



**Visayas State University
BIDS AND AWARDS COMMITTEE
Visca, Baybay City, Leyte
Telefax (053) 563-7190; 563-7108**

INVITATION TO BID

The Visayas State University (VSU) through its Bids and Awards Committee (BAC) invites consultants to bid for the hereunder project:

Name of Project : Request for Expression of Interest for Quality Management System (QMS) Certification-ISO 9001:2008
 Location : Visayas State University – Main Campus, Visca, Baybay City, Leyte
 Total Approved Budget for the Contract (ABC) : Php 350,000.00
 Source of Fund : Special Trust Fund
 Contract Duration : 3 years

The BAC will conduct the procurement process in accordance with the Revised Implementing Rules and Regulations (IRR) of R.A. 9184. Bids received in excess of the ABC shall be automatically rejected at the opening of bid.

To bid for this contract, a consultant must submit a Letter of Intent (LOI), purchase bid documents and meet the following major criteria: (a) prior registration with VSU, (b) Filipino citizen or 75% Filipino owned partnership, corporation, cooperative, or joint venture, (c) must have an existing accreditation given by an accreditation body that is a member of the International Accreditation Forum (IAF), (d) should have experience in auditing schools (e) should have a Philippine Accreditation Office (PAO) (f) completion of a similar contract costing at least 50% of ABC within a period of 2 years, and (g) Net Financial Contracting Capacity at least equal to ABC, or credit line commitment at least equal to 10% of ABC. The BAC will use non-discretionary pass/fail criteria in the eligibility check and preliminary examination of bids.

The significant schedules and deadlines of procurement activities are shown below:

Activities	Schedule
1. Issuance of Bid Documents	12 October 2015 – 28 October 2015, 8:00 AM – 5:00 PM
2. Pre-Bid Conference	16 October 2015, 10:00 AM at the OVPAF Conference Room, Administration Bldg., VSU-Main, Visca, Baybay City, Leyte
3. Deadline of Receipt of LOI from Prospective Bidders	Until 22 October 2015, 5:00 PM
4. Receipt of Bids	Until 29 October 2015, 1:59 PM
5. Opening of Bids	29 October 2015 2:00 PM at OVPAF Conference Room, Administration Bldg., VSU-Main, Visca, Baybay City, Leyte

The BAC will issue a complete set of Bidding Documents (BDs) to interested bidders at the Office of the Vice President for Administration & Finance, VSU, Visca, Baybay City, Leyte upon payment of a non-refundable amount of Php 1,000.00 to the VSU Cashier. Bids must be accompanied by a bid security in the amount of and acceptable form as stated in Section 27.2 of the Revised IRR.

Prospective bidders should submit their duly accomplished forms as specified in the BDs in two (2) separate sealed bid envelopes to the BAC Chairman. The first envelope should contain the technical component of the bid, which includes a copy of IAF Certificate of Accreditation. The second envelope should contain financial component of the bid. Contract will be awarded to the Lowest Calculated Responsive Bid as determined in the bid evaluation and post qualification.

The VSU BAC reserves the right to accept or reject any bid and to annul the bidding process any time before contract award without incurring any liability to the affected bidders.

ROBERTO C. GUARTE
BAC Chairman

Noted:

JOSE L. BACUSMO
President