



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12249794
Procuring Entity NEGROS ORIENTAL STATE UNIVERSITY
Title Completion of College of Criminal Justice Education Building at Main Campus II
Area of Delivery Negros Oriental

Solicitation Number:	INFRA2025040272	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	1
Classification:	Civil Works	Document Request List	4
Category:	Construction Projects	Date Published	24/07/2025
Approved Budget for the Contract:	PHP 40,000,000.00	Last Updated / Time	31/07/2025 10:28 AM
Delivery Period:		Closing Date / Time	12/08/2025 16:00 PM
Client Agency:			
Contact Person:	Jose Alcantara Clarion, Jr. Staff Kagawasan Avenue, Dumaguete City Negros Oriental Philippines 6200 63-35-5225050 joseclarion@norsu.edu.ph		

Description

INVITATION TO BID FOR

Completion of College of Criminal Justice Education Building at Main Campus II
Project Reference No.: INFRA2025-04-0272

1. The Negros Oriental State University (NORSU), through the General Fund intends to apply the sum Forty Million Pesos Only (Php 40,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Completion of College of Criminal Justice Education Building at Main Campus II. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Negros Oriental State University (NORSU) now invites bids for Completion of College of Criminal Justice Education Building at Main Campus II. Completion of the Works is required within Two Hundred Eighty-Five (285) calendar days from the date of receipt of the Notice to Proceed. Bidders should have completed 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 non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

4. Interested bidders may obtain further information from Negros Oriental State University (NORSU) BAC Secretariat and inspect the Bidding Documents at the address given below from 9:00 AM – 4:00PM or contact us through email.

5. A complete set of Bidding Documents may be purchased by interested bidders Mondays to Fridays during scheduled office hours from July 24, 2025 – August 12, 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 of Twenty-Five Thousand Pesos Only (PHP 25,000.00). 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 Conference¹ on July 31, 2025 at 9:00 AM through video conferencing or webcasting via Google Meet with the link: <https://meet.google.com/yhk-qggg-rig> or email to bacsecretariatmain.pb@norsu.edu.ph for inquiries, which shall be open to prospective bidders, 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 August 12, 2025 at 4:00 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 15.

9. Bid opening shall be on August 13, 2025 at 9:00 AM through video conferencing or webcasting via Google Meet with the link: <https://meet.google.com/yhk-qggg-rig> or email to 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 indicating their intent to participate for the said project and the amount to paid for the bid documents fee including the details of the person-in-charge for online payment. The Official Receipt of the Bid documents fee/payment transaction document must be attached to the email. Please refer to No. 5 for the required Bid Documents Fee.
- ii. Upon receiving the receipt of the online bid document payment, the BAC Secretariat will email the bid documents of the project including the necessary attachments.
- iii. In case the deadline of submission of bid will fall on weekend or holidays, the date of the payment sent by the bidder will be considered the official date of purchasing the bidding documents. The official receipt issued by the NORSU Cashier shall be dated in the next working day.

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.
- 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:

- (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 deadline of submission. 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 deadline of submission 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:

bacsecretariatmain.pb@norsu.edu.ph

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) 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 Implementing Rules and Regulations (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

2nd Floor Supply Building, NORSU Main Campus

Kagawasan, Avenue, Dumaguete City

Email add.: bacsecretariatmain.pb@norsu.edu.ph

Tel No.: (035) 522-5050 Local: 1124 / (035)527-3191

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

(sgd.)

MERIVIC G. CATADA, Ph.D.

University BAC Chairperson

Pre-bid Conference

Date	Time	Venue
31/07/2025	9:00:00 AM	Google Meet with the link: https://meet.google.com/yhk-qggg-rig

Created by Jose Alcantara Clarion, Jr.

Date Created 23/07/2025

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BIDS AND AWARDS COMMITTEE INVITATION TO BID FOR

Completion of College of Criminal Justice Education Building at Main Campus II

Project Reference No.: INFRA2025-04-0272

1. The **Negros Oriental State University (NORSU)**, through the *General Fund* intends to apply the sum **Forty Million Pesos Only (Php 40,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Completion of College of Criminal Justice Education Building at Main Campus II**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
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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 **August 12, 2025 at 4:00 PM**. Late bids shall not be accepted.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.
9. Bid opening shall be on **August 13, 2025 at 9:00 AM** through video conferencing or webcasting via Google Meet with the link: <https://meet.google.com/yhk-qggg-rig> or email to 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.
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(sgd.)
MERIVIC G. CATADA, Ph.D.
 University BAC Chairperson

Section II. Instructions to Bidders



OFFICE OF THE BAC SECRETARIAT

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

July 30, 2025

NOTICE OF RE-SCHEDULING OF TIME FOR THE PREBID AND OPENING OF BIDS MEETING

This is to notify all interested parties that the time of the **MEETING** for the for the following projects has been **rescheduled** as follows:

Project Name	ABC	Original Schedule	New Schedule
Prebid Conference			
Completion of College of Criminal Justice Education Building at Main Campus II	₱ 40,000,000.00	July 31, 2025 at 9:00 AM	July 31, 2025 at 1:30 PM
Opening of Bids			
Procurement of Various Laboratory Equipment for Geothermal Engineering Program at NORSU Main Campus II	₱ 7,550,000.00	July 31, 2025 at 10:00 AM	July 31, 2025 at 2:30 PM

The meeting is rescheduled as the BAC Chairperson has a prior commitment to attend another meeting in the morning.

Please be guided accordingly.


MERIVIC G. CATADA, Ph.D.
University BAC Chairman