



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 Supplies and Materials for the Operation of CSU Library
Location	CSU Campus, Ampayon, Butuan City
Brief Description	
Approved Budget for the Contract	Php. 1,506,711.13
Source of Funds	IGF 2021
Contract Duration	30 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.	
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:

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.	
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 Conf.	March 22, 2021 @ 10:00 AM	Via Google Meet App.
2. Advertisement	March 26, 2021	
3. Issuance of Bid Documents	March 26-April 14, 2021	Online
4. Pre-Bid Conference	April 2, 2021 @ 9:00 AM	Via Google Meet App.
5. Opening of Bids	April 14, 2021 @ 9:00 AM	Via Google Meet App.
6. Bid Evaluation	April 15-21, 2021	Via Google Meet App
7. Post-Qualification	April 22- May 21, 2021	
8. Award of Contract	May 22- June 5, 2021	
9. Contract Signing	June 6-15, 2021	
10. Notice to Proceed	June 16-22, 2021	

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**.

CSU assumes no responsibility whatsoever to compensate or 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 