



Republic of the Philippines

**CARAGA STATE UNIVERSITY**

Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

BIDS AND AWARDS COMMITTEE (BAC)

Phone: 09175030963  
(+6385) 341-2296  
URL: <http://www.carsu.edu.ph>  
Email: [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph)



## 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).

| <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.  |  |
| 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. | Two Percent (2%)   |
| 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:

| <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.  |   |
| 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. | Five Percent (5%)   |
| 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%)  |



Republic of the Philippines

**CARAGA STATE UNIVERSITY**

Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

**BIDS AND AWARDS COMMITTEE (BAC)**

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 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 of 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

