



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

**INVITATION TO BID**

The Visayas State University through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors to apply for eligibility and to bid for the hereunder project:

Name of Project : Supply and Delivery of Office Supplies (GOODS-16-05)  
 Location : Visayas State University, Visca, Baybay City, Leyte  
 Brief Description : Acetate, Transparent, #3, Approx. 50M in length; Acetate, Transparent, #4, Approx. 50M in length; Air Freshener, 280ml, Orange/Lemon; etc...  
 Total Approved Budget for the Contract: Php 1,920,000.00  
 Source of Fund : General Fund, STF, IGP  
 Delivery Period : 30 Calendar Days

Prospective bidders should have experience in undertaking a similar project within the last 2 years with an amount of at least 25% of the proposed project for bidding. The description of an eligible bidder is contained in the Bidding Documents particularly in Section II Instruction to Bidders.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act". It is also restricted to Filipino citizens/sole proprietorships, partnerships or organization with at least sixty percent (60%) interest or outstanding capital share belonging to citizens of the Philippines.

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

1. Availability and Issuance of Bidding Documents	28 March 2016 – 15 April 2016, 8:00AM-5:00PM
2. Pre-Bid Conference	04 April 2016 (Monday) 10:00 AM
3. Submission & Receipt of Bids	Until 18 April 2016 (Monday) 8:59 AM
4. Opening of Bids	18 April 2016 (Monday), 9:00 AM

The BAC will issue a complete set of Bidding Documents (BDs) to interested bidders at the Office of the Vice President for Administration & Finance (OVPAF), VSU, Visca, Baybay City, Leyte upon payment of a non-refundable amount of Php 1,900.00 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.

Bids shall be opened in the presence of bidder's representatives who choose to attend. Late bids shall not be accepted. Bids received in excess of the ABC shall be automatically rejected during bid opening.

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.

  
**REMBERTO A. PATINDOL**  
 BAC Chairman

Noted:

  
**EDGARDO E. TULIN**  
 President