



### 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 ICT Equipment for the operation of Packaging and Labelling Innovation Center (PLIC)**  
Location : **CSU Campus, Ampayon, Butuan City**  
Brief Description :  
Approved Budget :  
for the Contract : **Php. 1,300,000.00**  
Source of Funds : **TRF 2022**  
Contract Duration : **60 Calendar Days**

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:

**Office of the Bids and Awards Committee**

Email address: [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph)

Contact: 09171697400





Activities	Schedule	
	Date/Time	Venue
1. Pre-Procurement Conf.	August 31, 2022 @ 10:00AM	Virtual Meeting via Zoom
2. Advertisement	September 1 – 7, 2022	
3. Issuance of Bid Documents	September 1 – 20, 2022	Online
4. Pre-Bid Conference	September 8, 2022 @ 10:00AM	Virtual Meeting via Zoom
5. Opening of Bids	September 20, 2022 @ 10:00AM	Virtual Meeting via Zoom
6. Bid Evaluation	September 21, 2022	Virtual Meeting via Zoom
7. Post-Qualification	September 22, 2022	Virtual Meeting via Zoom
8. Award of Contract	September 23 – October 1, 2022	
9. Contract Signing	October 2-11, 2022	
10. Notice to Proceed	October 12-18, 2022	

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 **DBP Bank** in the account of **Caraga State University** with an account No. **0805-019713-030**. The bank validated deposit slip shall be scanned and emailed to the CSU BAC Secretariat's email address [csu.bacsecretariat@carsu.edu.ph](mailto: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:

- Use of a 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 a password-protected and compressed 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 videoconferencing via Zoom App.;
- Only duly accomplished password-protected and compressed Bidding Documents (ZIP/RAR) sent to [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph) shall be accepted by the CSU Bids and Awards Committee. *Please note that submission of password-protected and compressed Bidding Documents (ZIP/RAR) using google drive will not be accepted;*
- 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;
- Prospective Bidders are allowed to submit the hard copy (duly sealed and signed) consisting of 1 original copy, copy1 and copy 2 aside from the soft/ e-copy (password-protected) of their Bidding Documents on or before the schedule of the opening of bids. The same is established for the security in the part of the bidders in anticipation that there might be technical problems and/or power outage encountered during the conduct of virtual Opening of Bids.

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

Digitally signed by  
Mordeno Armie  
Leila Montilla  
Date: 2022.08.24  
10:23:58 +08'00'

**ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE**  
Chairperson, Bids and Awards Committee

Noted:

Digitally signed  
by JOY C.  
CAPISTRANO  
Date: 2022.08.24  
16:52:28 +08'00'

**JOY C. CAPISTRANO**  
OIC – University President

Office of the Bids and Awards Committee

Email address: [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph)

Contact: 09171697400