



**INVITATION TO BID FOR THE  
 PROCUREMENT OF OTHER SUPPLIES AND MATERIALS**

1. The CATANDUANES STATE UNIVERSITY through the use of SBUI CY 2021 intends to apply the sum of **FOUR HUNDRED THIRTY-NINE THOUSAND FIVE HUNDRED PESOS ONLY (Php439,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***PROCUREMENT OF OTHER SUPPLIES AND MATERIALS/ IDENTIFICATION NO. 21-04-023*** . Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The CATANDUANES STATE UNIVERSITY now invites bids for the above Procurement Project.

Brief Description of Goods:

Item No.	Unit of Measure	Brief Description	Qty	ABC/UNIT
1	piece	New Hammer Mill Paper, 8.5 x 13", Yellow-Green	5,000	8.00
2	piece	Diploma Paper, UV Ultra Radiant White 105 GSM, 9" x 12"	1,500	10.00
3	piece	Class Cards (sample attached)	150,000	0.75
4	box	Continuous Form substance 18, 9.5" x 6.5", 4 ply, Carbonless, Preprinted for Certificate of Enrolment (COE) (sample attached)	50	4,000.00
5	piece	Student Permanent Record, 8.5 x 13 Card Board in glossy white, pre-printed with required data elements, by semester presentation, both sides printed (sample attached)	4,000	18.00
<b>NOTE: LOT EVALUATION</b>			160,550	

Delivery of goods is required within 30 days after receipt of Purchase Order. Bidders should have completed, within two (2) years (April 2019 to April 2021) 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) 9184.

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 5183.

4. Prospective Bidders may obtain further information from the Office of the BAC Secretariat, 3<sup>rd</sup> floor Main Bldg., Catanduanes State University (CatSU) Main Campus, Calatagan, Virac, Catanduanes and inspect the Bidding Documents at the address given below during office hours, **8:00 to 12:00AM and 1:00 to 5:00PM (Monday-Friday)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders (with Letter of Intent) from **April 14, 2021 to May 5, 2021** from the given address and website 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 **Php500.00 (Five Hundred Pesos)**. Payment shall be made directly to the CatSU Cashiering Services The CatSU shall allow the bidder to present its proof of payment for the fees, to be presented in person, by facsimile or through electronic means.
6. The Catanduanes State University will NOT hold a Pre-Bid Conference for this procurement.
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, and or (iii) both, on or before **May 5, 2021 (Wednesday), 2:00 o'clock P.M.** 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 state in **ITB** Clause 14.
9. Bid Opening shall be on **May 5, 2021 (Wednesday), 2:15PM** at the Audio Visual Room, 3<sup>rd</sup> Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Bids will be opened in the presence of the bidders' representative who choose to attend the activity.
10. The Catanduanes 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 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

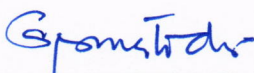
Ms. HELEN M. PORTE  
Head, BAC Secretariat for Goods and Services  
Catanduanes State University  
[catsec@yahoo.com](mailto:catsec@yahoo.com); [catsu.bac2020@gmail.com](mailto:catsu.bac2020@gmail.com)  
CP No. 09307318472; 09063358177

12. You may visit the following websites:

For downloading of Bidding Documents: [Supplier@PS-Philgeps.gov.ph](mailto:Supplier@PS-Philgeps.gov.ph)

For online bid submission: [catsec@yahoo.com](mailto:catsec@yahoo.com); [catsu.bac2020@gmail.com](mailto:catsu.bac2020@gmail.com)

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**LILY P. CUSTODIO, Ph. D.**  
BAC Chairperson