



**BIDS AND AWARDS COMMITTEE (BAC)**

**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. 2,602,688.77</b>
Source of Funds	:	<b>RAF</b>
Contract Duration	:	<b>11 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 form:

<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%)



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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.	November 4, 2020 @ 11:00 AM	Via Google Meet App.
2. Advertisement	November 6 - 12, 2020	
3. Issuance of Bid Documents	November 6-25, 2020	Online
4. Pre-Bid Conference	November 13, 2020 @ 11:00 AM	Via Google Meet App.
5. Opening of Bids	November 25, 2020 @ 1:00 PM	Via Google Meet App.
6. Bid Evaluation	November 25, 2020	Via Google Meet App
7. Post-Qualification	November 26-December 31, 2020	
8. Award of Contract	January 1-15, 2021	
9. Contract Signing	January 16-26, 2021	
10. Notice to Proceed	January 27- February 2, 2021	

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.

CSU assumes no responsibility whatsoever to compensate of 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