



Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
**Bids and Awards Committee**

Obrero Campus, Davao City  
 Telephone No. (+63) (82) 227-8192 local 309  
 Website: <http://www.usep.edu.ph>, email add: [usepbaofgoods@gmail.com](mailto:usepbaofgoods@gmail.com)

## INVITATION TO BID

1. The **University of Southeastern Philippines (USEP), Obrero Campus, Davao City** through **Fund 101** intends to apply the sum indicated below being the Approved Budget for the Contract (ABC) to payments under the contract as shown below. Bids received in excess of the ABC shall be automatically rejected at bid opening.
  
2. The University of Southeastern Philippines (USEP) now invites bids for the Goods described in the table below. Delivery of the Goods is required within the specified duration below. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project with a value of **at least fifty percent (50%) of the ABC**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Item	Description	Delivery Period	Total Approved Budget for the Contract (ABC)	Cost of Bid Documents
1	<b>Procurement of Office Supplies and Materials for the Establishment of Smart Facility for IT Building Obrero Campus, Davao City (Contract ID No. 2021-02-Goods)</b>	30 cd	<b>PhP 7,320,000</b>	<b>PhP10,000.00</b>

**Technical Specifications:**

	1) <i>Blinds, for Dean's office (1 set)</i>			
	2) <i>Big Table 140 x 110 x 75cm – melamine finish, metal frame and stand and PVC edging, for Faculty Area (6 sets)</i>			
	3) <i>Center Table 60 x 120 x 75cm – melamine finish metal frame and stand and PVC edging, for Accreditation Conference Room (6 sets)</i>			
	4) <i>Center Table, 50 x 60 x 50cm (1pc) - melamine finish metal frame and stand and PVC edging, for Accreditation Conference Room</i>			
	5) <i>Circular Table, 600mm 'D x H 7500mm, melamine finish metal stand and PVC edging, for Collab Lounge (8 sets)</i>			
	6) <i>Classroom Table, C-type table, 40cm x 60cm x 75cm - melamine finish metal frame and stand and PVC edging, for Accreditation Conference Room (600 sets)</i>			
	7) <i>Computer Laboratory Table 120 x 60 x 75 good for 2 with partition, metal frame, melamine finish with wire mechanism, (8 sets)</i>			
	8) <i>Computer Laboratory Table 180 x 60 x 75 good for 3 with partition, metal frame, melamine finish with wire mechanism, (3 sets)</i>			
	9) <i>Computer Laboratory Table 60 x 80 x 75 good for 1 with full partition, metal frame, melamine finish (54 sets)</i>			
	10) <i>Computer Laboratory Table 60 x 60 x 75 good for 1 without partition "1" Frame, metal frame, melamine finish, (4 sets)</i>			
	11) <i>Computer Laboratory Table 120 x 60 x 75 good for 1 without partition "1" Frame, metal frame, melamine finish, (22 sets)</i>			
	12) <i>Computer Laboratory Table 180 x 60 x 75 good for 1 without partition "1" Frame, metal frame, melamine finish, (2 sets)</i>			

