



BIDS AND AWARDS COMMITTEE

INVITATION TO BID

SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT (CAI, LIBRARY, COED-LSD, ACCOUNTING, SAO, CASD, IGP, OGS, SASO)

1. The *EASTERN VISAYAS STATE UNIVERSITY*, through the **INTERNALLY GENERATED FUND (IGF) FY 2021** intends to apply the sum of **P 864,100.00** being the ABC to payments under the contract for **IB-03-0250-21 CAI, 01-0042-21 LIBRARY, 03-0264-21 ACCOUNTING, 03-0192-21 SAO, 03-0235-21 CASD, 03-0198-21 IGP, 03-0183-21 COED-LSD, 03-0208-21 OGS, 03-0188-21 SAO, 03-0220-21 SASO**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **EASTERN VISAYAS STATE UNIVERSITY** now invites bids for the above Procurement Project. Delivery of the Goods is required by **EVSU, Tacloban City within 60 calendar days from the receipt of Notice to Proceed.** Bidders should have completed, within 2 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 Documents, particularly, in Section II (Instructions to Bidders).
3. 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) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **EASTERN VISAYAS STATE UNIVERSITY** and inspect the Bidding Documents at the address given below **during office hours from 9:00 A.M. to 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders **May 03, 2021 – May 24, 2021 (except on Saturdays, Sundays & Holidays)** from the given address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos (P 1,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through e-mail.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) (www.philgeps.gov.ph) provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The **Eastern Visayas State University** will hold a Pre-Bid Conference on **May 10, 2021, 2:00 P.M** through **video conferencing via Google Meet**, which shall be open to all interested parties with written authorization letter from their principals. A prospective bidder should submit a letter of intent (LOI) in advance, addressed to the EVSU-BAC for Goods Chairperson via electronic mail (evsubacsecretariat@gmail.com), or to be sent via couriers containing the following information together with proof of identity of the attendee/authorized representative at least a day before the scheduled conference:

- a. Name of Project: _____
- b. Bid Reference No.: _____
- c. Activity: _____
- d. Company Name: _____
- e. Company Address: _____
- f. Name of Representative (1 personnel only): _____
- g. Email Address: _____
- h. Contact Number: _____
- h. Attach Scanned Copy or Photo of Identity

Only then the link for the online Pre-Bidding will be sent to the respective emails of the interested/prospective bidders.

7. Bids must be duly received by the BAC Secretariat (i) manual submission (hard copy) at the office address indicated below on or before Post Qualification date—**May 27, 2021, 2:00 P.M.** (ii) online or electronic submission through email (evsubacsecretariat@gmail.com) on or before **May 24, 2021, 1:30 P.M.** (Further instructions on the submission and receipt of electronic bids will be posted through a bid bulletin). Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **May 24, 2021, 3:00 P.M.** through **video conferencing via Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. (**Note:** Only one (1) authorized representative shall be allowed to attend the conference).
10. A **Special Power of Attorney or Authorization Letter duly notarized** must be submitted or sent through email during the submission of bids / opening of bids if the said bidder is represented by their agent or representative, otherwise they will be disqualified.
11. The **EASTERN VISAYAS STATE UNIVERSITY** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

THE SECRETARIAT

Bids and Awards Committee

Eastern Visayas State University

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(SGD.)

DORIS ANN S. ESPINA, PhD., CSEE, CPA

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BAC Chairperson (Goods)

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