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 POOLED COMMON SUPPLIES AND EQUIPMENT (IGF) FOR USTP-CDO CAMPUS CY 2026

1. The ***University of Science and Technology of Southern Philippines – Cagayan de Oro (USTP-CDO) Campus***, through the ***IGF FY 2026*** intends to apply the sum of ***TWO MILLION ONE HUNDRED SEVENTY-THREE THOUSAND THREE HUNDRED EIGHTY-EIGHT PESOS AND 06/100 (₱2,173,388.06) ONLY: LOT 1 – Common Office Supplies and Equipment (₱1,407,795.19) and LOT 2 – ICT Supplies and Equipment (₱765,592.87)(Contract No. USTP-GSPB10-11-2026-2279-26641)*** being the Approved Budget for the Contract (ABC) to payments under the contract of each ***lot***. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The ***USTP-CDO Campus*** now invites bids for ***Supply and Delivery of Pooled Common Supplies and Equipment (IGF) for USTP-CDO Campus CY 2026. Supply and Delivery*** of the Goods is required *within* ***Forty-five (45) calendar days***. Bidders should have completed, *within* ***three (3) years*** from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the IRR of RA No. 12009.

   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. Interested Bidders may obtain further information from ***USTP-CDO Campus*** and inspect the Bidding Documents at the address given below from ***08:00 A.M. – 12:00 NN to 01:00 P.M. – 05:00 P.M. (Mondays to Fridays, except Holidays)***.

5. A complete set of Bidding Documents may be acquired by interested Bidders on ***NOVEMBER 11, 2026 (WEDNESDAY)*** from the address given below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of: ***LOT 1 – THREE THOUSAND PESOS AND 00/100 (₱3,000.00) ONLY AND LOT 2 – TWO THOUSAND PESOS AND 00/100 (₱2,000.00) ONLY.***

   It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The ***USTP-CDO Campus*** will hold a Pre-Bid Conference on ***NOVEMBER 18, 2026 (WEDNESDAY), 02:00 P.M.*** at the ***Conference Room, Procurement Services Section, 2nd Floor DRER Gymnasium, USTP-CDO Campus, C.M. Recto Avenue, Lapasan, Cagayan de Oro City***, *and/or through video conferencing via* ***Cisco Webex***, which shall be open to prospective bidders: **Meeting number (access code): 2513 004 0376 | Meeting password: prebid1_cs3**.

7. Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through *manual submission at the above-mentioned office address indicated* on or before ***DECEMBER 01, 2026 (TUESDAY), 01:30 P.M.*** 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 16.1.

9. Bid opening shall be on ***DECEMBER 01, 2026 (TUESDAY), 02:00 P.M.*** at *the above-mentioned address* and/or via ***Cisco Webex***. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

10. *The contract will be awarded to the bidder with the* ***Lowest Calculated and Responsive Bid (LCRB)***.

11. The ***USTP-CDO Campus*** 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 70 of RA No. 12009, without incurring any liability to the affected Bidder or Bidders.

12. For further information, please refer to:

    MS. KATHLEEN J. VILLANUEVA
    Head, BAC Secretariat Unit – CDO Campus
    Procurement Services Section, USTP-CDO Campus
    C.M. Recto Avenue, Lapasan, 9000, Cagayan de Oro City
    Telephone No.: + 63 (88) 856-1738 loc. 1210
    Email: bac_1@ustp.edu.ph
    Website: www.ustp.edu.ph

13. You may visit the following websites:

    For downloading of Bidding Documents:
    USTP-CDO Campus Website: https://bac.ustp.edu.ph/ & PhilGEPS Website: https://philgeps.gov.ph/Indexes/login/

NOVEMBER 10, 2026

ATTY. JONATHAN S. OCHE
BAC I Chairperson

CERTIFICATION INTERNATIONAL SOCOTEC ISO 9001