



Republic of the Philippines
Benguet State University
La Trinidad, Benguet
Tel/Fax (074) 422-2176; 422-2127 Loc. 11

Bids and Awards Committee

(Goods and Services)

INVITATION TO BID

The Benguet State University (BSU), through the Bids and Awards Committee (BAC), invites suppliers/distributors to bid for the hereunder projects:

Project Number	IB NO. 2021-07	IB NO. 2021-08	IB NO. 2021-09	IB NO. 2020-28A
Name of Project	Procurement of Fuel, Oil Lubricants and Other Supplies for BSU Vehicles and Landscaping Services of La Trinidad Campus	Procurement of Various Inks and Toners	Procurement of Various Janitorial Supplies for 1st and 2nd Quarter	Procurement of Motor Vehicles for the University
Brief Description	Supply and Delivery of Fuel, Oil Lubricants and Other Supplies to BSU for January 1, 2021 to December 31, 2021 on Credit (30 days payment term) such as Regular Gasoline, Diesel, Unleaded Gasoline, Premium Gasoline, 2T, Motor Oil (Ordinary and Fully Synthetic), Grease, Brake & Clutch Fluid, Battery Fluid, Kerosene, Automotive Transmission Fluid (ATF), Coolant, Gear Oil, Tire Black, WD-40, Wind Shield Cleaner, Battery Solution, Injector Cleaner, Air Freshener, Oil Filter, Fuel Filter, Brake & Clutch Cleaner	Supply and Delivery of various Inks and Toners (see attached list)	Supply and Delivery of various Janitorial Supplies (see attached list)	Supply and Delivery of Three (3) units Passenger Van and One (1) unit Mini Bus
Approved Budget for the Contract (ABC)	Php 3,242,000.00	Php 1,216,091.75	Php 818,675.00	Php 10,600,000.00
Delivery Period	Staggered deliveries within One Year (January 1, 2021 – December 31, 2021)	30 calendar days	30 calendar days	30 calendar days
Source of Fund	NEP-MOOE	NEP-MOOE	NEP-MOOE	2020 IGI Capital Outlay
Bid Document Fee	PhP 3,300.00	PhP 1,300.00	PhP 1,000.00	PhP 10,600.00

Bidders should have completed, within Five (5) 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 Document, particularly, in Section II (Instructions to bidders). Bids received in excess of the ABC shall be automatically rejected at the bid opening.

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, otherwise known as the "Government

Procurement Reform Act". Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA 9184.

BAC activities are as follows:

	Activities	Date , Time and Venue
1.	Advertisement of Invitation to Bid	Starting December 03, 2020 to December 23, 2020
2.	Issuance of Bidding Documents	Starting December 03, 2020 from 8:00 am to 5:00 pm at the Procurement Management Office (PMO), 1 st Floor, Admin Bldg., BSU, La Trinidad, Benguet
3.	Pre- Bid Conference	December 11, 9:00 AM (PST), BSU ADCOR, 2 nd Floor, Admin. Bldg., BSU, La Trinidad, Benguet; and /or through video conferencing via google meet
4.	Deadline for submission of Bids	December 23, 2020, on or before 09:00 AM (PST) at the Procurement Management Office (PMO), 1 st Floor, Admin Bldg., BSU, La Trinidad, Benguet; and /or through video conferencing via google meet
5.	Opening of Bids and Eligibility Checking/Screening (Manual Submission)	December 23, 2020, 9:01 AM (PST), BSU ADCOR, 2 nd Floor, Admin. Bldg., BSU, La Trinidad, Benguet; and /or through video conferencing via google meet
6.	Bid Evaluation & Post Qualification	December 29, 2020, 9:01 AM (PST), BSU ADCOR, 2 nd Floor, Admin. Bldg., BSU, La Trinidad, Benguet

The BAC will issue bid documents at the Procurement Management Office, 1st floor Administration Bldg., Benguet State University, Km. 5, La Trinidad, Benguet upon presentation of the official receipt of payment (BSU Cashier's Office) of Bid Document Fee.

Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14. Prospective bidders can download the Bid Documents at the university's website: bsu.edu.ph or email at procurement@bsu.edu.ph.

BSU assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids. The University, through its BAC, 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 the Section 41 of 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.

The BAC reserves the right to waive any formalities in queries and responses to this invitation.

For further information, please refer to:

BAC Secretariat
Procurement Management Office (PMO)
Benguet State University- La Trinidad Campus
Tel. No. 661-1839/ CP No. 09506032749
Email: procurement@bsu.edu.ph

(SGD)
REYNANTE B. BASCO
 Chairperson
 Bids and Awards Committee (Goods)