



INVITATION TO BID FOR THE ESTABLISHMENT OF CSUCC STUDENT CENTER

1. The *Caraga State University Cabadbaran City (CSUCC)* through the *Internally Generated Fund (IGF) 2024* intends to apply the sum of *Three Million One Hundred Seventy-Eight Thousand Five Hundred Pesos Only (Php 3,178,500.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Establishment of CSUCC Student Center/IGF-164-2024-07-165*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *CSUCC* now invites PhilGEPS registered contractors with valid and current Philippine Contractors Accreditation Board (PCAB) License of at least Category “C & D” and Classification B for General Building to bid for the above Procurement Project. The required Completion of the Works is *150 CD*. Bidders should have completed a contract similar to the Project equivalent to at least fifty (50%) of the ABC. 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 non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *CSUCC* and inspect the Bidding Documents at the address given below from *Monday-Friday 8:00AM – 5:00 PM*;
5. A complete set of Bidding Documents may be acquired by interested bidders on **August 7-27, 2024 before 10:30AM** from 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 5,000.00.*

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 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.*

6. *CSUCC* will hold a Pre-Bid Conference¹ on **August 15, 2024 @ 10:30 AM** 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/1ZaHnUm1o5QJKfA9CQbTaTswVxNppmN0G2JjimBCA1FA/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.

¹ 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.

7. Bids must be duly received by the BAC Secretariat through either (i) manual submission at the office address as indicated below, or (ii) online/electronic submission to the email address as indicated below, on or before **August 27, 2024 @ 10:30 AM**. 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 16.
9. Bid opening shall be on **August 27, 2024 @ 10:30 AM**. at **CSUCC AVR** of the for those who will attend physically. For those who submitted bid electronically, Zoom link shall be provided after presenting the proof of payment for the required fees. 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 with a Government-issued ID
 - Special Power of Attorney (SPA) or Authorization Letter (for company's authorized 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, face shield 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 with a two-factor security procedure (GPPB Resolution 09-2020)**. **That is, the bid documents must be submitted in archive format compression with Password Protection to this email address: 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*).
- **Duly signed Authorization letter/Special Power of Attorney (SPA)** of the company's duly authorized representative, if any
- **Company ID** of the owner and his/her designated Representative, if any; and,
- **Government issued ID** of the owner and his/her 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: Establishment of CSUCC Student Center

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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.*

12. For further information, please refer to:

Wennie O. Catubig – Angeles

BAC Secretariat

Bidding & Awards Committee Office

Caraga State University Cabadbaran City

T. Curato St., Cabadbaran City

Email: bac@csucc.edu.ph

Telephone/Mobile phone: 085-8186713/ 09177011590

13. You may visit the following websites:

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

For online bid submission: bac@csucc.edu.ph

August 7, 2024

SGD. RAMIL B. ARANTE, Ph.D.

BAC Chairperson