



September 12, 2023

OFFICE MEMORANDUM

BAC.Memo.0009.2023.rmg

PROPER PROCEDURES IN SUBMISSION OF BID

To: Prospective Bidders

To ensure a uniform procedure, strictly adhere to the guidelines below;

1. Letter of Intent

- Bidders must submit a **formal written letter** expressing their intent to participate in the public bidding wherein;
 - ✓ Address to
Bids and Awards Committee (BAC)
Bataan Peninsula State University
Capitol Compound, City of Balanga, Bataan 2100
 - ✓ Indicate the project title and corresponding lot *(if applicable)*
 - ✓ Signed by the bidder
- Submissions can be made via email, on-site, or by carrier.

2. Payment of Fee/s

- Payment can be made in person or online.
 - ✓ In Person
 - Payment must be made at the cashier-main window 1
 - Accompanied by an Order of Payment provided by the BAC Secretariat *(Two copies – one for filing and one for the bidder)*
 - Submit the Official Receipt to the BAC Secretariat for photocopying it *(for their filing)*
 - ✓ Online
 - Validated deposit slip (VDS) may be emailed to bac@bpsu.edu.ph or submitted to the BAC Secretariat for verification of payment
 - Once verified, the Bidder will receive an official receipt accompanied by the Order of Payment *(Two copies - one for filing and one for the bidder)*.

Our Vision

An inclusive and sustainable University recognized for its global and academic excellence by 2030.

Our Mission

To develop innovative leaders and empowered communities by delivering transformative instruction, research, extension and production through Change Drivers and responsive policies.



OFFICE OF THE BAC

Capitol Compound
City of Balanga 2100 Bataan
PHILIPPINES

Telefax: (6347) 2376180
Website: www.bpsu.edu.ph
E-mail: bac@bpsu.edu.ph



Management
System
ISO 9001:2015

www.tuv.com
ID 9108644336

3. Required Documents


- The envelope must be sealed, signed, and labeled properly wherein;
 - ✓ Address to
 - Bids and Awards Committee (BAC)
 - Bataan Peninsula State University
 - Capitol Compound, City of Balanga, Bataan 2100
 - ✓ Address from
 - Name of the Bidder
 - Address
 - ✓ Indicate the project title and corresponding lot (*if applicable*)
 - ✓ Provide four (4) copies (*labeled as **original copy, copy 1, copy 2, copy 3***)
- Submissions can be made via on-site, or by carrier.

Thank you for your cooperation!

Regards,


Rev. Fr. Edgardo S. Sigua
BAC Chairperson

Noted,


Prof. Joerald M. Gadia
VP for Admin. and Finance

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