



INVITATION TO BID FOR THE PROPOSED PROCUREMENT FOR THE SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR USTP-CDO (1ST QUARTER 2022)

1. The University of Science and Technology of Southern Philippines (USTP) CDO, through the GoP for CY 2022 intends to apply the sum of **TWO MILLION EIGHT HUNDRED SEVENTY-NINE THOUSAND SEVEN HUNDRED SIXTY ONE PESOS AND 75/100 (P2,879,761.75) ONLY** being the Approved Budget for the Contract (ABC) to payments under the contract for the Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter 2022) (Contract No. USTP-GSPB-10-2021-APP-CSE-2022). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The USTP-CDO Campus now invites bids for the above Procurement Project. Supply and Delivery of the Goods is required by *Sixty (60) 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.

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-CDO and inspect the Bidding Documents at the address given below during 8:00 A.M. – 12:00 NN and 1:00 P.M. - 5:00 PM weekdays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 30, 2021** 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: **THREE THOUSAND PESOS AND 00/100 (P3,000.00) 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-CDO Campus will hold a Pre-Bid Conference on **November 08, 2021, 02:00 P.M.** at the Procurement Services, 2/F Gym Lobby, USTP CDO, C.M. Recto Avenue, Cagayan de Oro City, and/or through video conferencing or webcasting via Cisco Webex, which shall be open to prospective bidders:

Meeting number (access code): 2512 246 4324

Meeting password: fMyd6y9Bqp3

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **November 22, 2021, 10:00 A.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 14.
9. Bid opening shall be on **November 22, 2021, 10:00 A.M.** 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-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 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 R. JAVIER
Head, BAC 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. 164; Telefax No.: 856-1739
Email: bacsec@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/>

October 29, 2021

ATTY. JONATHAN S. OCHE
BAC I Chairperson