



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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

Section III is intended to assist the Procuring Entity in providing specific information relative to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS the information and requirements relevant to the circumstances of the Procuring Entity; including the procurement processing details; the applicable rules regarding bid price and currency; and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- a. Information that specifies and complements provisions of Section II must be incorporated;
- b. Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

*Bid Data Sheet – Proposed Procurement of the Janitorial Services for USTP-CDO Campus
CY 2026*

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines
Tel Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 | <http://www.ustp.edu.ph>

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Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is University of Science and Technology of Southern Philippines – Cagayan de Oro (USTP-CDO) Campus.</p> <p>The Project title is Proposed Procurement of the Janitorial Services for USTP-CDO Campus CY 2026.</p> <p>The identification number of the Contract is USTP-GSPB01-02-2026-2296-25878.</p>
1.2	<i>Not applicable.</i>
2	<p>The Funding Source is:</p> <p>2.1. The GoP through the source of funding as indicated below for CY 2026 in the amount of FOUR MILLION FIVE HUNDRED FIFTY-SEVEN THOUSAND ONE HUNDRED NINETY-SEVEN PESOS AND 24/100 (P4,557,197.24) ONLY.</p> <p>2.2. The source of funding is:</p> <p style="padding-left: 40px;">a) INTERNALLY GENERATION INCOME CY 2026.</p>
3.1	No further instructions.
5.2	<i>Foreign Bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.</i>
5.4	The Bidder's SLCC similar to the contract to be bid should have been completed within three (3) years prior to the deadline for the submission and receipt of bids.
5.5	Contracts of Janitorial Services.
7	No further instructions.
8.1	<i>Subcontracting is not allowed.</i>
8.4	<i>Not Applicable.</i>
9.1	The Procuring Entity will hold a pre-bid conference for this Project on FEBRUARY 26, 2026 (THURSDAY), @ 01:30 P.M. at Conference Room, Procurement Services Section, 2nd Floor DRER Gymnasium, USTP-CDO Campus, C.M. Recto Avenue, Lapasan, Cagayan de Oro City and through video-conferencing/webcasting via Cisco Webex .
10.1	<p>The Procuring Entity's address is:</p> <p>C.M. Recto Avenue, Lapasan, 9000 Cagayan de Oro City MS. KATHLEEN J. VILLANUEVA Head, BAC I Secretariat Unit – CDO Campus Telephone No.: 856-1738 loc. 164</p>

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	Email: bac_1@ustp.edu.ph Website: www.ustp.edu.ph
12.4	The ABC is FOUR MILLION FIVE HUNDRED FIFTY-SEVEN THOUSAND ONE HUNDRED NINETY-SEVEN PESOS AND 24/100 (P4,557,197.24) ONLY . Any bid with a financial component exceeding the amount shall not be accepted.
13.1(a)(iv)	<i>No incidental services are required.</i>
13.1(b)(i)	<i>Not applicable.</i>
13.1(b)(ii)	<i>No incidental services are required.</i>
13.2	No further instructions.
14.1(b)	<i>Not applicable.</i>
14.3	<i>Not applicable.</i>
15.1	Bids will be valid for One Hundred Twenty (120) Calendar Days from bid opening.
16.1	<p>The Bid Security shall be in the form of a Bid Securing Declaration, and any of the following:</p> <ol style="list-style-type: none"> 1) <i>The amount of not less than P91,143.95, if bid security is in cash; or</i> 2) <i>The amount of not less than P91,143.95, if bid security is in cashier's check.</i>
16.2	The Bid Security shall be valid until <u>JULY 08, 2026 (WEDNESDAY)</u> .
16.3	<p><i>In case of extension of bid validity and bid security validity period, Substitution of the bid security form is allowed. Bid Securing Declaration and the following forms may be used:</i></p> <ol style="list-style-type: none"> a) <i>Cash or Cashier's or Manager's Check issued by a Bank; or</i> b) <i>Bank draft/guarantee or irrevocable Letter of Credit issued by a Bank: Provided, however, that it shall be confirmed or authenticated by a local Bank, if issued by a foreign bank.</i>
19	<p>The address for the submission of Bids is Conference Room, Procurement Services Section, 2nd Floor DRER Gymnasium, USTP-CDO Campus, C.M. Recto Avenue, Lapasan, Cagayan de Oro City.</p> <p>The deadline for the submission of Bids is MARCH 10, 2026 (TUESDAY), @ 01:30 P.M.</p>
22.1	<p>The place of the bid opening is Conference Room, Procurement Services Section, 2nd Gymnasium Building, USTP-CDO Campus, C.M. Recto Avenue, Cagayan de Oro City.</p> <p>The date and time of bid opening is MARCH 10, 2026 (TUESDAY), @ 02:00 P.M.</p>
22.2(b)	<i>Not applicable.</i>
25.7	No further instructions.
26.3(b)(i)	<i>Not applicable.</i>

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26.3(b)(iii)	<i>Not applicable.</i>
26.3(c)(i)	<i>Not applicable.</i>
26.5(a)	<i>"Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award."</i>
26.5(b)	<i>Arithmetical correction is allowed.</i>
26.6	No further instructions.
27.1	<i>No additional requirements.</i>
30.3(f)	<i>No additional requirements.</i>
31.2	<i>Not applicable.</i>
31.3	The Performance Security shall be in the form: 1) Cash in the amount of not less than <u>5% of the total contract price.</u>