



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

**INVITATION TO BID FOR the “Upgrading of Button Mushroom Production Facility of USEP”**

1. The *University of Southeastern Philippines*, through the *Government of the Philippines thru Fund 101* intends to apply the sum of **Two Million Two Hundred Seventy Five Thousand Pesos only (Php2,275,000.00)** being the ABC to payments under the contract for the “*Upgrading of Button Mushroom Production Facility*”/ 2021-0010. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *University of Southeastern Philippines Tagum-Mabini Campus*, through the *Fund 164* intends to apply the sum of **Two Million Two Hundred Seventy Five Thousand Pesos only (Php2,275,000.00)** with project number 2021-010 being the ABC to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The *University of Southeastern Philippines* now invites bids for the “*Upgrading of Button Mushroom Production Facility*”. Completion is within *120 Calendar days* after issuance of a Notice to Proceed (NTP). 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).
3. 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) No. 9184.
  - a. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from the *BAC Secretariat* and inspect the Bidding Documents through the email address given below during *8:00 a.m – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *May 17, 2021-June 1, 2021* from the given address and website(s) below [*Insert if necessary: and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in various amounts (per item/Lot).*] The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presenting the receipt in person or through electronic means.*

[NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]

6. The *University of Southeastern Philippines* will hold a Pre-Bid Conference on *May 19, 2021 at 1:30 o'clock in the afternoon* *USEP BAC Office, USEP Tagum-Mabini Campus, Tagum City* which shall be open to prospective bidders.

Please note that due to the present situation of the pandemic, only one (1) authorized representative (most probably those who are preparing the documents) of the prospective bidders is allowed to join the face to face pre-bid conference and the succeeding activities. Further, please be informed that **wearing of mask and face shield is a must and social distancing will be strictly observed.**

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, or (ii) online or electronic submission as indicated below, or (iii) both/ on or before *June 2, 2021 at 9:00 o'clock in the morning*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *June 2, 2021 at 9:30 o'clock in the morning* at *USEP BAC Office, USEP Tagum-Mabini Campus, Tagum City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *The Schedule of Activities is as follows:*

| Procurement Activities                                   | Schedule             |                                    |   |
|--|----------------------|------------------------------------|---|
|  | Time                 | Date                               | Venue   |
| 1. Date of Publication                                   | April 1-8, 2021      |                                    |   |
| 2. Period of Availability/ Issuance of Bidding Documents | 8:00 a.m to 5:00 p.m | <i>May 17, 2021 – June 1, 2021</i> | USEP-BAC Office, <i>USEP Website</i>  |
| 3. Pre-Bid Conference                                    | 9:30 a.m             | <i>May 19, 2021</i>                | USEP-BAC Office, <i>Tagum City</i>  |
| 4. Deadline of submission and receipt of Bids            | 9:00 a.m             | <i>June 2, 2021</i>                | USEP-BAC Office, <i>Tagum City or thru online at <a href="mailto:bactmc@usep.edu.ph">bactmc@usep.edu.ph</a></i> |
| 5. Opening and Examination of Bids                       | 9:30 a.m             | <i>June 2, 2021</i>                | USEP-BAC Office, <i>Tagum City</i>  |
| 6. Bid Evaluation  | 1:30 p.m             | <i>June 3, 2021</i>                | USEP-BAC Office, <i>Tagum City</i>  |
| 7. Post-Qualification of Bids                            | 1:30 p.m             | <i>June 7, 2021</i>                | USEP-BAC Office, <i>Tagum City</i>  |

11. The *University of Southeastern Philippines Tagum-Mabini Campus* 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

The BAC Chairman/BAC Secretariat Head  
Mr. Remegio G. Duyan, Jr./Ms. Cecile B. Ariola  
University of Southeastern Philippines,  
Tagum-Mabini Campus, Tagum City, 8100 Philippines  
Telefax: (084) 645-3050 local 516

13. You may visit the following websites:

For downloading of Bidding Documents: [[www.usep.edu.ph](http://www.usep.edu.ph)]

For online bid submission: *email to [bactmc@usep.edu.ph](mailto:bactmc@usep.edu.ph)*

  
**REMEGIO G. DUYN, JR.**  
Chairperson, Bids and Awards Committee

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Posted in USEP website