



**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 Books for the operation of CSU Library</b>
Location	:	<b>CSU Campus, Ampayon, Butuan City</b>
Brief Description	:	Provision of Books for the operation of CSU Library
Approved Budget	:	
for the Contract	:	<b>Php. 1,528,948.00</b>
Source of Funds	:	<b>IGF 2024</b>
Contract Duration	:	<b>30 Calendar Days</b>
Procurement Scheme	:	<b>Allow Partial of Bids</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.	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:

<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.	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:

<b>Activities</b>	<b>Schedule</b>	
	<b>Date/Time</b>	<b>Venue</b>
1. Pre-Procurement Conference	March 18, 2024 @ 9:30 AM	CSU University Library Board Room



2. Advertisement	March 20 - 26, 2024	PhilGEPS/Web Page/FB Page/CSU Conspicuous place
3. Issuance of Bid Documents	March 20 - April 8, 2024	CSU BAC Secretariat Office
4. Pre-Bid Conference	March 27, 2024 @ 10:00 AM	CSU University Library Board Room
5. Opening of Bids	April 8, 2024 @ 10:00 AM	CSU University Library Board Room
6. Bid Evaluation	April 9 - 11, 2024	CSU BAC Secretariat Office
7. Post-Qualification	April 12 - 23, 2024	
8. Award of Contract	April 24 - May 8, 2024	
9. Contract Signing	May 9 - 17, 2024	
10. Notice to Proceed	May 18 - 22, 2024	

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 Cashier's Office or any **Land Bank of the Philippines (LBP)** in the account of **Caraga State University Business-Related Fund** with an account No. **5942-1113-49**. 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 Hard Copies:

- a. Bidders shall submit hard copy in two (2) separate Sealed and Signed bid envelopes consisting of 1 original copy, copy1 and copy 2 of their Bidding Documents on or before the schedule of the opening of bids, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the IRR of R.A 9184 for the procurement of Goods and Infrastructure Projects, and the second shall contain the financial component of the bid.
- b. 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*;
- c. 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*; and
- d. Bidders should properly mark, tab, arrange, and with corresponding Table of Contents the documents submitted as indicated in the Checklist of requirements in the respective folders in order to facilitate the evaluation of documents during the Opening of Bids.

CSU assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

**SIGNATURE REDACTED**

**MICHELLE V. JAPITANA, D.Eng.**  
 VP for Executive Operation and Auxiliary Services/  
 Chairperson, Bids and Awards Committee

Noted:

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