



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. 2023-32</b>
<b>Name of Project</b>	<b>Procurement of various Information Technology (IT) Equipment and Supplies for Benguet State University (BSU)</b>
<b>Brief Description</b>	Supply and Delivery of IT Equipment and Supplies
<b>Approved Budget for the Contract (ABC)</b>	Php 769,041.00
<b>Source of Fund</b>	2023-IGI
<b>Bid Document Fee (BDF)</b>	Php 1,000.00
<b>Delivery Period</b>	15 Calendar days

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>
<b>1.</b>	<b>Advertisement of Invitation to Bid</b>	Starting October 19, 2023 to November 07, 2023
<b>2.</b>	<b>Issuance of Bidding Documents</b>	Starting October 19, 2023 from 10:00 am to 5:00 pm at the Procurement Management Office (PMO), 1 <sup>st</sup> Floor, Admin Bldg., BSU, La Trinidad, Benguet
<b>3.</b>	<b>Pre-bid Conference</b>	October 26, 2023, 2:00 AM (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)
<b>4.</b>	<b>Deadline for submission of Bids</b>	November 07, 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;
<b>5.</b>	<b>Opening of Bids and Eligibility Checking/Screening (Manual Submission)</b>	November 07, 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>	November 9, 2023, 2:01 PM (PST), BSU RDC Hall, 2 <sup>nd</sup> Floor, Admin. Bldg., BSU, La Trinidad, Benguet
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The BAC will issue bid documents at the Procurement Management Office (PMO), 1<sup>st</sup> floor Administration Bldg., Benguet State University, Km. 5, La Trinidad, Benguet. Prospective bidders can also download the Bid Documents at the university's website: [bsu.edu.ph](https://bsu.edu.ph) or email at [procurement@bsu.edu.ph](mailto:procurement@bsu.edu.ph).

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. Bid Document Fee can be paid either through the BSU Cashier's Office or <https://www.lbp-eservices.com/egps/portal/index.jsp>.

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)**

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

By:

(SGD)  
**BRYAN C. BANGNAN**  
Vice Chairperson  
Bids and Awards Committee (Goods)