



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 FY 164 intends to apply the sum of **One Million Pesos (PhP 1,000,000.00)** being the Approved Budget Contract (ABC) to payment for the project: **Procurement of Services for the Digitization of Student Records of the Office of the University Registrar (Record Scanning), USEP, Obrero Campus, Davao City.**

- 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.	:	<b>2019-15/Services (REBID)</b>
Name of the Project	:	<b>Procurement of Services for the Digitization of Student Records of the Office of the University Registrar (Record Scanning)</b>
Location	:	<b>USEP, Obrero Campus, Davao City</b>
Brief Description	:	Procurement of Digitization of Student Records of the Office of the University Registrar (Record Scanning)
Approved Budget for The ABC Contract	:	<b>PhP 1,000,000.00</b>
Funding Source	:	<b>Fund 164</b>
Delivery Period	:	<b>120 calendar days</b>

Item Nos.	Unit	Description	Qty.	Approved Budget Cost (ABC)
1	lot	<b>Procurement of Services for the Digitization of Student Records of the University Registrar (record scanning) (500,000 pcs.)</b>	1	1,000,000.00
		<i>Document Acceptance</i> – received documents using document tracking form (DTF)		
		<i>Document Preparation/Grooming</i> – the documents are prepared by removing all staple wires, fasteners and other materials that could hinder the document from passing through the machine and also checking the condition of the documents before scanning. (Note: Does not perform any document selection).		
		<b>Document Scanning/Indexing/Image QA</b> <ul style="list-style-type: none"> <li>• Log Document Tracking Form</li> <li>• Prepare documents and identify pages for scanning.</li> <li>• Setup scanner according to client's requirements: image resolution is 300 dpi-black and white; output format is into PDF files;</li> <li>• Scan hardcopy documents using optical imaging technique.</li> <li>• Identify the location of the index fields.</li> <li>• Validation/Quality Assurance for blurred images, data scanner to rescan document.</li> </ul>		
		<b>Re-filing and Returning of Docs</b> <ul style="list-style-type: none"> <li>• Log Document Tracking Form</li> <li>• Documents shall be re-filed and returned to its original box or replaced if needed.</li> <li>• Scanned documents shall be returned to its original folder/envelope or replaced if needed.</li> <li>• MUST refer to file the plan – depends on clients instructions or recommended process.</li> </ul>		

	<p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Bidder must have accredited with canon company and familiar with therefore Records Management System).</li> <li>2. Three (3) months service warranty.</li> <li>3. Bidder must have Local (Davao valid office) to assure technical response time whenever problem arises.</li> <li>4. Bidder must have Manpower business permit from the LGU.</li> <li>5. Bidder must have at least 10 IT employed personnel in the company for at least 2 years to implement the project.</li> <li>6. Provide 24/7 support and availability of personnel</li> </ol>		
<b>Total Approved Budget Contract (ABC)</b>			<b>1,000,000.00</b>

1. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. Prospective bidders should have experience in undertaking a similar project (within three (3) years, 2016-2019) with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.
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.
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 – 4:30 p.m.
5. A complete set of Bidding Documents may be purchased by the interested Bidders on **November 12 to December 03, 2019** 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 OneThousand Pesos (PhP. 1,000.00).  
  
It may also be downloaded free of charge from 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 November 20, 2019 at 300 p.m at the USEP-Gym (Dug out A), 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		November 11-18, 2019	
1. Period of availability/issuance of Bidding Documents		November 12 to December 03, 2019	USEP-BAC Office, Trade & Crafts Training & Production Building, Obrero Campus, D.C
2. Pre-Bid Conference	3:00 PM	November 20, 2019	USEP-Gymnasium (Dug out A)
3. Deadline of submission and receipt of Bids	3:00 PM	December 04, 2019	-do-
4. Opening and Examination of Bids	3:00 PM	December 04, 2019	-do-
5. Evaluation of Bid	3:00 PM	December 06, 2019	-do-
6. Post-qualification Report	3:00 PM	December 18, 2019	-do-

9. Bids must be delivered to the address below on or before **3:00 p.m of December 04, 2019**. 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 **December 04, 2019 at 3:00 p.m** at the USEP- Gym, 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  
 Dr. Reynilo D. Garcia/Ms. Olivia D. Estremos  
 University of Southeastern Philippines, Obrero Campus, Davao City, 8000, Philippines  
 Telefax: (082) 221-0086; (082) 227-8192 local 309

  
**REYNILO D. GARCIA**  
 Chairman, Bids and Awards Committee

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