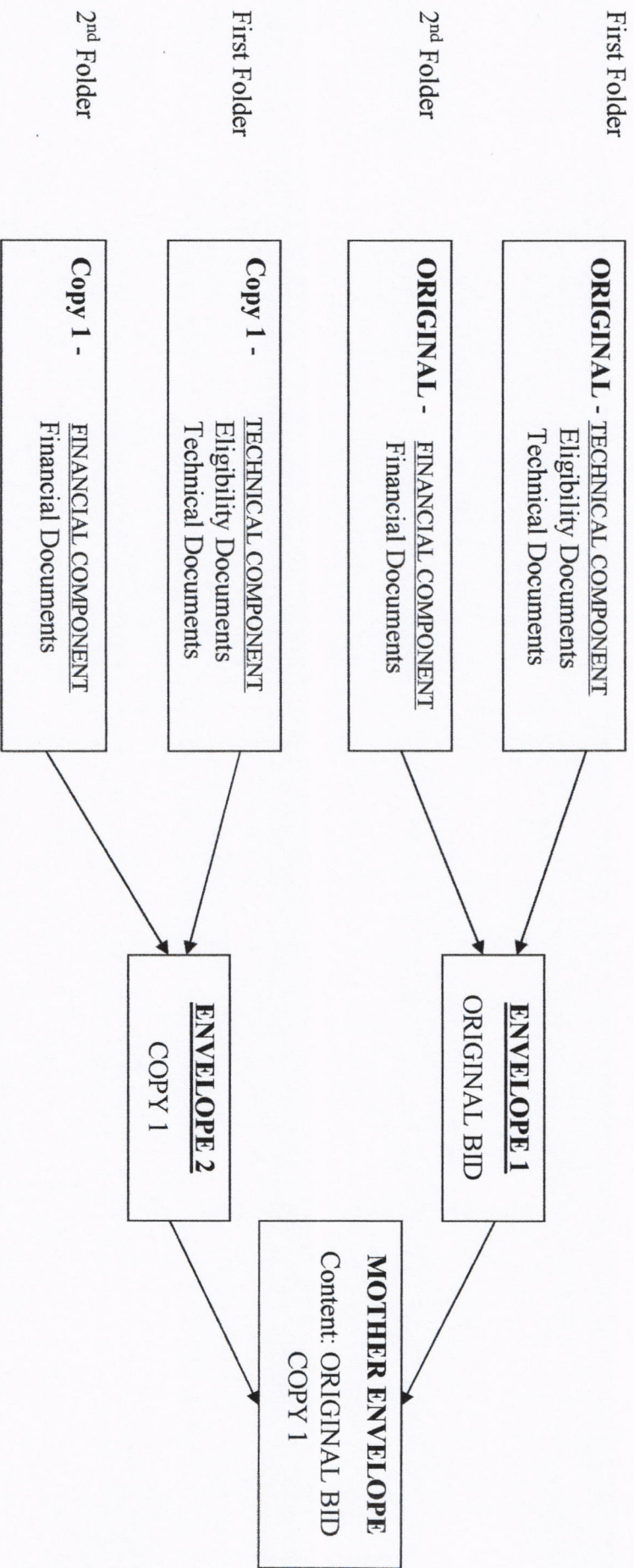


# REQUIREMENTS AND INSTRUCTIONS OF THE CATANDUANES STATE UNIVERSITY

## FOR MARKINGS AND SEALING OF BID ENVELOPPES – GOODS



**REQUIREMENTS AND INSTRUCTIONS OF THE CATANDUANES STATE UNIVERSITY  
FOR MARKINGS AND SEALING OF BID ENVELOPES - GOODS**

**All bid envelopes shall:**

1. Typed or written in indelible ink and the seal shall be signed by the bidder or his duly qualified and authorized representative.
2. Contain the name of the contract to be bid in capital letters (\* refer to BDS Clause 1.0 for the name of the Project).
3. Bear the name and address of the bidder in capital letters.
4. All envelopes shall be sealed and marked as illustrated below:

**For Envelope 1 and 2**

|                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|
| <b>BIDDER'S NAME AND ADDRESS</b><br><br>THE BIDS AND AWARDS COMMITTEE<br>Catanduanes State University<br>Virac, Catanduanes |
| BID DOCUMENTS FOR: _____<br>(Name of the Contract) *                                                                        |
| CONTENTS: ORIGINAL BID <b>OR</b> COPY 1<br>1) Technical Component<br>2) Financial Component                                 |
| DO NOT OPEN BEFORE _____<br>(Date of Bid Opening)                                                                           |

**Mother Envelope**

|                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|
| <b>BIDDER'S NAME AND ADDRESS</b><br><br>THE BIDS AND AWARDS COMMITTEE<br>Catanduanes State University<br>Virac, Catanduanes |
| BID DOCUMENTS FOR: _____<br>(Name of the Contract) *                                                                        |
| CONTENTS: 1) ORIGINAL BID<br>2) COPY 1                                                                                      |
| DO NOT OPEN BEFORE _____<br>(Date of Bid Opening)                                                                           |

- If the bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening. Moreover, **FAILURE TO COMPLY WITH THE REQUIRED SEALING AND MARKING OF BIDS SHALL BE A GROUND FOR DISQUALIFICATION.**



Republic of the Philippines



Government Procurement Policy Board