

INVITATION TO BID

The University of Southeastern Philippines (USEP), Obrero Campus, Davao City through Fund 164-Evening intends to apply the sum of **One Million Five Hundred Thousand pesos (PhP 1,500,000.00)** being the **Approved Budget Contract (ABC)** to payment for the project: **Procurement of Process Mgt. System for the Digitization of Student Records of the University Registrar, USEP, Obrero Campus, Davao City.**

1. 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. : **2017-37/Goods**
 Name of the Project : Procurement of Process Mgt. System for the Digitization of Student Records of the University Registrar
 Location : USEP, Obrero Campus, Davao City
 Brief Description : Process Mgt. System
 Approved Budget for The ABC Contract : **Ph.P 1,500,000.00**
 Funding Source : Fund 164-Evening
 Delivery Period : 25 Calendar Days

No.	Qty.	Unit	Title	Total Price
1	1	lot	Project Title: Procurement of Process Mgt. System for Digitization of Student Records of the University Registrar USEP, Obrero Campus, Davao City	PhP 1,500,000.00
			TOTAL	PhP 1,500,000.00

1. 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.
2. 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.

Address: University of Southeastern Philippines
Inigo St., Bo. Obrero, Davao City
Philippines 8000

Telephone: (082) 227-8192 local 255 to 256
 Website: www.usep.edu.ph
 E-mail: bac@usep.edu.ph



ITB No. 2017-37

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 – 3:30 p.m.
5. A complete set of Bidding Documents may be purchased by the interested Bidders on **December 21, 2017 to January 05, 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 **December 22, 2017 at 2:00 p.m** at the **KDC Office**, University Service Center, Obrero Campus, Davao City;
7. The Schedule of BAC activities is as follows:

Date	Activities
December 14 to 21, 2017	Date of Publication
December 21, 2017 to January 05 2018	Submission of Letter of Intent by Interested Bidders and Simultaneous Issuance of Bid Documents upon payment of non-refundable fee
December 22, 2017 (Friday)	Pre-bid Conference, 2:00 p.m at the KDC Office , University Service Center, USEP-Obrero Campus
January 05, 2018, (Friday)	Deadline for the Submission of Bid/Cut-off Time: 2:00 p.m . Bid Opening Venue: KDC Office , University Service Center, USEP-Obrero Campus, Davao City

8. Bids must be delivered to the address below on or before **2:00 p.m** of **January 05, 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 **January 05, 2018 at 2:00 p.m** at the **KDC Office**, University Service Center, USEP, 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.

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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. Edeliza S. Gonzales/Ms. Olivia D. Estremos/Restituta D. Macarayo
University of Southeastern Philippines, Obrero Campus, Davao City, 8000,
Philippines
Telephone: (082) 221-0086; (082) 225-4696, local 312; (082) 255-1105, local 253


EDELIZA S. GONZALES, D.M
Chairman, Bids and Awards Committee

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