



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

**Invitation to Apply for Eligibility and to Bid**

The University of Southeastern Philippines (USEP), Obrero Campus, Davao City through Fund 164 intends to apply the sum of **Two Million Seven Hundred Thousand Pesos (PhP2,700,00.00)** being the **Approved Budget Contract (ABC)** to payment for the project: **Procurement of Janitorial Services of Seventeen (17) Janitors of 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.	Name of Project	Approved Budget for the Contract (ABC)	Duration of the Contract
2018-25/Goods	Procurement of Janitorial Services of Seventeen (17) Janitors of USEP	PhP. 2,700,000.00	Two (2) years renewable yearly

Now, therefore, the USEP, through the Bids and Awards Committee (BAC) invites interested manpower providers to apply for eligibility and to bid for the above projects.

1. Bids received in excess of the ABC shall be automatically rejected at the bid opening;
2. Bidders should have completed within the last three (3) years from the date of submission and receipt of bids, a contract similar to the above project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Clause 5 of Instructions to Bidders;
3. 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";
4. 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;
5. A complete set of Bidding Documents may be purchased by the interested Bidders from the BAC Secretariat Head, c/o USEP-BAC Office, Trade & Crafts Training & Production Building, USEP, Obrero Campus, D.C on **September 27, 2018 to October 05, 2018** from address below upon submission of Letter of Intent (LOI) and upon

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

Telephone: (082) 227-8192 local 264 to 265 **WE BUILD DREAMS WITHOUT LIMITS**  
Website: [www.usep.edu.ph](http://www.usep.edu.ph)  
E-mail: [bac@usep.edu.ph](mailto:bac@usep.edu.ph)

payment of a non-refundable fee for the bidding documents in the amount of Five Thousand Pesos only (PhP. 5,000.00) to the Cashier's Office of the University.

6. The University of Southeastern Philippines (USEP) will hold a **Pre-Bid Conference on October 08 at 10:00 a.m** at the USEP Dormitory Conference Room Obrero Campus, Davao City;
7. 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).
8. The Schedule of BAC activities is as follows:

Procurement Activities	Schedule		
	Time	Date	Venue
Date Publication		September 27 to October 05, 2018	
1. Period of availability/issuance of Bidding Documents		October 1 to October 17, 2018	USEP-BAC Office, <i>Trade &amp; Crafts Training &amp; Production Building, Obrero Campus, D.C</i>
2. Pre-Bid Conference	10:00 am	October 08, 2018	USEP, Dormitory Training Hall
3. Deadline of submission and receipt of Bids	10:00 am	October 23, 2018	-do-
4. Opening and Examination of Bids	10:00 am	October 19, 2018	-do-

9. Bids must be delivered to the address below on or before **10:00 am of October 23, 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.
10. Bid opening shall be on **October 23, 2018 at 10:00 am** at the **USEP-Dormitory Training Hall, 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.

11. 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..
12. For further information, please refer to:

The BAC Chairman/BAC Secretariat Head/BAC Secretariat Member  
Dr. Marlyn Biton /Ms. Olivia D. Estremos  
Davao City, 8000, Philippines Telefax: (082) 221-0086; (082) 225-4696, local 264;  
(082) 255-1105, local 265

  
**MARLYN D. BITON**  
Chairman, Bids and Awards Committee

**Date of Publication: September 27 to October 05, 2018**  
**Published in the GEPS; and Posted in conspicuous places of USEP, Obrero Campus, Davao City, Posted national newspaper**