



**INVITATION TO BID**

1. The **University of Southeastern Philippines (USEP), Obrero Campus, Davao City** through **Fund 101/164** intends to apply the sum indicated below being the Approved Budget for the Contract (ABC) to payments under the contract as shown below. Bids received in excess of the ABC shall be automatically rejected at bid opening.
  
2. The University of Southeastern Philippines (USEP) now invites bids for the Goods described in the table below. Delivery of the Goods is required within the specified duration below. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project with a value of **at least fifty percent (50%) of the ABC**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Item	Description	Delivery Period	Approved Budget for the Contract (ABC)	Cost of Bid Documents
1	Procurement of Clerical Services (41 Clerks) for FY 2020-2021 of USEP-Obrero & Mintal Campuses	Two Years (2) renewable yearly	PhP 6,382,051.80	PhP 10,000.00

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) 9184, otherwise known as the “Government Procurement Reform Act”.

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.

4. Interested bidders may obtain further information from USEP-BAC Secretariat and inspect the Bidding Documents at the address given below from 8:30 A.M. to 4:30 P.M. (Monday to Friday) except holidays.
  
5. A complete set of Bidding Documents may be acquired by interested Bidders on **16 September 2020 to 09 October 2020** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount stated in the table above for the package.

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 at [www.usep.edu.ph](http://www.usep.edu.ph), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids in any of the following payments options:

- Over-the-counter payment at USEP-Cashier’s office, Obrero Campus, Davao City;

- Over-the-counter deposit at Development Bank of the Philippines (DBP) Account No. - 0915-010315-030 CM Recto Branch; or
- Online fund transfer at Development Bank of the Philippines (DBP) Account No. 0915-010315-030 CM Recto Branch.

Prior to payment, bidders are advised to coordinate first with the BAC Secretariat Head, Ms. Olivia D. Estremos, at (082) 227-8192 local 309 or through mobile phone at 09365127964 (Globe) for the issuance of the “Payment Order” and instructions.

6. The USEP BAC will hold a **Pre-Bid Conference** on **25 September 2020 (2:00 P.M.)** at the **USEP-Hostel, Obrero Campus, Davao City**, which shall be open to prospective bidders but limited to one (1) physically present representative per bidder only. The Pre-bid Conference is likewise accessible online through the following link: <https://meet.google.com/bjc-dnbk-zgv?authuser=0&hl=en>.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **09 October 2020 (1:15 P.M.)**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

**Bid opening** shall be on **09 October 2020 (1:30 P.M.)** at the **USEP-Hostel, Obrero Campus, Davao City**, which shall be accessible online through the following link: Description: <https://meet.google.com/dhm-mbcc-hvt?authuser=0&hl=en>. Bids will be opened in the presence of the bidders’ representative who choose to attend at the address below. **Only one representative of the Bidder shall be allowed to physically attend in the opening of bids.** Late bids shall not be accepted.

**REYNILO D. GARCIA**

Chairperson, Bids and Awards Committee-Goods & Services  
**University of Southeastern Philippines**  
**Obrero Campus, Davao City**

Telephone No. (+63) (82) 227-8192 LOCAL 309,

Website: <http://www.usep.edu.ph>

E-mail Address: [usepbacgoods@gmail.com](mailto:usepbacgoods@gmail.com)

8. The USEP 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, interested bidders may inspect the Bidding Documents or inquire from the BAC Secretariat Head, Miss Olivia D. Estremos, at the address and contact numbers stated above from 8:30 AM – 4:30 PM, Monday to Friday.



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Chairperson, Bids & Awards Committee (BAC)  
 Goods & Services