



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 Machinery and ICT Equipment for the Operation of Various Offices at CSU Main Campus
Location	:	CSU Campus, Ampayon, Butuan City
Brief Description	:	Provision of Machinery and ICT Equipment for various offices
Approved Budget for the Contract	:	₱2,344,420.00
Source of Funds	:	Internally Generated Fund (IGF) FY 2025
Contract Duration	:	30 Calendar 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 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 forms:

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 Conference	March 18, 2025 @ 11:00 AM	CSU University Library Board Room
2. Advertisement	March 20 – 27, 2025	PhilGEPS/Web Page/FB Page/CSU Conspicuous place
3. Issuance of Bid Documents	March 18 – April 7, 2025	CSU BAC Secretariat Office



Republic of the Philippines
CARAGA STATE UNIVERSITY

Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

BIDS AND AWARDS COMMITTEE



4. Pre-Bid Conference	March 28, 2025 @ 02:00 PM	CSU University Library Board Room
5. Opening of Bids	April 10, 2025 @ 02:00 PM	CSU University Library Board Room
6. Bid Evaluation	April 11 – 18, 2025	CSU BAC Secretariat Office
7. Post-Qualification	April 19 – 30, 2025	
8. Award of Contract	May 1 – 10, 2025	
9. Contract Signing	May 11 – 20, 2025	
10. Notice to Proceed	May 21 – 27, 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, copy1 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

For and on behalf of the Office of the University President

ALEXANDER T. DEMETILLO, D. Eng.
Vice President for Administration and Finance
Officer-in-Charge of the Office of the University President