



**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 CSU Ampayon and Cabadbaran Campus Early Procurement Activity (EPA) FY 2026</b>                  |
| Location                         | : | <b>CSU Campus, Ampayon, Butuan City</b>  |
| Brief Description                | : | Aims to ensure the cleanliness and maintenance of the Ampayon and Cabadbaran Campuses of the Caraga State University (CSU) for the upcoming fiscal year. |
| Approved Budget for the Contract | : | <b>₱9,027,065.28</b>   |
| Source of Funds                  | : | <b>Regular Agency Fund (RAF) EPA FY 2026</b>   |
| Contract Duration                | : | <b>266 Working Days</b>  |
| Procurement Scheme               | : | <b>Partial Bid</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.12009 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%)  |
| d. Performance Securing Declaration   |   |

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 | November 18, 2025 @ 9:00 AM         | OP Conference Room                              |
| 2. Advertisement              | November 21 - November 27, 2025     | PhilGEPS/Web Page/FB Page/CSU Conspicuous place |
| 3. Issuance of Bid Documents  | November 21 - December 15, 2025     | CSU BAC Secretariat Office                      |
| 4. Pre-Bid Conference         | December 1, 2025 @ 9:00 AM          | CSU University Library Board Room               |
| 5. Opening of Bids            | December 15, 2025 @ 9:00 AM         | CSU University Library Board Room               |
| 6. Bid Evaluation             | December 16-17, 2025                | CSU BAC Secretariat Office                      |
| 7. Post-Qualification         | December 18-29, 2025                |   |
| 8. Award of Contract          | December 30, 2025 – January 8, 2026 |   |
| 9. Contract Signing           | January 9-16, 2026                  |   |
| 10. Notice to Proceed         | January 17-23, 2026                 |   |

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 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. Bidders are highly encouraged to properly mark, tab, arrange, and with the corresponding Table of Contents the documents submitted as indicated in the Checklist of requirements in the respective folders 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.

**MICHELLE V. JAPITANA, D.Eng.**  
 Vice-President for Executive Operations/  
 Chairperson, Bids and Awards Committee

Noted:

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