



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 Janitorial Services for the operation of CSU Ampayon Campus Early Procurement Activity (EPA) FY 2025
Location	:	CSU Campus, Ampayon, Butuan City
Brief Description	:	Janitorial Services for the operation of the university for FY 2025
Approved Budget for the Contract	:	₱2,800,000.00
Source of Funds	:	Regular Agency Fund (RAF) FY 2025
Contract Duration	:	6 months and 10 days or (142 Working days)
Procurement Scheme	:	LOT

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 Janitorial, Performance Janitorial, 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 Janitorial	Amount of Bid Janitorial (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 Janitorial PS in the following forms:

Form of Performance Janitorial	Amount of Performance Janitorial (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 Janitorial 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	December 2, 2024 @ 3:00 PM	CSU University Library Board Room
2. Advertisement	December 4 - 10, 2024	PhilGEPS/Web Page/FB Page/CSU Conspicuous place
3. Issuance of Bid Documents	December 4 - 23, 2024	CSU BAC Secretariat Office
4. Pre-Bid Conference	December 11, 2024 @ 3:00 PM	CSU University Library Board Room
5. Opening of Bids	December 23, 2024 @ 3:00 PM	CSU University Library Board Room
6. Bid Evaluation	December 24, 2024	CSU BAC Secretariat Office
7. Post-Qualification	December 25 - 31, 2024	
8. Award of Contract	January 1 - 10, 2025	
9. Contract Signing	January 11 - 21, 2025	
10. Notice to Proceed	January 21 - 28, 2025	

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 the CSU Cashier's Office or 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 Hard Copies:

- Bidders shall submit hard copy in two (2) separate Sealed and Signed bid envelopes consisting of 1 original copy, copy 1 and copy 2 of their Bidding Documents on or before the schedule of the opening of bids, 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.
- Bidders are highly encouraged to properly mark, tab, arrange, and with corresponding Table of Contents the documents submitted as indicated in the Checklist of requirements in the respective folders to facilitate the evaluation of documents during the Opening of Bids.

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.
Vice President for Executive Operations/
Chairperson, Bids and Awards Committee

Noted:

ROLYN C. DAGUIL, Ph.D.
University President