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NEGROS ORIENTAL STATE UNIVERSITY

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Kagawasan Avenue, Dumaguete City, Negros Oriental, Philippines 6200

Phone: (63) (35) 225-9400 Fax: 225-4751 Email: president.office@norsu.edu.ph www.norsu.edu.ph



18Q19869

BIDS AND AWARDS COMMITTEE

Invitation to Bid for

SUPPLY, DELIVERY AND INSTALLATION OF INFORMATION COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT FOR LIBRARY AT NORSU MAIN AND BAIS CAMPUSES

GOOD2020-10-13

1. The **Negros Oriental State University (NORSU)** and the **Bids and Awards Committee (BAC)**, through *STF FY 2020* intends to apply the sum of **Seven Million Four Hundred Forty-Two Thousand Five Hundred Pesos Only (PHP 7, 442, 500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply, Delivery and Installation of Information Communication Technology (ICT) Equipment for Library at NORSU Main and Bais Campuses**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The **Negros Oriental State University (NORSU)** now invites bids for the Supply, Delivery and Installation of Information Communication Technology (ICT) Equipment for Library at NORSU Main and Bais Campuses. Delivery of the Goods is required within Ninety (90) calendar days upon receipt of notice to proceed. Bidders should have completed, within 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 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 NORSU BAC Secretariat and inspect the Bidding Documents at the address given below during Mondays to Fridays at **9:00 AM to 4:00 PM**.
5. A complete set of Bidding Documents may be purchased by interested bidders Mondays to Fridays during regular office hours from **November 16, 2020 – December 4, 2020** at the NORSU-BAC Secretariat upon payment of a non-refundable fee in the amount of **Five Thousand Pesos Only (PHP 5,000.00)** in a form of cash to be paid at the University Cashier, NORSU Main Campus, Dumaguete City.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The NORSU BAC will hold a Pre-Bid Conference on **November 23, 2020 at 10:00AM** at *BAC Office/Conference Room, 2nd Floor Supply Building, NORSU Main Campus* and/or through video conferencing or webcasting via FB Messenger Room Meeting (<https://msngr.com/JnDicFB5JeajELcZ>) or Zoom Meeting (ID: 731 415 6197) and call/text/ message us in our Facebook page (*Norsu Bac*), which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both **on or before December 4, 2020 at 5:00 PM**. 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 18.
9. Bid opening shall be on **December 7, 2020 at 4:00PM** at *BAC Office/Conference Room, 2nd Floor Supply Building, NORSU Main Campus* and/or through video conferencing or webcasting via *FB Messenger Room Meeting* (<https://msngr.com/JnDicFB5JeajELcZ>) or *Zoom Meeting* (ID: 731 415 6197) and call/text/message us in our Facebook page (*Norsu Bac*) . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. For online bid document payments, requests must be made **at least two (2) days prior** to the scheduled deadline of submission. Requests may be made thru **email** or **telephone number**.

If Bids are submitted by a representative, the said representative should have **Special Power of Attorney** authorizing him/her to represent the bidder for the said Bidding Activity. Bids will be opened

in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

In compliance with GPPB issued Resolution No. 09-2020, the following internal guidelines were being formulated:

- (i) The BAC allows the use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC. Please contact us if cannot attend personally.
 - (ii) The BAC considers the submission of documents thru email with e-signature/digital signature provided that the document submitted shall include attached valid government ID of the duly authorized person representing the company. Also, provided that the bid submission is received on or before the scheduled opening of bids. Provided further that the bidder shall also send the actual bid documents thru courier services, the tracking receipt shall be sent as an attachment to the email or a separate email on or before the scheduled opening of bids.
 - (iii) If the hard copies of the bid documents cannot be sent on or before the opening of bids due to fortuitous events, the bidder shall email the BAC on such impediment and attach a signed Certification attesting to the case. The tracking receipt will be emailed on the date the hard copies of the bid documents were sent.
 - (iv) All online submission of bids shall be sent to the email address: onlinebidsubmission.norsubac@norsu.edu.ph.
 - (v) All online submissions shall conform to Number 4.2 of GPPB RESOLUTION NO. 09-2020 on the requirement of archived and compressed format with password protection. All documents sent with no passwords will be treated as NON-COMPLIANT by the Bids and Awards Committee and will automatically be disqualified.
 - (vi) The filename of the online bid submission shall be in the following format: **"NORSU Project Reference Number"** + "Company Name" + "First Envelope" + "File Number (if applicable)
 - (vii) All scanned documents for online submission must be in **compiled** in pdf format or equivalent read only format. The chronological order based on the checklist of requirements must be strictly followed. In the event the file is above 25MB, a separate file may be submitted bearing the added file number.
 - (viii) The bidder must be present virtually if not available to come during the opening of bids. The bidder must use the virtual meeting as indicated in the Instruction to Bidders. Once called by the BAC for the opening of the bid file submitted thru email, the bidder shall provide the password for opening the file. The bidder may provide the password thru video call, teleconferencing, text message or call the BAC Secretariat during the opening of bids ONLY.
 - (ix) Passwords emailed before the opening of bids will not be allowed.
 - (x) The BAC Secretariat shall be responsible for the audit trail of all emailed bid submissions and shall immediately confirm the receipt of the emailed online submission of the bidder.
 - (xi) Modification of bids shall comply with the provisions under **Number 5.4 of the GPPB RESOLUTION NO. 09-2020**. The format shall be as follows: **"Modification"** + **"NORSU Project Reference Number"** + "Company Name" + "First Envelope" + "File Number (if applicable)
 - (xii) All inquiries on the conduct of procurement activities may be done thru the following emails: norsubacsec@gmail.com
norsuregistrar@yahoo.com
11. The Negros Oriental State University (NORSU)-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 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:
- NORSU BAC Secretariat
2nd Floor Supply Building, NORSU Main Campus
Kagawasan, Avenue, Dumaguete City
Email add.: norsubacsec@gmail.com
Tel No.: (035) 225-6393 local: 336
Cel. No.: 0936-315-4839/0936-890-3622
13. You may visit the following websites:
For downloading of Bidding Documents: <https://www.philgeps.gov.ph> and/or norsu.edu.ph

(SGD)MERIVIC G. CATADA, Ph.D.
University BAC Chairperson