13)	Computer Laboratory Table 60 x 60 x 75 good for 1 with partition, metal frame, melamine finish, (68 sets)
14)	Computer Laboratory Table 180 x 60 x 75 good for 1 with middle partition "C" type, metal frame, melamine finish, (10 sets)
15)	Conference Table 120 x 60 x 75cm,
16)	Counter Table 60 x 40 x 50cm – melamine finish, metal frame and stand and PVC edging, for Dean's office, (1 set)
17)	High Table 160 x 40 x 100cm – melamine finish, metal frame and stand and PVC edging, (3 sets)
18)	Lab Assistant Table 170 x 80 x 75cm – melamine finish, metal frame and stand and PVC edging., (1 set)
19)	Pantry Dining Table 1.8m x .6m x H. 75m, (1 set)
20)	Pantry Center Table 50 x 80 x 50cm, (1 set)
21)	Professors Table, 60cm x 80cm x 75cm – melamine finish, metal frame and stand and PVC edging, for Networking Room, (17 sets)
22)	Table, 70 x 70 x 75cm – melamine finish, metal frame and stand and PVC edging, for Networking Room, (6 sets)
23)	Table, 160 x 80 x 75cm – melamine finish, metal frame and stand and PVC edging, for Networking Room Collab, (2 sets)
24)	Table, 110 x 780 x 75cm – melamine finish, metal frame and stand and PVC edging, for Faculty Area Wall Section, (6 sets)
25)	Tableworking 140 x 80 x 75cm (2pcs) – melamine finish, metal frame and stand and PVC edging, with center table (1pc), for Student Council Office, (3 sets)
26)	Customized Collab Wall, for Networking Area, (1 set)
27)	Customized Pantry Cabinet 1.7m x .3m x H. 9m, (1 set)
28)	Customized suspended Cabinet – for Student Council Office, (1 set)
29)	Special Lab Cabinet – open space cabinet 300cm x 120cm x 35cm, (7 sets)
30)	Glass Writing, 6mm annealed glass panel with aluminum white coated frame, for Receiving Area – Faculty Room, (1 set)
31)	Glass Writing Wall, 6mm back painted with wood backing and advertising scree (100cm x 120cm), (37 sets)
32)	Open Space Partition, 120cm x 35cm x H 120cm, (4 sets)
33)	Podium w/computer, (18 sets)
34)	Wall Artwork, for Dean's Office, (1 set)
35)	Conference Chair, for Accreditation Room, (6 sets)
36)	Conference Chair, for Conference Room, (18 sets)
37)	Executive Chair, High Back, mesh with full mechanism, (1 set)
38)	High Chair, polypropelyn with metal leg chrome main area, (12 sets)
39)	High Chair, metal frame round bar glossy finish with cushion, (9 sets)
40)	Ottoman Chair, 40 x 40 x 40cm, for Huddle Area, (16 sets)
41)	Single Sofa, metal frame leatherette finish, (4 sets)
42)	Sofa Double metal frame leatherette finish, for conference & Pantry Room, (4 sets)
43)	Sofa Double, for Accreditation Room / Student Council, (3 sets)
44)	Staff Chair, low back, fabric finish with full mechanism, for Receiving Area, (2 sets)
45)	Staff Chair, low back, fabric finish with full mechanism for Networking Area, (17 sets)
46)	Staff Chair, mid back, fabric finish with full mechanism, (20 sets)
47)	Staff Chair, low back, fabric finish with full mechanism for Faculty Receiving Area and Accreditation Room, (4 sets)
48)	Standard Chair, for classroom, (978 sets)
49)	Visitor Chair, metal frame with fabric finish, for Receiving Area, (9 sets)

1) 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) 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.

2) Interested bidders may obtain further information from USEP-BAC Secretariat and inspect the Bidding Documents at the address given below from 8:30 A.M. to 4:30 P.M. (Monday to Friday) except holidays.

3) complete set of Bidding Documents may be acquired by interested Bidders on **March 03 to 23, 2021** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount stated in the table above for the package.

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 at [www.usep.edu.ph](http://www.usep.edu.ph), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bidders shall pay the applicable fee for the Bidding Documents not later than the date of submission of their bids in any of the following payments options:

- a. Over-the-counter payment at USEP-Cashier’s office, Obrero Campus, Davao City;
- b. Over-the-counter deposit at Development Bank of the Philippines (DBP) Account No. - 0915-010315-030 CM Recto Branch; or
- c. Online fund transfer at Development Bank of the Philippines (DBP) Account No. 0915- 010315-030 CM Recto Branch.

Prior to payment, bidders are advised to coordinate first with the BAC Secretariat Head, Ms. Olivia D. Estremos, at (082) 227-8192 local 309 or through mobile phone at 09365127964 (Globe) for the issuance of the “Payment Order” and instructions.

4) The USEP BAC will hold a **Pre-Bid Conference on 10 March, 2021 (1:00 P.M.)** at the **USEP- Hostel, Obrero Campus, Davao City**, which shall be open to prospective

bidders but limited to one (1) physically present representative per bidder only. The Pre- bid Conference is likewise accessible online through the Google link:

<https://meet.google.com/yml-ugpa-vhf?authuser=3>

5) Bids must be duly received by the BAC Secretariat at the address below on or before **24 March 2021 (1:00 P.M.)**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

**Bid opening shall be on 24 March 2021 (1:15 P.M.)** at the **USEP-Hostel, Obrero Campus, Davao City**, which shall be accessible online through the Google Link: <https://meet.google.com/dmi-qwhq-vrf?authuser=3>. Bids will be opened in the presence of the bidders’ representative who choose to attend at the address below. **Only one representative of the Bidder shall be allowed to physically attend in the opening of bids.** Late bids shall not be accepted.

**REYNILO D. GARCIA**

Chairperson, Bids and Awards Committee-Goods & Services  
**University of Southeastern Philippines**  
**Obrero Campus, Davao City**

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- 6) The **USEP** 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- 7) For further information, interested bidders may inspect the Bidding Documents or inquire from the BAC Secretariat Head, Ms Olivia D. Estremos, at the address and contact numbers stated above from 8:30 AM – 4:30 PM, Monday to Friday.

  
**REYNILO D. GARCIA**  
Chairperson, Bids & Awards Committee (BAC)  
Goods & Services

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