



**INVITATION TO BID FOR
SUPPLY AND DELIVERY OF MEDALLIONS, FORMS
AND OTHER GRADUATION PARAPHERNALIA
(GOODS2024-03)**

1. The **Davao Oriental State University (DOrSU)** through the **General Fund (101)** intends to apply the sum of **One Million Eight Hundred Sixty-Three Thousand Six Hundred Pesos (P1,863,600.00)** being the ABC to payments under the contract for **Supply and Delivery of Medallions, Forms and Other Graduation Paraphernalia (GOODS2024-03)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Davao Oriental State University (DOrSU)** now invites bids for the above Procurement Project. Delivery of **goods is thirty (30) calendar days** upon receipt of Notice to Proceed. 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 “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. 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.
5. Prospective Bidders may obtain further information from **DOrSU Procurement Management Office/BAC Secretariat** and inspect the Bidding Documents at the address given below during **Mondays – Fridays, 8:00 AM – 5:00 PM**.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **March 13, 2024 – April 1, 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 **Two Thousand Pesos (P2,000.00)**. The **DOrSU** shall allow the bidder to present its proof of payment for the fees may be in person or through electronic means.
7. DOrSU accepts payments for the bid documents through bank payment (Landbank of the Philippines) with the following details:
Payment for Bidding Documents for **Supply and Delivery of Medallions, Forms and Other Graduation Paraphernalia**
Bank Name: Land Bank of the Philippines – Mati Branch
Account Name: DOrSU-IGP

Account Number: 1022-1027-17

8. Copy of the payment receipt must be emailed to **procurement@dorsu.edu.ph** before the deadline of submission of bids.
9. The Davao Oriental State University will hold a Pre-Bid Conference¹ on **March 20, 2024, 10:00 AM** at DOrSU Board Room/, Main Campus, Guang-guang, Dahican City of Mati, which shall be open to prospective bidders.
10. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **April 1, 2024, 10:00 AM**. Late bids shall not be accepted.
11. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
12. Bid opening shall be on **April 1, 2024, 10:15 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
13. The Davao Oriental State University 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.

For further information, please refer to:

IVY KATE T. ORTIZ

BAC Secretariat

Davao Oriental State University

Guang-guang, Dahican, City of Mati, 8200 Davao Oriental

You may visit the following websites:

For downloading of Bidding Documents: *DOrSU website*
PhilGEPS website

March 13, 2024

(sgd)

DR. CHERYLL L. BAUTISTA

BAC Chairperson
