

Section I. Invitation to Bid

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INVITATION TO BID FOR

Procurement of Stenograph Shorthand Machine

1. The CATANDUANES STATE UNIVERSITY, through the General Appropriations Act (GAA) FY 2021 intends to apply the sum of **Three Million Two Hundred Thousand Pesos (Php3,200,000.00)** being the Approved Budget for the Contract to payments under the contract for **“Procurement of Stenograph Shorthand Machine” (Project ID No. 21-11-068)**. 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. Delivery of the Goods is required **within sixty (60) calendar days** after receipt of Notice to Proceed (NTP). Bidders should have completed, within **three (3) years** 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.

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 Catanduanes State University Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from 9:00a.m. to 4:00p.m. (Mondays-Fridays).
5. A complete set of Bidding Documents may be acquired by interested Bidders (with Letter of Intent) on **November 5 to 24, 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 **Five Thousand Pesos (Php5,000.00)**. Payment shall be made directly to the CatSU Cashiering Services. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The Catanduanes State University will hold a Pre-Bid Conference on **November 12, 2021, 2:00pm** at the Audio Visual Room, 3rd Floor, Administration Building, Catanduanes State University, Virac, Catanduanes, 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 as indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **November 24, 2021 at 2:15pm**. 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 **November 24, 2021 at 2:30pm** at the Audio Visual Room (AVR), 3rd Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

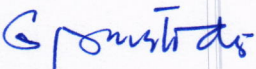
Only representative/s of the bidder with the prescribed **Authorization Letter/Special Power of Attorney** shall be allowed to participate in the procurement activities of the stated project.

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 No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:
The BAC Secretariat Office, Catanduanes State University, Cellphone No.: 0949-1369639 or 0997-9249902, catsec_bacsec@yahoo.com, catsu.bac2020@gmail.com
12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph
www.catanduanesstateu.edu.ph

For online bid submission: catsec_bacsec@yahoo.com
catsu.bac2020@gmail.com

04 November 2021


LILY P. CUSTODIO, Ph.D.
BAC Chairperson