



**University of Southeastern Philippines**  
*BIDS AND AWARDS COMMITTEE (BAC)*

**INVITATION TO BID**

The University of Southeastern Philippines (USEP), Obrero Campus, Davao City through Special Project F164 intends to apply the sum of **Three Million Six Hundred Thousand Pesos (PhP 3,600,000.00)** being the **Approved Budget Contract (ABC)** to payment for the project: **Procurement of Service Utility Vehicles, USEP, Obrero Campus, Davao City.**

- Now therefore, the USEP, through the Bids and Awards Committee (BAC) invites all interested bidders to apply for eligibility and to bid for the hereunder project:

|   |   |  |
|---|---|--|
| Contract ID No.                         | : | <b>2018-08/Goods</b>                           |
| Name of the Project                     | : | <b>Procurement of Service Utility Vehicles</b> |
| Location                                | : | USEP, Obrero Campus, Davao City                |
| Brief Description                       | : | <b>Service Utility Vehicles</b>                |
| Approved Budget for<br>The ABC Contract | : | <b>Ph.P 3,600,000.00</b>                       |
| Funding Source                          | : | Fund 164                                       |
| Delivery Period                         | : | 25 Calendar Days                               |

| Item Nos.           | Unit        | Item Description  | Qty. | Approved Budget Cost (ABC) |
|---------------------|-------------|---|------|----------------------------|
|                     |             | <b>Procurement of Service Utility Vehicles, USEP Obrero Campus, Davao City</b>  |      |                            |
|                     | <b>unit</b> | <b>Service Utility Vehicles</b><br>Four wheels M/T; with a seating capacity of at least 5 Passengers; Euro 4 compliant; with three-year LTO registration and one year insurance; with engine displacement not exceeding 2000cc gasoline-fed, or 2400cc diesel-fed                         | 3    | 2,700,000.00               |
|                     | <b>unit</b> | <b>Utility Van</b><br>Four wheels M/T; Dual Aircon; with a seating capacity of at least 12 passengers; folding; facing seats; Euro 4 compliant; with three-year LTO registration and one year insurance; with engine displacement not exceeding 2200cc gasoline-fed, or 3000cc diesel-fed | 1    | 900,000.00                 |
| <b>Total Amount</b> |             |   |      | <b>PhP. 3,600,000.00</b>   |

- Bids received in excess of the ABC shall be automatically rejected at the bid opening. Delivery of the Goods is required ***within 25 calendar days from receipt of Notice of Award.*** 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.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

3. 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 5183 and subject to Commonwealth ACT 138.
4. Interested bidders may obtain further information from the University of Southeastern Philippines and inspect the Bidding Documents at the address given below during the weekdays from 8:30 a.m – 4:30 p.m.
5. A complete set of Bidding Documents may be purchased by the interested Bidders on **April 4 to 10, 2018** from address below upon submission of Letter of Intent (LOI) and upon payment of a non-refundable fee for the bidding documents in the amount of **Five Thousand Pesos only (PhP. 5,000.00)**.  
It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the non- refundable fee for the Bidding Documents not later than the submission of their bids.
6. The University of Southeastern Philippines (USEP) will hold a Pre-Bid Conference on **April 11, 2018 at 11:30 a.m** at the **RDE Conference Room**, Obrero Campus, Davao City;
7. The Schedule of BAC activities is as follows:

| Date                       | Activities   |
|----------------------------|--|
| April 4 to 10, 2018        | Date of Publication  |
| April 4 to 24, 2018        | Submission of Letter of Intent by Interested Bidders and Simultaneous Issuance of Bid Documents upon payment of non-refundable fee               |
| April 11, 2018 (Wednesday) | Pre-bid Conference, <b>11:30 a.m</b> at the <b>RDE Conference Room</b> , USEP-Obrero Campus  |
| April 25, 2018 (Wednesday) | Deadline for the Submission of Bid/Cut-off Time: <b>3:00 p.m.</b> Bid Opening Venue: <b>RDE Conference Room</b> , USEP-Obrero Campus, Davao City |

8. Bids must be delivered to the address below on or before **3:00 p.m** of **April 25, 2018**. Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instruction to Bidders Clause 18.
9. Bid opening shall be on **April 25, 2018 at 3:00 p.m** at the **USEP-RDE Conference Room**, Obrero Campus, Davao City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
10. The University of Southeastern Philippines (USEP) reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to

contract award, without thereby incurring any liability to the affected bidder or bidders and to accept only such bids most advantageous to the University and to the government..

11. For further information, please refer to:

The BAC Chairman/BAC Secretariat Head/BAC Secretariat Member  
Dr. Marlyn /Ms. Olivia D. Estremos/Ms. Evelyn Gecale  
City, 8000, Philippines Telefax: (082) 221-0086; (082) 225-4696, local 264; (082)  
255-1105, local 265

  
**MARLYN D. BITON**  
Chairman, Bids and Awards Committee

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