



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

## Invitation to Apply for Eligibility and to Bid

The *University of Southeastern Philippines* (USEP), Tagum-Mabini Campus, through the Bids and Awards Committee (BAC), invites interested bidders to apply for eligibility and to bid for the project “**SUPPLY OF 18 CLERICAL AND 12 JANITORIAL SERVICES.**”

- 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>2019-002/SERVICES</b>
Name of the Project	:	<b>SUPPLY OF 18 CLERICAL AND 12 JANITORIAL SERVICES</b>
Location	:	USEP, Tagum-Mabini Campus
Brief Description	:	<b>SUPPLY OF 18 CLERICAL AND 12 JANITORIAL SERVICES</b>
Approved Budget for The Contract	:	<b>PhP 4,474,585.00</b>
Funding Source	:	Fund 101/164
Contract Period	:	One Year

No.	Qty.	Unit	Title	Total Price
1	1	Lot	<b>SUPPLY OF 18 CLERICAL AND 12 JANITORIAL SERVICES</b>	<b>PhP 4,474,585.00</b>
			<b>TOTAL</b>	<b>PhP 4,474,585.00</b>

- Bids received in excess of the ABC shall be automatically rejected at the bid opening. Duration of the project is required *within 120 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”.
- 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

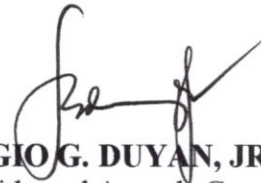
the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth ACT 138.

5. 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.
6. A complete set of Bidding Documents may be purchased by the interested Bidders on **April 1-8, 2019** 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 (PhP 5,000.00)**.
7. 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.
8. The University of Southeastern Philippines (USEP) will hold a **Pre-Bid Conference** on **April 10, 2019** at **1:30 p.m** at the **USEP-BAC Office**, Tagum Unit, Apokon, Tagum City
9. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulation (IRR).
10. The Schedule of BAC activities is as follows:

Procurement Activities	Schedule		
	Time	Date	Venue
Date Publication		April 1-8, 2019	
1 Period of availability/issuance of Bidding Documents	8:30 a.m to 4:00 p.m	April 4-17, 2019	USEP-BAC Office, <i>Tagum Unit, Apokon, Tagum City</i>
2 Pre-Bid Conference	1:30 PM	April 10, 2019	USEP-BAC Office, <i>Tagum Unit, Apokon, Tagum City</i>
3 Deadline of submission and receipt of Bids	4:30 PM	April 22, 2019	USEP-BAC Office, <i>Tagum Unit, Apokon, Tagum City</i>
4 Opening and Examination of Bids	9:00 AM	April 23, 2019	USEP-BAC Office, <i>Tagum Unit, Apokon, Tagum City</i>
5 Evaluation of Bid	1:00 P.M	April 23, 2019	USEP-BAC Office, <i>Tagum Unit, Apokon, Tagum City</i>
6 Post-Qualification Report		April 24, 2019	USEP-BAC Office, <i>Tagum Unit, Apokon, Tagum City</i>

11. Bids must be delivered to the address below on or before **4:30 p.m** of **April 22, 2019**. 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.
12. Bid opening shall be on **April 23, 2019** at **9:00 a.m** at the USeP-BAC Office, Tagum Unit, Apokon, Tagum 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.
13. 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.
14. For further information, please refer to:

The BAC Chairman/BAC Secretariat  
Mr. Remegio G. Duyan, Jr./Ms. Cecile B. Ariola  
University of Southeastern Philippines, Tagum-Mabini Campus, Tagum City, 8100,  
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**REMEGIO G. DUYAN, JR.**  
Chairperson, Bids and Awards Committee

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