



## 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	:	<b>Provision of IT Equipment and Materials for the Operation of CSU Online Class</b>
Location	:	<b>CSU Campus, Ampayon, Butuan City</b>
Brief Description	:	
Approved Budget for the Contract	:	<b>Php. 3,825,000.00</b>
Source of Funds	:	<b>IGF 2020</b>
Contract Duration	:	<b>60 calendar days</b>

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 form:

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 Conf.	October 13, 2020 @ 11:00 AM	CSU OP Conference Room/ Via Google Meet App.
2. Advertisement	October 15 - October 21, 2020	
3. Issuance of Bid Documents	October 15-November 3, 2020	BAC Secretariat Office, Old Admin. Bldg. CSU, Ampayon, Butuan City
4. Pre-Bid Conference	October 22, 2020 @ 9:00 AM	CSU OP Conference Room/ Via Google Meet App.
5. Opening of Bids	November 3, 2020 @ 9:00 AM	CSU OP Conference Room/ Via Google Meet App.
6. Bid Evaluation	November 4-6, 2020	BAC Secretariat Office, Old Admin. Bldg. CSU, Ampayon, Butuan City
7. Post-Qualification	November 7-31, 2020	
8. Award of Contract	December 1-13, 2020	
9. Contract Signing	December 14-20, 2020	
10. Notice to Proceed	December 21-27, 2020	

Bid documents from the BAC SECRETARIAT OFFICE will be available only to prospective bidders upon payment of a non-refundable amount of Ten Thousand Pesos only (Php.10,000.00) to the CSU Cashiers' Office.

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

**ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE**  
BAC Chairperson

Noted:

**ANTHONY M. PENASO, Ph.D.**  
University President