

Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Bo. Obrero, Davao City

Bids and Awards Committee

C A N V A S S

I. NOTICE TO BIDDERS

Sealed bids subject to the terms and conditions stated below will be publicly opened at the University of Southeastern Philippines, Bo. Obrero, Davao City at on

ITEM NO.	QTY	UNIT	PARTICULARS	UNIT PRICE	TOTAL AMOUNT
			nothing follows		

Canvassed by:

Approved by:
DR. RODULFO C. SUMUGAT
 VP for Administration

Endorsement:
 I HEREBY CERTIFY that the above prices are true and correct subject to the terms and conditions here stated.

 Authorized Signature over
 (Printed Name)

 Name of Establishment

Terms of Payment:

 TIN of Establishment

II. TERMS AND CONDITIONS

1. Bidders/Offerors are required to give complete specification for the specific items and jobs/services in accordance with the quality, quantity and specifications called for by the University of Southeastern Philippines and if necessary submit supplies therefore.
2. Envelopes containing the bids shall be sealed and personally dropped in the bidding box located at the lobby of the Science Building of the University of Southeastern Philippines, Bo. Obrero, Davao City by the interested bidders or his representatives.

The sealed envelope must be addressed to:

THE CHAIRMAN
BIDS AND AWARDS COMMITTEE
UNIVERSITY OF SOUTHEASTERN
PHILIPPINES
OBRERO, DAVAO CITY

3. Goods/Services are subject to inspection of the property inspector and acceptance/ rejection of the Supply Officer or its duly authorized representative.
4. The articles/services offered must be bonafide stocks within the capability of the bidder.
5. Unless otherwise specified, goods must be BRAND NEW. Bidders are invited to be present at the time stated when the bids shall be opened.
6. Except when otherwise stated all laws, rules, regulations and standard specifications approved by the Bureau of Standards and/or the Commission on Audit including tolerance to apply to govern these bids.
7. Goods/Services supplied thereon shall be delivered within _____ calendar days from receipt of purchase/job order. A penalty of un-liquidated damages equivalent to the amount of one tenth of one percent (1/10 of 1%) of the total purchases shall be imposed for every day of the delay to be reckoned from the day immediately following the expiration of the specified delivery period.

OFFERORS

AUTHORIZED SIGNATURE

DATE RECEIVED
