



Republic of the Philippines

CARAGA STATE UNIVERSITY

Ampayon, Butuan City 8600, Philippines

C o m p e l l e n c e S e r v i c e U p r i g h t n e s s

BIDS AND AWARDS COMMITTEE (BAC)

Phone: 09175030963
 (+6385) 341-2296
 URL: <http://www.carsu.edu.ph>
 Email: csu.bacsecretariat@carsu.edu.ph

**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 the University
Location	:	CSU Campus, Ampayon, Butuan City
Brief Description	:	
Approved Budget for the Contract	:	Php. 2,187,974.16
Source of Funds	:	RAF/IGF/BRF 2020
Contract Duration	:	9 months

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 form:

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%)



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Compelence **S**ervice **U**prightness

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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.	January 27, 2020 @ 9:00 AM	CSU OP Conference Room
2. Advertisement	January 29 - February 4, 2020	
3. Issuance of Bid Documents	January 29 - February 17, 2020	BAC Secretariat Office, Old Admin. Bldg. CSU, Ampayon, Butuan City
4. Pre-Bid Conference	February 5, 2020 9:00 AM	CSU OP Conference Room
5. Opening of Bids	February 17, 2020 9:00 AM	CSU OP Conference Room
6. Bid Evaluation	February 18-21, 2020	BAC Secretariat Office, Old Admin. Bldg. CSU, Ampayon, Butuan City
7. Post-Qualification	February 22 - March 13, 2020	
8. Award of Contract	March 14 - March 25, 2020	
9. Contract Signing	March 26 - 30, 2020	
10. Notice to Proceed	March 31, 2020	

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 Cashiers' Office.

The 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