



INVITATION TO BID

The BATAAN PENINSULA STATE UNIVERSITY (BPSU), through its Bids and Award Committee (BAC) invites all qualified suppliers to bid for the hereunder project.

Name of Project:

PR no. MC2021-03-0050 – Supply and Delivery of Office Supplies and Consumables for 1st and 2nd Quarter for the Offices of BPSU Main Campus (complete details and specifications shall be included in the official bidding documents and can be viewed at the PhilGEPS). Approved Budget for this contract – **One Million Eighty-seven Thousand Three Hundred Twenty-two Pesos only (Php 1,087,322.00).**

Prospective bidders should have experienced undertaking similar projects within the last three (3) years amounting to at least 50% of the proposed project for bidding. Eligibility check as well as the preliminary examination of bids shall use non-discretionary “pass/fail” criteria. Post qualification of the lowest calculated bids shall be conducted. All Bids in excess of the Approved Budget for the Contract shall automatically be rejected at Bid Opening.

All particulars relative to Eligibility Statement and Screenings, Bid Security, Performance Security, Pre-bid Conferences, Evaluation of Bids, Post Qualification and Award of Contract shall be governed by the pertinent provision of R.A. 9184 and its revised I.R.R.


The schedules of activities are as follows:

ACTIVITY	DATE/TIME	VENUE
Issuance of Bid Documents	April 12, 2021 – May 3, 2021 /9:00 AM – 4:00 PM	BAC Secretariat/Procurement Office
Pre-Bid Conference	April 22 , 2021 /9:00 AM	Conf. Rm. 1. Adm. Bldg, BPSU Main
Submission of Bids	May 4, 2021 up to 3:00 PM	Procurement Office, Adm. Bldg.
Opening of Bids	May 5, 2021 / 9:00 AM	Conf. Rm. 1. Adm. Bldg., BPSU Main
Post Qualification	May 6, 2021	
Approval of Resolution/Issuance of Notice of Award	May 10, 2021	
Contract Preparation and Signing	May 12, 2021	
Notice to Proceed	May 14, 2021	

The instruction to bidders and checklist of requirement for Bidding may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS). The complete set of the Bidding Documents may be purchased by any prospective supplier/contractor from the BPSU – BAC Secretariat upon payment of a *non-refundable fee of Php 5, 000.00.*

BPSU assumes no responsibility whatsoever to compensate or indemnify supplier for any expenses incurred in the preparation of bid.

BPSU reserves the right to accept or reject any bid, to declare a failure of bidding, not to award the contract, to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liabilities to the affected bidders. Furthermore, the BPSU reserves the right to waive any minor defects of formality and to accept the proposal most advantageous to the agency.


JOSE PAULO B. TUZON
BAC Chairperson