation, and Excellence of Caraga State University Thru and By Associating with an Internationally Recognized Brand

Approved Budget for the Contract : **Php. 1,450,000.00**

Source of Funds: TRF 2020

Contract Duration: 150 Calendar Days

Please be informed of the changes in the Bidding Documents, as follows:

| Changes/ Amendment   |   |
|--|---|
| FROM   | TO  |
| <p>Invitation for Negotiated Procurement Two Failed Bidding for</p> <p><b>Negotiated Procurement of Two Failed Biddings for the Procurement of Consultancy Services for the Development of Internalization, Global Reputation, and Excellence of Caraga State University Thru and By Associating with an Internationally Recognized Brand</b></p>  |   |
| <p>2. The <b>CSU</b>, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable consultants for the mentioned services. Interested consultants must submit their eligibility and technical document, as well as the financial proposal at the address given below and/or for online submission at <b><a href="mailto:csu.bacsecretariat@carsu.edu.ph">csu.bacsecretariat@carsu.edu.ph</a></b>.</p> <p>Prospective consultants should have experience in undertaking a similar project within the last ten (10) years with an amount of at least 50% of the proposed project for bidding and in the Statement of Single Largest Completed Contract to include the contact person, contact number and email address.</p> <p>All particulars relative to <i>Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract</i> shall (and other requirements needed) be governed by the pertinent provisions of R. A. # 9184 and its Implementing Rules and Regulations (IRR).</p> | <p>2. The <b>CSU</b>, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable consultants for the mentioned services. Interested consultants must submit their eligibility and technical document, as well as the financial proposal at the address given below and/or for online submission at <b><a href="mailto:csu.bacsecretariat@carsu.edu.ph">csu.bacsecretariat@carsu.edu.ph</a></b>.</p> <p>Prospective consultants should have experience in undertaking a similar project within the last ten (10) years with an amount of at least 50% of the proposed project for bidding and in the Statement of Single Largest Completed Contract to include the contact person, contact number and email address.</p> <p>All particulars relative to Pre-Negotiated Conference, Opening of Bids, Evaluation of Bids, Post-Qualification and Award of Contract shall and other requirements needed be governed by the pertinent provisions of R. A. # 9184 and its Implementing Rules and Regulations (IRR).</p> |



**BIDS AND AWARDS COMMITTEE (BAC)**

| <b>Form of Bid Security</b>   | <b>Amount of Bid Security (Equal to Percentage of the ABC)</b> |
|---|--|
| 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 in the following form:

| <b>Form of Performance Security</b>   | <b>Amount of Performance Security (Equal to Percentage of the Total Contract Price)</b> |
|---|---|
| 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:

| <b>Activities</b>                                   | <b>Schedule</b>             |                      |
|---|-----------------------------|----------------------|
|   | <b>Date/Time</b>            | <b>Venue</b>         |
| 1. Pre-Procurement Conference                       | November 28, 2020 @ 9:00 AM | Online               |
| 2. Posting and Availability of Request for Proposal | November 29, 2020           | Online               |
| 3. Pre-Negotiation Conference                       | December 1, 2020 @ 4:00 PM  | Via Google Meet App. |
| 4. Issuance of Amendments/Clarifications/Addendum   | December 2-4, @ 8:00-5:00AM | Online               |
| 5. Deadline of Submission and Opening of Bids       | December 14, 2020 @ 9:00 AM | Via Google Meet App. |

3. The complete set of Negotiation Documents will be available on November 28, 2020, Purchasing of Bidding Document of a non-refundable amount of Php.5,000.00. Payment

The complete schedule of activities is listed as follows:

| <b>Activities</b>                                   | <b>Schedule</b>             |                      |
|---|-----------------------------|----------------------|
|   | <b>Date/Time</b>            | <b>Venue</b>         |
| 1. Pre-Procurement Conference                       | November 28, 2020 @ 9:00 AM | Online               |
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**BIDS AND AWARDS COMMITTEE (BAC)**

*shall be made in Bank deposit through DBP in the account of Caraga State University with account No. 0805-019713.030*

4. Bids shall be submitted *in a compressed password protected file to ensure the security, integrity and confidentiality of the bid submitted* (GPPB Resolution No. 09-2020, 4.2).

*Two (2) password-protected Bidding Documents in compressed archive folder which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the Revised IRR, R.A 9184 for the procurement of Goods, and the second shall contain the financial component of the bid.*

*Prospective consultants are also required to scan the e-copy of the bank deposit slip and sent it to the BAC Seretariat and the same will be validated at the Cashiers Office which eventually the basis for the Opening of Bid submitted.*

5. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criteria as specified in the IRR of RA 9184.

6. The **CSU** shall evaluate bids using the Quality Based Evaluation (QBE) procedure. The criteria and rating system for the evaluation of bids shall be as follows:

Quality of Personnel – 10%  
 Experience and Capability of Consultant – 30%  
 Plan of Approach and Methodology – 60%

100%

Bids are evaluated using individual rating.

7. The contract shall be completed within five (5) months or 150 calendar days from the date of receipt of the Notice to Proceed.  
 8. The **CSU** reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

4. Bids shall be submitted in accordance to GPPB Resolution No. 09-2020, 4.2.

5. Bidding will be conducted through Negotiated Procurement (*Two Failed Biddings*) procedures using non-discretionary "pass/fail" criteria as specified in the IRR of RA 9184.

6. The **CSU** shall evaluate bids using the Quality Based Evaluation (QBE) procedure. The criteria and rating system for the evaluation of bids shall be as follows:

Quality of Personnel – 10%  
 Experience and Capability of Consultant – 30%  
 Plan of Approach and Methodology – 60%

100%

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7. The contract shall be completed within five (5) months or 150 calendar days from the date of receipt of the Notice to Proceed.  
 8. The **CSU** reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.



**BIDS AND AWARDS COMMITTEE (BAC)**

**Checklist**

**Class "A" Documents**

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**  
☐ (b) Registration certificate from Securities and Exchange Commission (SEC),  
☐ (c) On-going and awarded contracts with details (contact name, contact number, address, and email address)  
☐ (d) Single Largest Completed similar to contracts with details (contact name, contact number, address, and email address)  
☐ (e) Ownership and Key Staff with resume  
☐ (f) Professional Registration of bidder, key staff and partners, etc.  
☐ (g) Bidder's citizenship

Technical Documents

- ☐ (a) Work Plan, Approach and Schedule

**FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Bid Form

For guidance and information of all concerned.

  
**ARMIE LEILA M. MORDENO, DPA, CSEE**  
BAC Chairperson

Received by the Bidder:

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