



## OFFICE OF THE BAC SECRETARIAT

Homepage: [www.norsu.edu.ph](http://www.norsu.edu.ph) Tel. No. (63 35) 522-5050 local 1123 to 1125

### INVITATION TO BID FOR

#### PROCUREMENT OF VARIOUS LABORATORY EQUIPMENT FOR GEOTHERMAL ENGINEERING PROGRAM AT NORSU MAIN CAMPUS II

Project Reference No.: GOODS2025-06-0647

1. The Negros Oriental State University (NORSU) and the Bids and Awards Committee (BAC), through the Tuition intends to apply the total sum of **SEVEN MILLION FIVE HUNDRED FIFTY THOUSAND PESOS ONLY (PHP 7,550,000.00)** being the total Approved Budget for the Contract (ABC) to payments under the contract for each lot under the project **“PROCUREMENT OF VARIOUS LABORATORY EQUIPMENT FOR GEOTHERMAL ENGINEERING PROGRAM AT NORSU MAIN CAMPUS II”**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

LOT NO.	DESCRIPTION	QTY	ABC	Cost/Price of Bid Documents in Peso (Cash payment only)
1	Geothermal Exploration Technology Laboratory Equipment (GExT Lab)	1 lot	2,750,000.00	5,000.00
2	Reservoir Engineering Laboratory Equipment	1 lot	4,800,000.00	5,000.00
TOTAL:			7,550,000.00	10,000.00

2. The Negros Oriental State University (NORSU) now invites bids for the above Procurement Project. Delivery of the Goods is required by **(60) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, **within 3 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. Interested 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 5:00 PM** or you may email us to [bacsecretariatmain.pb@norsu.edu.ph](mailto:bacsecretariatmain.pb@norsu.edu.ph).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Mondays to Fridays** during regular office hours from **July 11, 2025 – July 30, 2025** at the NORSU-BAC Secretariat and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount given above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in a form of cash to be paid at the University Cashier, NORSU Main Campus, Dumaguete City or through electronic means.
6. The **NORSU BAC** will hold a **Pre-Bid Conference<sup>1</sup>** on **July 18, 2025 at 10:00 AM** through video conferencing or webcasting via **Google Meeting** (<https://meet.google.com/yhk-qggg-rig>) or email to [bacsecretariatmain.pb@norsu.edu.ph](mailto:bacsecretariatmain.pb@norsu.edu.ph) for inquiries, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the NORSU BAC Secretariat Office, (ii) online or electronic submission as indicated in paragraph 12 of this IB, or (iii) both on or before **July 30, 2025 at 4:00 PM**. **Late bids shall NOT be accepted.**

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (Php 1,000,000.00) where the Procuring Entity may not hold a Pre-Bid Conference.





RA 9299

Republic of the Philippines

June 25, 2004

**NEGROS ORIENTAL STATE UNIVERSITY**

NOPS (1907)

NOTS (1927)

EVSAT (1968)

CVPC (1983)

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

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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 **July 31, 2025 at 10:00 AM** through video conferencing or webcasting via *Google Meeting* (<https://meet.google.com/yhk-qggg-rig>) or email to [bacsecretariatmain.pb@norsu.edu.ph](mailto:bacsecretariatmain.pb@norsu.edu.ph) for inquiries, which shall be open to prospective bidders. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. For online bid document payment, requests must be made at least two (2) days prior to the scheduled deadline of submission of bids. The following steps must be observed:
  - i. The bidders will email to [bacsecretariatmain.pb@norsu.edu.ph](mailto:bacsecretariatmain.pb@norsu.edu.ph) indicating their intent to participate for the said project.
  - ii. The BAC Secretariat will reply through email and advise the amount to pay for the bid documents fee including the details of the person-in-charge for online payment.
  - iii. The bidders will email the Official Receipt of the Bid documents fee to [bacsecretariatmain.pb@norsu.edu.ph](mailto:bacsecretariatmain.pb@norsu.edu.ph).
  - iv. Upon receiving the receipt, the BAC Secretariat will email the bid documents of the project including the necessary attachments.
11. For physical bid document payment, the following steps must be observed:
  - i. The bidder will secure the Assessment Slip at NORSU BAC Secretariat Office and present it to the Accounting Office for their issuance of Payment Order.
  - ii. The bidder will pay the bid documents fee as advised and show the Payment Order to the University Cashier.
  - iii. The bidders will email the Official Receipt of the Bid documents fee to [bacsecretariatmain.pb@norsu.edu.ph](mailto:bacsecretariatmain.pb@norsu.edu.ph).
  - iv. Upon receiving the receipt, the BAC Secretariat will email the bid documents of the project including the necessary attachments.
12. In compliance with GPPB issued Resolution No. 09-2020, the following internal guidelines were being formulated:
  - a. 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.
  - b. 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 deadline of submission 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 deadline of submission of their bids.**
  - c. 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.
  - d. All online submission of bids shall be sent to the email address: [onlinebidsubmission.norsubac@norsu.edu.ph](mailto:onlinebidsubmission.norsubac@norsu.edu.ph).
  - e. 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.
  - f. The filename of the online bid submission shall be in the following format:





RA 9299

Republic of the Philippines

June 25, 2004

**NEGROS ORIENTAL STATE UNIVERSITY**  
NOPS (1907) NOTS (1927) EVSAT (1968) CVPC (1983)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

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“NORSU Project Reference Number” + “Company Name” + “First Envelope” + “File Number (if applicable)”

- g. 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.
- h. 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.
- i. Passwords emailed before the opening of bids will not be allowed.
- j. 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.
- k. 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)”

- l. All inquiries on the conduct of procurement activities may be done thru the following emails:

[bacsecretariatmain.pb@norsu.edu.ph](mailto:bacsecretariatmain.pb@norsu.edu.ph)  
[norsuregistrar@yahoo.com](mailto:norsuregistrar@yahoo.com)

13. If Bids are submitted by a representative, the said representative may have **Special Power of Attorney** authorizing him/her to represent the bidder for the said Bidding Activity.
14. 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.
15. For further information, please refer to:

**NORSU BAC Secretariat**  
2<sup>nd</sup> Floor Supply Building, NORSU Main Campus  
Kagawasan, Avenue, Dumaguete City  
Email add.: [bacsecretariatmain.pb@norsu.edu.ph](mailto:bacsecretariatmain.pb@norsu.edu.ph)  
Tel No.: (035) 522-5050 local: 1124  
Cel. No.: 0936-431-8864/0936-890-3622

16. You may visit the following websites:

For downloading of Bidding Documents: <https://www.philgeps.gov.ph> and/or [norsu.edu.ph](http://norsu.edu.ph)

  
**MERIVIC G. CATADA, Ph.D.**  
University BAC Chairperson