



**INVITATION TO BID ON THE SUPPLY AND DELIVERY OF CONSOLIDATED
OFFICE SUPPLIES 1ST QUARTER, GS-P12-2022-04-11**

1. The *Bukidnon State University*, through the *Budget Approved by the Board of Regents 2022 (Fund 101)* intends to apply the sum of **TWO MILLION FIVE HUNDRED SIXTY-SIX THOUSAND SEVEN HUNDRED THIRTY PESOS AND EIGHTY-FOUR CENTAVOS (Php 2,566,730.84)** being the ABC to payments under the contract for **Supply and Delivery of Consolidated Office Supplies 1st Quarter** with identification number **GS-P12-2022-04-11**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Bukidnon State University* now invites bids for the above Procurement Project. Delivery of the Goods is required by **Thirty Calendar Days (30 CD)**. Bidders should have completed, within **Two (2) Years (April 11, 2020- April 11, 2022)** 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 *Bukidnon State University* and inspect the Bidding Documents at the address given below during **8:00AM-5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 22, 2022** from the given address and website(s) below **Bids and Awards Committee (BAC) Office, 1ST Floor Supply, Research & Extension Building, Bukidnon State University**, in the amount of **Five Thousand Pesos Only (Php 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees [**Official Receipt, Payment Form and Deposit Slip through online**].
6. The *Bukidnon State University* will hold a Pre-Bid Conference¹ on **March 29, 2022; 9:00AM** at **Conference Room, 2nd Floor, Finance Building, Bukidnon State University**, and/or through video conferencing or webcasting via **ZOOM Meeting** 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, (ii) online or electronic submission as indicated below, or (iii) both on or before **April 11, 2022; 9:00AM**. 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 **April 11, 2022; 9:00AM onwards** at the given address below **Conference Room, 2nd Floor, Finance Building, Bukidnon State University/ ZOOM Meeting**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. In case of a tie Bid, the BAC will conduct the Guidelines on the use of Non-Discretionary/Non-Discriminatory Selection criteria as Tie-Breaking Method in case of two or more Bidders are determined and declared as the Lowest Calculated and Responsive Bidder (LCRB)(GPPB Circular No.06-2005)
11. The *Bukidnon State University* 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:

Mr. Leonard D. Danao
Head, BAC Secretariat
Fortich St., Malaybalay City, Bukidnon, 8700
Tel. Nos. 088-813-5661 to 5663/ Cell No. 0917-816-2400
website: www.buksu.edu.ph
For Delivery of Items:
Mr. Silverio A. Montales, Jr.-0917-315-7516
13. You may visit the following websites:
For downloading of Bidding Documents: [www.philgeps.gov.ph]
For online bid submission: [buksubacsecretariat@buksu.edu.ph]

Date of Issue: March 22, 2022

(SGD) ROSANNA S. GENERATO

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.

