



## 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 Technical &amp; Scientific Equipment for the operation of CHED-IDEAS Lab.</b>
Location	:	<b>CSU Campus, Ampayon, Butuan City</b>
Brief Description	:	
Approved Budget for the Contract	:	<b>Php. 7,180,000.00</b>
Source of Funds	:	<b>TRF 2021</b>
Contract Duration	:	<b>45 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	Venue
	Date/Time	
1. Pre-Procurement Conf.	December 17, 2021 @ 10:00 AM	Via Zoom Meeting.
2. Advertisement	December 20 - 26, 2021	
3. Issuance of Bid Documents	December 20 - January 10, 2022	Online
4. Pre-Bid Conference	December 27, 2021 @ 10:00 AM	Via Zoom Meeting.
5. Opening of Bids	January 10, 2022 @ 10:00 AM	Via Zoom Meeting.
6. Bid Evaluation	January 11, 2022	Via Zoom Meeting.
7. Post-Qualification	January 12-19, 2022	Via Zoom Meeting.
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 **Ten Thousand Pesos only (Php. 10, 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 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 Meeting;
- Duly accomplished password-protected and compressed Bidding Documents shall be sent to [csu.bacsecretariat@carsu.edu.ph](mailto:csu.bacsecretariat@carsu.edu.ph);
- 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.

**ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE**  
BAC Chairperson

Noted:

**ANTHONY M. PENASO, Ph.D.**  
University President