



## 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	:	<b>Provision of Janitorial Services for the Operation of the University</b>
Location	:	<b>CSU Campus, Ampayon, Butuan City</b>
Brief Description	:	
Approved Budget for the Contract	:	<b>Php. 3,248,853.96</b>
Source of Funds	:	<b>RAF and BRF 2022</b>
Contract Duration	:	<b>12 Months</b>

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).

<b>Form of Bid Security</b>	<b>Amount of Bid Security (Equal to Percentage of the ABC)</b>
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:

<b>Form of Performance Security</b>	<b>Amount of Performance Security (Equal to Percentage of the Total Contract Price)</b>
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.



## BIDS AND AWARDS COMMITTEE (BAC)

The complete schedule of activities is listed as follows:

Activities	Schedule	
Activities	Date/Time	Venue
1. Pre-Procurement Conf.	November 22, 2021 @ 9:00 AM	Via Google Meet App.
2. Advertisement	November 25 – December 1, 2021	
3. Issuance of Bid Documents	November 25 – December 14, 2021	Online
4. Pre-Bid Conference	December 2, 2021 @ 9:00 AM	Via Google Meet App.
5. Opening of Bids	December 14, 2021 @ 9:00 AM	Via Google Meet App.
6. Bid Evaluation	December 15-21, 2021	Via Google Meet App
7. Post-Qualification	December 22, 2021 - January 19, 2022	
8. Award of Contract	January 20 - 29, 2022	
9. Contract Signing	January 30 - February 8, 2022	
10. Notice to Proceed	February 9 - 15, 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:

- a. 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;
- b. Allow access to a password-protected 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 Google Meet App;
- c. Duly accomplished password-protected and compressed Bidding Documents shall be sent to [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph);
- d. 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;
- e. 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;
- f. 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.

ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE  
BAC Chairperson

Noted:

  
ANTHONY M. PENASO, Ph.D.  
University President