



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**

Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

**BIDS AND AWARDS COMMITTEE (BAC)**

Phone: 09175030963

(+6385) 341-2296

URL: <http://www.carsu.edu.ph>

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JAS-ANZ



CERTIFIED  
ISO 9001:2015

Acc. No.: M3700903PM  
Certificate No.: AJA17.1018  
ISO Certified University

## 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 Security Services for the Operation of the University</b> |
| Location                         | : | CSU Campus, Ampayon, Butuan City  |
| Brief Description                | : |   |
| Approved Budget for the Contract | : | <b>Php. 1,314,034.70</b>  |
| Source of Funds                  | : | RAF   |
| Contract Duration                | : | 3 months and 25 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 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.  | 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%)   |



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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.     | Nov. 12, 2019 @ 9:00 AM | CSU OP Conference Room   |
| 2. Advertisement             | Nov. 13 - Nov. 19, 2019 |  |
| 3. Issuance of Bid Documents | Nov. 13 – Dec. 2, 2019  | BAC Secretariat Office, Old Admin. Bldg. CSU, Ampayon, Butuan City |
| 4. Pre-Bid Conference        | Nov. 20, 2019 @ 9:00 AM | CSU OP Conference Room   |
| 5. Opening of Bids           | Dec. 2, 2019 @ 9:00 AM  | CSU OP Conference Room   |
| 6. Bid Evaluation            | Dec. 3, 2019            | BAC Secretariat Office, Old Admin. Bldg. CSU, Ampayon, Butuan City |
| 7. Post-Qualification        | Dec. 4-10, 2019         |  |
| 8. Award of Contract         | Dec. 16, 2019           |  |
| 9. Contract Signing          | Dec. 18, 2019           |  |
| 10. Notice to Proceed        | Dec. 27, 2019           |  |

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