



University of Southeastern Philippines
BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO BID FOR *the “Procurement of Books and Equipment for USEP College of Medicine (Library Furniture and Fixtures)*

1. The *University of Southeastern Philippines (USEP) Tagum-Mabini Campus, Tagum City*, through the *FY 2021- GAA* intends to apply the sum of ***Four Million Eight Hundred Forty Nine Thousand Nine Hundred Ninety Nine Pesos (Php4,849,999.00)***, with *Project Identification Number 2021-009* being the ABC to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The *University of Southeastern Philippines (USEP) Tagum-Mabini Campus, Tagum City* now invites bids for the above Procurement Project. Delivery of the Goods is required by *90 Calendar days*. Bidders should have completed, within *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.
 - a. 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 the *USEP Tagum-Mabini Campus Bids and Awards Committee (BAC) Office* and inspect the Bidding Documents at the address given below during *8:00 – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *April 26, 2021 – to May 9, 2021* from the given address and website(s) below [*Insert if necessary: and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of [insert amount in Pesos]*]. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through email at the bactmc@usep.edu.ph*

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

6. The *University of Southeastern Philippines (USEP) Tagum-mabini Campus, Tagum City* will hold a Pre-Bid Conference¹ on *April 29, 2021 at 1:30 p.m at the USEP Tagum BAC Office or thru Google Meet at the link meet.google.com/pzh-nrsz-yjz*
7. Bids must be duly received by the BAC Secretariat through *any of the following (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both} on or before May 12, 2021 at 9:00 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 *May 12, 2021 at 9:30 o'clock in the morning* at the given address below *{[if applicable, insert]* and/or via *Googlemeet at the link "meet.google.com/oxh-kyfk-qkq."* Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. USEP allows the submission of bids through online submission or any other electronic means, however, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified. (Clause 15, Section II – Instruction to Bidders) Bidders may also use a back-up data or cloud storage for large files uploaded for online bid submission.
11. *The Schedule of Activities is as follows:*

Procurement Activities	Schedule		
	Time	Date	Venue
1. Date of Publication	April 19 – 26, 2021		
2. Period of Availability/ Issuance of Bidding Documents	8:00 a.m to 5:00 p.m	<i>April 26, 2021 – May 11, 2021</i>	USEP-BAC Office, <i>USEP Website</i>
3. Pre-Bid Conference	1:30 p.m	<i>April 29, 2021</i>	USEP-BAC Office Tagum City
4. Deadline of submission and receipt of Bids	9:00 a.m	<i>May 12, 2021</i>	USEP-BAC Office Tagum City
5. Opening and Examination of Bids	9:30 a.m	<i>May 12, 2021</i>	USEP-BAC Office Tagum City
6. Bid Evaluation	1:30 p.m	<i>May 13, 2021</i>	USEP-BAC Office, <i>Tagum City</i>
7. Post-Qualification of Bids	1:30 p.m	<i>May 14, 2021</i>	USEP-BAC Office, <i>Tagum City</i>

12. The *University of Southeastern Philippines (USEP) Tagum-Mabini Campus, Tagum City* 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.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

13. For further information, please refer to:

The BAC Chairman/BAC Secretariat Head
Mr. Remegio G. Duyan, Jr./Ms. Cecile B. Ariola
University of Southeastern Philippines,
Tagum-Mabini Campus, Tagum City, 8100 Philippines
Telefax: (084) 645-3050 local 516

14. You may visit the following websites:

For downloading of Bidding Documents: [www.usep.edu.ph]

For online bid submission: *email to bactmc@usep.edu.ph*


REMEGIO G. DUYAN, JR.
Chairperson, Bids and Awards Committee

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Published in the GEPS; and Posted in conspicuous places of USEP, Tagum-Mabini Campus,
Posted in USEP website