



SUPPLY, DELIVERY AND INSTALLATION OF I ,

Procure

- d The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue**
- e Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.**
- f For guidelines on the veio Mne**

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Glossary of Acronyms, Terms, and Abbreviations

- **Approved Budget for the Contract**
- **Bids and Awards Committee**
- **A signed offer or proposal to undertake a contract submitted by a bidder in response to and in conformance with the requirements of the bidding documents. Also referred to as a bid (2016 revised IRR, Section 5(c))**
- **Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents (2016 revised IRR, Section 5(d))**

The documents issued by the Procuring Entity as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5(e))

- **Bureau of Internal Revenue**

- **Department of Trade and Industry**

- **Exvoiks**

- **“Free Carrier” shipping point**

- **“Free on Board” shipping point**

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Section I. Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 Revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (or passed) item c. Major

CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus

**Supply, Delivery and Installation of Equipment for
University ICT Projects**

- 1** The _____, through the _____ for the contract, intends to apply the sum of Three Million Thirteen Thousand Two Hundred Forty Nine Pesos and 64/100 (~~3,013,249.64~~) being the ABC to payments under the contract for _____ . Bids received in excess of the ABC shall be automatically rejected at bid opening
- 2** The _____ now invites bids for the above Procurement Project. Delivery of the Goods/Services is required for _____. Bidders should have completed _____ within two (2) 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 “ _____ ” 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 Cavite State University and inspect the Bidding Documents at the address given below during 8:00am- 4:00pm, Monday to Thursday.
- 5** A complete set of Bidding Documents may be acquired by interested Bidders on February 21, 2024 – March 13, 2024 from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (₱ 5,000.00).
- 6** The Cavite State University will hold a Pre Bidding Conference¹ on February 28, 2024, 11:30AM, CSU Lasap Hall, Administration Building, Cavite State University, Indang, Cavite which shall be open to prospective bidders

- 7 Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before March 13, 2024, 8:00AM. 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 Clause 14.**
- 9 Bid opening shall be on March 13, 2024, 11:30AM, CSU Lasap Hall,**



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Section II. Instructions to Bidders

The Procuring Entity, wishes to receive Bids for Supply, Delivery and Installation of Equipment for University ICT Projects with identification number 21G-005

The Procurement Project (referred to herein as 'Project') is composed of one (1) Lot the details of which are described in Section VII (Technical Specification).

21. The GOP through the source of funding as indicated below for corporate budget

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least _____] of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above

54. The Bidders shall comply with the eligibility criteria under Section 2341 of the 2016 IRR of RA No. 9184

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under Clause 18

71. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project

74 Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen

The Procuring Entity will hold a pre bid conference for this Project on the specified date and time through video conferencing/webcasting as indicated in paragraph 6 of the

Prospective bidders may request for clarification on a bid or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the , at least ten (10) calendar days before the deadline set for the submission and receipt of Bids

101. The first envelope shall contain the eligibility and technical documents of the Bid as specified in

102. The Bidder's SLCC as indicated in Clause 53 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids

103. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13 2019 dated 23 May 2019. The English translation shall govern for purposes of interpretation of the bid

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184

Agreement, the LCB shall likewise submit the required documents for final Post Qualification}

21.1 The documents required in Section 372 of the 2016 revised IRR of RA No 9184 shall form part of the Contract. Additional Contract documents are indicated in the .

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the IIB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the IIB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a Information that specifies and complements provisions of the IIB must be incorporated.**
- b Amendments and/or supplements, if any, to provisions of the IIB as necessitated by the circumstances of the specific procurement, must also be incorporated.**

53	<p>For this purpose, contracts similar to the Project shall be</p> <p style="text-align: center;"><u>ICT Equipment</u></p> <p>b completed within [] prior to the deadline for the submission and receipt of bids</p>
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project
141	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts</p> <p>a The amount of not less than <u>Sixty Thousand Two Hundred Sixty Four Pesos and 99/100 (602649)</u> , if bid security is in cash, cashier's/manger's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b The amount of not less than <u>One Hundred Fifty Thousand Six Hundred Sixty Two Pesos and 48/100 (15066248)</u> if bid security is in Surety Bond</p>
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Section IV. General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties

Matters governing performance of the Supplier; payments under the contract; or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract

61. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 621 of the 2016 revised IRR of RA No 9184

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Section V. Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a Information that complements provisions of the GCC must be incorporated**
- b Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier; and the cost thereof shall be included in the Contract Price

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site,

When the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

The Supplier shall indemnify the Procuring Entity against all third party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

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“The terms of payment shall be as follows

_____.”

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

**Please see separate sheets for the
specification requirements**

Section VIII. Checklist of Technical and Financial Documents

The prescribed documents in the checklist are named }ind

Class "A" Documents

(a)

- government procurement activities for the same item or product**
- (j) Certification from the DII if the Bidder claims preference as a Domestic Bidder or Domestic Entity.**

 - (a) Original of duly signed and accomplished Financial Bid Form _____**
 - (b) Original of duly signed and accomplished Price Schedule(s).**

