



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:

<b>Project Number</b>	<b>IB NO. 2023-13</b>
<b>Name of Project</b>	<b>Procurement of various Information Technology (IT) Supplies and Equipment for College of Human Kinetics (CHK)</b>
<b>Brief Description</b>	Supply and Delivery of various Information Technology (IT) Supplies and Equipment for College of Human Kinetics (CHK)
<b>Approved Budget for the Contract (ABC)</b>	<b>Php 1,063,466.10</b>
<b>Source of Fund</b>	<b>2023-IGI</b>
<b>Bid Document Fee</b>	<b>Php 1,100.00</b>
<b>Delivery Period</b>	<b>30 Calendar days</b>

Bidders should have completed at least 50% 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:

	<b>Activities</b>	<b>Date, Time and Venue</b>
1.	<b>Advertisement of Invitation to Bid</b>	<b>Starting March 08, 2023 to March 27, 2023</b>
2.	<b>Issuance of Bidding Documents</b>	Starting March 8, 2023 from 8:00 am to 5:00 pm at the Procurement Management Office (PMO), 1 <sup>st</sup> Floor, Admin Bldg., BSU, La Trinidad, Benguet
3.	<b>Pre-bid Conference</b>	March 16, 2023, 2:00 PM (PST), BSU Admin and Finance Conference Room, 2 <sup>nd</sup> Floor, Admin. Bldg., BSU, La Trinidad, Benguet; and /or through video conferencing via google meet (iih-nrds-cpo)
4.	<b>Deadline for submission of Bids</b>	March 28, 2023, on or before 2:00 PM (PST) at the Procurement Management Office (PMO), 1 <sup>st</sup> Floor, Admin Bldg., BSU, La Trinidad, Benguet;
5.	<b>Opening of Bids and Eligibility Checking/Screening (Manual Submission)</b>	March 28, 2023, 2:01 PM (PST), BSU RDC Hall, 2 <sup>nd</sup> Floor, Admin. Bldg., BSU, La Trinidad, Benguet; and /or through video conferencing via google meet (iih-nrds-cpo)

6.	<b>Bid Evaluation &amp; Post Qualification</b>	March 30, 2023, 2:01 PM (PST), BSU RDC Hall, 2 <sup>nd</sup> Floor, Admin. Bldg., BSU, La Trinidad, Benguet
----	--	---

The BAC will issue bid documents at the Procurement Management Office, 1<sup>st</sup> 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](http://bsu.edu.ph) or email at [procurement@bsu.edu.ph](mailto: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.

*The documents that will be submitted shall be used for procurement purposes only.*

For further information, please refer to:

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

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