



UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

INVITATION TO BID FOR THE PROPOSED PROCUREMENT OF THE SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR USTP-CDO CAMPUS (1ST QUARTER CY 2025)

1. The University of Science and Technology of Southern Philippines (USTP), through the **GOP CY 2025** intends to apply the sum of **ONE MILLION TWO HUNDRED FORTY-FIVE THOUSAND ONE HUNDRED SEVENTY-FIVE PESOS AND 02/100 (P1,245,175.02) ONLY: LOT 1 – Common Office Supplies (P858,198.39), LOT 2 – ICT Equipment (P214,800.84), LOT 3 – Janitorial Supplies (P152,495.54) & LOT 4 – Office Equipment (P19,680.25)** being the ABC to payments under the contract for the Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2025) (Contract No. USTP-GSPB-03-2025-2279-16374). Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The USTP now invites bids for the above Procurement Project. Supply and Delivery of the Goods is required within *Thirty (30) calendar days*. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.s

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from USTP and inspect the Bidding Documents at the address given below during 08:00 A.M. – 12:00 NN and 01:00 P.M. – 05:00 P.M. weekdays.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **MARCH 18, 2025 (TUESDAY)** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS AND 00/100 (P5,000.00) ONLY**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

6. The USTP will hold a Pre-bid Conference on **MARCH 25, 2025, 02:00 P.M. (TUESDAY)** at the Conference Room, Procurement Services Section, 2/F Gymnasium Building, USTP-CDO Campus, C.M. Recto Avenue, Lapasan, Cagayan de Oro City and/or via Cisco Webex, which shall be open to prospective bidders:

Meeting number (access code): 2559 642 0139

Meeting password: prebid1_CSE

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **APRIL 07, 2025, 01:30 P.M. (MONDAY)** Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on **APRIL 07, 2025, 02:00 P.M. (MONDAY)** at the given address below and/or via Cisco Webex. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The USTP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MS. KATHLEEN J. VILLANUEVA

Head, BAC I Secretariat Unit
University of Science and Technology of Southern Philippines (USTP) CDO
C.M. Recto Ave., Lapasan, 9000 Cagayan de Oro City
Telephone No.: 856-1738 loc. 1164
Email: bac_1@ustp.edu.ph / Website: www.ustp.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents:
USTP-CDO Website: <https://bac.ustp.edu.ph/>
PhilGEPS Website: <https://notices.ps-philgeps.gov.ph/main/>

MARCH 17, 2025

ATTY. JONATHAN S. OCHE
BAC I Chairperson

