



INVITATION TO BID

The BATAAN PENINSULA STATE UNIVERSITY (BPSU), through its Bids and Award Committee (BAC) invites all qualified suppliers to bid for the hereunder project.

Name of Project:

PR no. MCO2023-02-0097– Supply, Delivery and Installation of Information Technology and Office Equipment for BPSU SIKAT Technology Business Incubator Office (per Lot) complete details and specifications shall be included in the official bidding documents and can be viewed at the PhilGEPS). Approved Budget for this contract (Total) – Two Million Four Hundred Seventy-six Thousand Pesos only (Php 2,476,000.00).

| | Description | Approved Budget for the Contract (ABC) | Amount of Bidding Documents |
|-------|---------------------------------------|----------------------------------------|-----------------------------|
| LOT 1 | Information Technology (IT) & Fixture | Php 1,160,000.00 | Php 5,000.00 |
| LOT 2 | Office Equipment | Php 1,316,000.00 | Php 5,000.00 |
| | TOTAL (Lot 1 & Lot 2) | Php 2,476,000.00 | Php 5,000.00 |

Prospective bidders should have experienced undertaking similar projects within the last three (3) years amounting to at least 50% of the proposed project for bidding. Eligibility check as well as the preliminary examination of bids shall use non-discretionary “pass/fail” criteria. Post qualification of the lowest calculated bids shall be conducted. All Bids in excess of the Approved Budget for the Contract shall automatically be rejected at Bid Opening.

All particulars relative to Eligibility Statement and Screenings, Bid Security, Performance Security, Pre-bid Conferences, Evaluation of Bids, Post Qualification and Award of Contract shall be governed by the pertinent provision of R.A. 9184 and its revised I.R.R.

The schedules of activities are as follows:

| ACTIVITY | DATE/TIME | VENUE |
|----------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Issuance of Bid Documents | February 15, 2023 (8:00am - 5:00pm) to March 7, 2023 up to 8:30am | BAC Secretariat/Procurement Central Office |
| Pre-Bid Conference | February 23, 2023 /10:00 AM | Conf. Rm. 1. /Procurement Office Adm. Bldg, BPSU Main Campus |
| Submission of Bids | March 7, 2023 up to 9:00 AM | Procurement Office, Adm. Bldg. |
| Opening of Bids | March 7, 2023 /10:00 AM | Conf. Rm. 1./ Procurement Office Adm. Bldg, BPSU Main |
| Bid Evaluation | March 8, 2023 | |
| Post Qualification | March 9, 2023 | |
| Approval of Resolution/Issuance of Notice of Award | March 10, 2023 | Tentative Schedule depends on the result of the post-qualification report and recommendation from the TWG/End-User Unit |
| Contract Preparation and Signing | March 15, 2023 | |
| Notice to Proceed | March 17, 2023 | |

The instruction to bidders and checklist of requirement for Bidding may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS). The complete set of the Bidding Documents may be purchased by any prospective supplier/contractor from the BPSU – BAC Secretariat upon payment of a *non-refundable fee for the bidding documents*.

BPSU assumes no responsibility whatsoever to compensate or indemnify supplier for any expenses incurred in the preparation of bid.

BPSU reserves the right to accept or reject any bid, to declare a failure of bidding, not to award the contract, to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liabilities to the affected bidders. Furthermore, the BPSU reserves the right to waive any minor defects of formality and to accept the proposal most advantageous to the agency.

Sgd.
ALFREDO D. VALENTOS, Ed.D.
BAC Chairperson