



Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
Davao City

INVITATION TO BID

The *University of Southeastern Philippines (USEP)* Obrero, Davao City, through the approval of the Board of Regents, has made available from its **Fund 101 and Fund 164 (Income)** the amount of **TWO HUNDRED FIFTY TWO THOUSAND (PhP252,000.00) PESOS** being the Approved Budget for the Contract (ABC) to payments for the **Publication of Three (3) Volumes of Books for the School of Applied Economics** in Obrero Campus.

1. The USEP, through the Bids and Awards Committee (BAC) now invites interested bidders to apply for eligibility and to bid for the hereunder project:

Contract ID No : **USEP 2013-02**
Name of Project : **Publication of Three (3) Volumes of Books
For SAEc**
Location : **USEP, Obrero, Davao City**
Brief Description :

Qty	Unit	Particulars
300	Pcs.	SAEC Book (3 volumes) 100 copies/volume 350 pages including cover Cover material: Fold Kote 15 Inside Material: Book #60 Cover: Full color (with plastic lamination) Inside: One color

Approved Budget for the **Two Hundred Fifty Two Thousand Pesos**
Contract (ABC) : **(PhP252,000.00)**
Source : **Fund 101 & 164 (Income)**
Duration : **Thirty (30) days upon receipt of PO**

2. Bids received in excess of the ABC shall be automatically rejected at bid opening;
3. Bidders should have completed, within five (5) 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, Clause 5 of Instruction to Bidders (ITB).;
4. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA9184), otherwise known as the "Government Procurement Reform Act";
5. Bidding is restricted to Filipino citizens / sole proprietorships, partnerships, or organizations with at least seventy five (75%) interest or outstanding capital stock belonging to citizens of the Philippines;
6. The BAC Secretariat Head will issue a complete set of Bidding Documents to interested Bidders upon submission of Letter of Intent and upon payment of a nonrefundable fee in the amount of **FIVE HUNDRED (PhP500.00) PESOS** to the Cashier of the University;

It maybe 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 Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

7. The schedule of BAC activities is as follows:

Activities	Date
Date of Publication	February 1 – 7, 2013 @ the Geps; USEP BAC website: www.bac.usep.edu.ph and in conspicuous places in Obrero Campus
Simultaneous Submission of Letter of Intent and Issuance of Bidding Documents	February 8 – February 20, 2013, Records Office, University Service Center, USEP, Obrero, Davao City
Submission and Receipt of Bids	February 20, 2013, Wednesday Cut-off time: 10:00 A.M. Opening of Bids and Eligibility Check shall immediately follow Venue: Records Office, University Service Center, USEP, Obrero, D.C.

8. Bids must be delivered to the address below on or before **10:00 A.M. of February 20, 2013, Wednesday. 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 ITB Clause 18. Bids will be opened in the presence of the bidders' representative. Bid opening will be held at the Records Office, University Service Center, USEP, Obrero Campus, Davao City;
9. The University of Southeastern Philippines 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.
10. For any inquiries, please call or see:

**Dr. ANNWEDA C. MINA / MS. GRACE DIANA D. AQUINO /
MS JUDITH DELA ROSA / MS. JOSEPHINE F. VALEROSO**
BAC Chairman / BAC Secretariat Head / BAC Secretariat Member
C/o Records Office, University Service Center
University of Southeastern Philippines
Obrero, Davao City
Tel. No. (082) 225-4696, loc. 312; 253; 232 Telfax (082) 221-0086


ANNWEDA C. MINA
BAC Chairman

NOTED:


PERFECTO A. ALIBIN
SUC President IV