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.

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Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is ***University of Science and Technology of Southern Philippines – Cagayan de Oro (USTP-CDO) Campus***. The Project title is ***Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment (IGF) for USTP-CDO Campus CY 2026***. The identification number of the Contract is ***(Contract No. USTP-GSPB10-11-2026-2279-26641)***.
1.2	The number of lot(s): ***LOT 1 – Common Office Supplies and Equipment (₱1,407,795.19)*** ***LOT 2 – ICT Supplies and Equipment (₱765,592.87)***
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 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)***. 2.2 The source of funding is: ***a) INCOME GENERATED FUND FY 2026***.
3.1	No further instructions.
5.2	*Foreign Bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.*
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 Common Office Supplies and Equipment for Lot 1 and ICT Supplies and Equipment for Lot 2.***
7	No further instructions.
8.1	*Subcontracting is not allowed.*
8.4	*Not Applicable.*
9.1	The Procuring Entity will hold a pre-bid conference for this Project on ***NOVEMBER 18, 2026 (WEDNESDAY), 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 *through video-conferencing/webcasting via* ***Cisco Webex***.

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10.1	The Procuring Entity's address is: ***C.M. Recto Ave., Lapasan, 9000 Cagayan de Oro City*** ***MS. KATHLEEN J. VILLANUEVA*** ***Head, BAC Secretariat Unit – CDO Campus*** ***Telephone No.: + 63 (88) 856-1738 loc. 1210*** ***Email: bac_1@ustp.edu.ph*** ***Website: www.ustp.edu.ph***
12.4	The ABC is ***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)***. Any bid with a financial component exceeding the approved unit price in the Bid Form shall not be accepted.
13.1(a)(iv)	*No incidental services are required.*
13.1(b)(i)	*Not applicable*
13.1(b)(ii)	*No incidental services are required.*
13.2	No further instructions.
14.1(b)	*The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso.*
14.3	*Not applicable.*
15.1	Bids will be valid for ***One Hundred Twenty (120) Calendar 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 **₱28,155.90 for Lot 1 and ₱15,311.86 for Lot 2**, if bid security is in cash;* or 2) *The amount of not less than **₱28,155.90 for Lot 1 and ₱15,311.86 for Lot 2**, if bid security is in cashier's check.*
16.2	The Bid Security shall be valid until ***MARCH 31, 2027***.
16.3	In case of extension of bid validity and bid security validity period, Substitution of the bid security form is allowed. Bid Securing Declaration ***or*** the following forms may be used: a) *Cash or Cashier's or Manager's Check issued by a Bank.* b) *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.*
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 ***DECEMBER 01, 2026 (TUESDAY), 01:30 P.M.***
22.1	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***. The date and time of bid opening is ***DECEMBER 01, 2026 (TUESDAY), 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 bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.* *In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.* ***LOT 1 – Common Office Supplies and Equipment (₱1,407,795.19)*** ***LOT 2 – ICT Supplies and Equipment (₱765,592.87)*** **Grouping and Evaluation of Lots –** *All items to be grouped together to form one complete Lot that will be awarded to one Bidder to form one complete contract.*
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) Surety Bond in the amount of not less than **30% of the total contract price**.* ***Note: The Performance Security must be submitted within five (5) calendar days from the receipt of the Notice of Award.***

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