



## 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>Supply and Delivery of Dairy Ingredients for the operation of Dairy Processing Center</b>
Location	:	<b>CSU Campus, Ampayon, Butuan City</b>
Brief Description	:	<i>To procure the supplies and materials needed for Dairy Processing for the implementation of milk feeding program</i>
Approved Budget for the Contract	:	<b>Php. 17,297,000.00</b>
Source of Funds	:	<b>BRF 2023</b>
Contract Duration	:	<b>60 Calendar Days</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).

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 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.	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%)



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 Conference	February 20, 2023 @ 1:00 PM	Via Video Conferencing
2. Advertisement	February 22 - 28, 2023	
3. Issuance of Bid Documents	February 22 - March 14, 2023	Online
4. Pre-Bid Conference	March 2, 2023 @ 1:00 PM	Via Video Conferencing
5. Opening of Bids	March 14, 2023 @ 9:00 AM	Via Video Conferencing & CSU Admin Conference Room
6. Bid Evaluation	March 15-17, 2023	
7. Post-Qualification	March 18 - April 16, 2023	
8. Award of Contract	April 17-21, 2023	
9. Contract Signing	April 22 – April 29, 2023	
10. Notice to Proceed	April 30, 2023	

Bid documents from the BAC SECRETARIAT OFFICE will be available only to prospective bidders upon payment of a non-refundable amount of **Twenty-Five Thousand Pesos only (Php. 25,000.00)** 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 Google Meet App;
- 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.

**LUISITO I. TABADA, Ph.D.**

Vice President for Academic Affairs/Chairperson,  
Bids and Awards Committee

Noted:

**ROLYN C. DAGUIL, Ph.D.**  
University President