



Republic of the Philippines
Benguet State University
La Trinidad, Benguet
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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 project:

Project Number	IB NO. 2024-10
Name of Project	Procurement of Various Photocopiers and Digital Duplicator For Early Procurement Activity (EPA)
Brief Description	Supply and Delivery of Photocopiers and Digital Duplicator
Approved Budget for the Contract (ABC)	Php. 4,033,500.00
Source of Fund	NEP
Bid Document Fee	Lot I. 3,000.00 Lot. II. 500.00
Delivery Period	30 CD

Bidders should have completed within Five (5) years from the date of submission and receipt of bids a contract similar to the Project which is at least 50% of the ABC. 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 November 22, 2023 to December 12, 2023
2.	Issuance of Bidding Documents	Starting November 22, 2023 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	November 30, 2023 , 2:00 PM (PST) BSU RDC Hall, 2 nd Floor, Admin. Bldg., BSU, La Trinidad, Benguet; and /or through video conferencing via google meet (iih-nrds-cpo)
4.	Deadline for submission of Bids	December 12, 2023 , on or before 2:00 PM (PST) at the Procurement Management Office (PMO), 1 st Floor, Admin Bldg., BSU, La Trinidad, Benguet;

5.	Opening of Bids and Eligibility Checking/Screening (Manual Submission)	December 12, 2023 , 2:01 PM (PST), BSU RDC Hall, 2 nd Floor, Admin. Bldg., BSU, La Trinidad, Benguet; and /or through video conferencing via google meet (iih-nrds-cpo)
6.	Bid Evaluation & Post Qualification	December 14, 2023 2:00 PM (PST), BSU RDC Hall, 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. The bid documents are also downloadable from the university's website: bsu.edu.ph or **philgeps posting**.

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.

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

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