



## 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 Janitorial Services for the operation of the University</b>
Location	:	<b>CSU Campus, Ampayon, Butuan City</b>
Brief Description	:	Provision of Janitorial Services for the operation of the University
Approved Budget for the Contract	:	<b>Php. 2,740,000.00</b>
Source of Funds	:	<b>RAF- 2024</b>
Contract Duration	:	<b>6 Months and 21 days</b>
Procurement Scheme	:	<b>1 Lot Procurement</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 forms:

<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%)

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	November 3, 2023 @ 9:30 AM	Online via Zoom App.
2. Advertisement	November 7-13, 2023	
3. Issuance of Bid Documents	November 7-27, 2023	CSU-BAC Secretariat/Online via Zoom App.
4. Pre-Bid Conference	November 14, 2023 @ 10:00 AM	CSU University Library Board /Online via Zoom App.
5. Opening of Bids	November 27, 2023 @ 10:00 AM	CSU University Library Board /Online via Zoom App.
6. Bid Evaluation	November 28-December 1, 2023	CSU-BAC Secretariat Office
7. Post-Qualification	December 2-31, 2023	
8. Award of Contract	January 1-15, 2024	
9. Contract Signing	January 16-25, 2024	
10. Notice to Proceed	January 26-31, 2024	

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 **Land Bank of the Philippines (LBP)** in the account of **Caraga State University Business-Related Fund** with an account No. **5942-1113-49**. 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 and/or Hard Copies:

- For electronic submission, shall use 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 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 video conferencing;
- 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; and
- For the submission of hard copies, Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, and 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 IRR of R.A 9184 for the procurement of Goods and Infrastructure Projects, and the second shall contain the financial component of the bid.

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

**MICHELLE V. JAPITANA, D.Eng.**  
VP for Executive Operation and Auxiliary Services/  
Chairperson, Bids and Awards Committee

Noted:

**ROLYN C. DAGUIL, Ph.D.**  
University President