



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

**INVITATION TO BID FOR *the Supply of 12 Clerical and 10  
Janitorial Services for Fiscal Year 2020-2021*  
PB-Goods/Services – 2020-010**

1. The *UNIVERSITY OF SOUTHEASTERN PHILIPPINES Tagum-Mabini Campus*, through the *GOP – through Fund 101/164* intends to apply the sum of *Three Million Nine Hundred Seven Thousand Two Hundred Fourteen Pesos & 16/100 (Php3,907,214.16)* being the Approved Budget for the Contract (ABC) to payments under the contract for “*Supply for 12 Clerical and 10 Janitorial Services for Fiscal Year 2020-2021*”. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of Southeastern Philippines Tagum-Mabini Campus* now invites bids for the ***Supply of 12 Clerical and 10 Janitorial Services for Fiscal Year 2020-2021***. Delivery of the Clerical and Janitorial services is required 5days after receipt of the Contract or Notice to Proceed. Bidders should have completed, within 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) 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.

4. Interested bidders may obtain further information from the BAC Office of USEP Tagum-Mabini Campus and inspect the Bidding Documents at the address given below during office hours from 8:00a.m – 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on June 2-19, 2020 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 of Five Thousand Pesos (Php5,000.00)

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, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The University of Southeastern Philippines Tagum-Mabini Campus will hold a Pre-Bid Conference on June 8, 2020 @ 1:30 o’clock in the afternoon at the FTC Hall, 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 bidder is allowed to join the pre-bid conference and the succeeding activities. Further, please be informed that **wearing of mask is a must and social distancing will be strictly observed.**

7. Bids must be duly received by the BAC Secretariat at the address below on or before June 22, 2020 at 9:00 o’clock in the morning. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

8. Bid opening shall be on June 22, 2020 @ 9:30 in the morning at the FTC Hall, USEP Tagum-Mabini Campus, Apokon, Tagum 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.
9. The Schedule of Activities is as follows:

Procurement Activities	Schedule		
	Time	Date	Venue
1. Date of Publication	May 22-29, 2020		
2. Period of Availability/ Issuance of Bidding Documents	8:00 a.m to 5:00 p.m	June 2-19, 2020	USEP-BAC Office, <i>USEP Bulletin Board, Tagum City</i>
3. Pre-Bid Conference	1:30 p.m	June 8, 2020	USEP-FTC Hall, <i>Tagum City</i>
4. Deadline of submission and receipt of Bids	9:00 a.m	June 22, 2020	USEP-BAC Office, <i>Tagum City</i>
5. Opening and Examination of Bids	9:30 a.m	June 22, 2020	USEP-FTC Hall, <i>Tagum City</i>
6. Bid Evaluation	1:30 p.m	June 23, 2020	USEP-BAC Office, <i>Tagum City</i>
7. Post-Qualification of Bids	9:30 a.m	June 29, 2020	USEP-BAC Office, <i>Tagum City</i>

10. 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. 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) 645-3051 local 516



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

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