



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

## INVITATION TO BID

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

|   |  |
|---|--|
| <b>Project Number</b>                         | <b>IB NO. 2019-15A</b>   |
| <b>Name of Project</b>                        | <b>Procurement of Various IT Equipment</b>                                 |
| <b>Brief Description</b>                      | <b>Supply and Delivery of Various IT Equipment<br/>(see attached list)</b> |
| <b>Approved Budget for the Contract (ABC)</b> | <b>PhP. 1,711,750.00</b>   |
| <b>Delivery Period</b>                        | <b>30 Calendar days</b>  |
| <b>Source of Fund</b>                         | <b>TF 911</b>  |
| <b>Bid Document Fee</b>                       | <b>PhP. 2,000.00</b>   |

Prospective bidders should have experience in undertaking a project of similar nature within the last five (5) years, with an amount of at least 50% of the proposed project for bidding, and have key personnel available for the prosecution of the project.

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".

BAC activities are as follows:

|    | <b>Activities</b>   | <b>Date and Venue</b>  |
|----|---|--|
| 1. | <b>Advertisement of Invitation to Bid</b>                     | Starting December 27, 2019 to January 19, 2020   |
| 2. | <b>Issuance of Bidding Documents</b>                          | Starting December 27, 2019 from 8:00 AM – 5:00 PM,<br>Procurement Management Office, 1st Floor Administration<br>Building, BSU, La Trinidad, Benguet                                 |
| 3. | <b>Pre Bid Conference</b>                                     | <b>January 6, 2020 (Monday) 2:00 PM (PST)</b> , BSU Administration<br>Conference Room (AdCor), 2 <sup>nd</sup> Floor, Administration Bldg., BSU,<br>La Trinidad, Benguet             |
| 4. | <b>Deadline for submission of Bids</b>                        | <b>January 20, 2020 (Monday) on or before 9:00 AM (PST)</b> at the<br>Procurement Management Office (PMO), 1 <sup>st</sup> Floor,<br>Administration Bldg., BSU, La Trinidad, Benguet |
| 5. | <b>Opening of Bids and Eligibility<br/>Checking/Screening</b> | <b>January 20, 2020 (Monday) 9:01 AM (PST)</b> , BSU Administration<br>Conference Room (AdCor), 2 <sup>nd</sup> Floor, Administration Bldg., BSU,<br>La Trinidad, Benguet            |
| 6. | <b>Bid Evaluation &amp; Post Qualification</b>                | <b>January 22, 2020 (Wednesday) 10:00 AM (PST)</b> , BSU<br>Administration Conference Room (AdCor), 2 <sup>nd</sup> Floor,<br>Administration 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.

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 RA 9184 and its IRR, 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  
Benguet State University- La Trinidad Campus  
Tel. No. 661-1839  
Email: [procurement@bsu.edu.ph](mailto:procurement@bsu.edu.ph)

**ALLAN C. SACPA**  
Vice Chairperson  
Bids and Awards Committee (Goods)