



OFFICE OF THE BIDS AND AWARDS COMMITTEE

## **INVITATION TO BID FOR THE Provision of Janitorial Services for CSU Cabadbaran City**

1. The *Caraga State University Cabadbaran City (CSUCC)* through the *Regular Agency Fund (RAF) 2022* intends to apply the sum of *Eight Hundred Forty-Seven Thousand Five Hundred Twenty-Seven Pesos and Twelve Centavos (Php 847,527.12)* being the ABC to payments under the contract for **Provision of Janitorial Services for CSU Cabadbaran City/RAF-2021-11-309**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. *CSUCC* now invites bids for the above Procurement Project. Delivery of the Janitorial Services is required for 12 months. Bidders should have completed, within *the last 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 (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 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 No. 5183.
4. Prospective Bidders may obtain further information from *CSUCC* and inspect the Bidding Documents at the address given below during *Monday to Friday 8:00 AM – 5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***November 23, 2021 – December 13, 2021 before 3:00 PM*** from the given address and website(s) 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 Php 1,000.00.*

The Procuring Entity shall allow the bidder to present its proof of payment for the fees (a) ***physically*** by showing the ***Original Copy of the Official Receipt***, or (b) ***electronically*** by sending the scanned copy of the Official Receipt to: [\*\*\*bac@csucc.edu.ph\*\*\*](mailto:bac@csucc.edu.ph) together with a scanned copy of the government issued ID of the company’s authorized representative. Both shall be sent from the ***company’s official email address***.



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6. CSUCC will hold a Pre-Bid Conference<sup>1</sup> on **December 1, 2021; 3:00 PM** through video conferencing or webcasting *via Zoom*. This will be open to all prospective bidders who submitted the filled pre-registration form using this link: <https://docs.google.com/forms/d/1UPr-bTA52TaB7Og0KEvYBygzGzTp1K7iYp6uoubcVdY/edit> prior to the meeting schedule. A link to join the virtual meeting shall follow after the pre-registration is submitted, which shall be open to prospective bidders.
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, on or before **December 13, 2021 at 3:00 PM**. 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 **December 13, 2021 at 3:00 PM** at the given address below for those who want to attend physically. For those who submitted bid electronically, Zoom link shall be provided after presenting the proof of payment. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. **A) For Manual Submission of Bids.** Bids must be received by the BAC Secretariat at the address below upon presentation of the following documents by the bidder or his/her authorized representative:
  - Original Official Receipt (OR) of payment of bidding documents;
  - Company ID and Government-issued ID
  - Special Power of Attorney (SPA) or Authorization Letter for company representative

*Note: Due to the present pandemic, bidders or their duly authorized representative must strictly comply with the minimum public health standards, for the duration of this public health crisis, such as wearing of face mask and physical distancing*

**B) For Electronic Submission of Bids.** Bidders, after payment of applicable fee, must send their bidding documents in **PDF file using the official email address of their company, in archive format compression with Password Protection** to this email address: [bac@csucc.edu.ph](mailto:bac@csucc.edu.ph), any time before the specified closing date and time. Bidders shall disclose the password for accessing their respective bid submission only during the actual bid opening. Together with their bid, a clear scanned copy of the following shall also be submitted:

- **Deposit slip** of the payment of Bid Docs (*Note: Official Acceptance of Bid shall follow after Cashier's verification/validation of payment along with the issuance of official receipt*).

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**  
**CABADBARAN CITY**

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- **Duly signed Authorization letter/Special Power of Attorney (SPA)** of the company's duly authorized representative, if any
- **Company ID** of the owner and its designated Representative, if any; and,
- **Government issued ID** of the owner and its designated Representative, if any.

**Payments may be deposited to Land Bank bearing the following information**

Account name: **CSU Cabadbaran Campus**

Account number: **3152 1015 88**

Purpose: Payment for Bid Docs - **Provision of Janitorial Services for CSU Cabadbaran City**

**C) This procurement project is undertaken through Early Procurement Activities (EPA).**

11. *CSUCC* 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:

*Wennie C. Angeles*

*BAC Secretariat*

*Bidding & Awards Committee Office*

*Caraga State University Cabadbaran City*

*T. Curato St., Cabadbaran City*

*Email: [bac@csucc.edu.ph](mailto:bac@csucc.edu.ph)*

*Telephone/Mobile phone: 085-8186713/ 09177011590*

*[www.csucc.edu.ph](http://www.csucc.edu.ph)*

13. You may visit the following websites:

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

For online bid submission: [bac@csucc.edu.ph](mailto:bac@csucc.edu.ph)

*December 1, 2021*

*SGD. FLORDELIZA G. ALBURO, Ph.D.*  
*BAC Chairperson*