



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 II

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

ITB Clause	
1.1	The Procuring Entity is University of Science and Technology of Southern Philippines – System (USTP-System) The Project title is Proposed Procurement of the Supply and Delivery of Educational Office License for Digital Transformation Office CY 2026 The identification number of the Contract is (Contract No. USTP-GSPB05-08-2026-1-26753).
1.2	The number of lot(s): One Lot
2	The Funding Source is: 2.1 The GoP through the source of funding as indicated below for FY 2026 in the amount of TWO MILLION FIVE HUNDRED THOUSAND FIFTY PESOS AND 00/100 (P2,500,050.00) ONLY. 2.2 The source of funding is: a) INTERNALLY GENERATED FUND FY 2026.
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	Supply and Delivery of Software Licenses for State University/Colleges (SUC).
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 SEPTEMBER 01, 2026, 02:00 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 <i>through video-conferencing/webcasting via Cisco Webex.</i>
10.1	The Procuring Entity's address is: C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 ATTY. MICHELLE C. MARAVILLOSA-BACARRA BAC II Chairperson Telephone No.: + 63 (88) 856-1738 loc. 1210 Email: bac_2@ustp.edu.ph

*Bid Data Sheet – Proposed Procurement of the Supply and Delivery of Educational Office License for Digital Transformation Office
CY 2026*

	Website: <i>www.ustp.edu.ph</i>
12.4	The ABC is TWO MILLION FIVE HUNDRED THOUSAND FIFTY PESOS AND 00/100 (P2,500,050.00) ONLY . Any bid with a financial component exceeding the amount shall not be accepted.
13.1(a)(iv)	<i>List of incidental services that are required as part of the Bidder's bid cross referencing to the technical specifications and SCC as appropriate</i> <i>a) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</i>
13.1(b)(i)	Not applicable.
13.1(b)(ii)	<i>No incidental services are required.</i>
13.2	No further instructions.
14.1(b)	<i>The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso.</i>
14.3	<i>Not applicable.</i>
15.1	Bids will be valid for One Hundred Twenty (120) Calendar Days days from bid opening.
16.1	The Bid Security shall be in the form of a Bid Securing Declaration, or any of the following: 1) The amount of not less than <u>P50,001.00</u> , if bid security is in manager's check; 2) The amount of not less than <u>P125,002.50</u> , if bid security is Surety Bond.
16.2	The Bid Security shall be valid until January 12, 2027 .
16.3	<i>Substitution of the bid security is not allowed.</i>
19	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 . The deadline for the submission of Bids is SEPTEMBER 14, 2026 (MONDAY), 01:30 P.M.
22.1	The place of the bid opening is Conference Room, Procurement Services Section, 2nd Floor Gymnasium Building, USTP-CDO Campus, C.M. Recto Avenue, Cagayan de Oro City . The date and time of bid opening is SEPTEMBER 14, 2026 (MONDAY), 02:00 P.M.
22.2(b)	Not applicable.
25.7	No further instructions.
26.3(b)(i)	Not applicable.
26.3(b)(iii)	Not applicable.
26.3(c)(i)	Not applicable.

26.5(a)	"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."
26.5(b)	Arithmetical correction is allowed.
26.6	No further instructions.
27.1	No additional requirements.
30.3(f)	No additional requirements.
31.2	Not applicable.
31.3	The Performance Security shall be in the form: 7) <i>Surety Bond in the amount of not less than <u>30% of the total contract price.</u></i>