



**INVITATION TO BID FOR SUPPLY AND DELIVERY OF
FORMS AND GRADUATION SUPPLIES
(GOODS2025-12)**

1. The **Davao Oriental State University** through the **General Fund (101)** intends to apply the sum of **One Million Five Hundred Thousand Pesos (P 1,500,000.00)** being the ABC to payments under the contract for **Supply and Delivery of Forms and Graduation Supplies (GOODS2025-12)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. DOrSU now invites bids for the above Procurement Project. Delivery of the Goods is required by **thirty (30) calendar days** upon receipt of the Notice to Proceed. Bidders should have completed, within **five (5) 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.

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 DOrSU – Bids and Awards Committee Secretariat/Procurement Management Office and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00 PM excluding Saturdays, Sundays, and Holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **February 19, 2025 to March 11, 2025**, 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 Procuring Entity shall allow the bidder to present its proof of payment for the fees be presented in person or through electronic means.

As an alternative option for payment, DOrSU accepts payments of bidding documents through bank payment with the following details:

Bank Name: Landbank of the Philippines – Mati Branch
Account Name: DOrSU – IGP
Account Number: 1022-1027-17

Copy of payment receipt must be emailed to procurement@dorsu.edu.ph before the deadline of submission of bids.

6. The DOrSU will hold a Pre-Bid Conference¹ on **February 27, 2025, 10:00AM at Board Room, DOrSU, Guang-guang, Dahican, City of Mati, Davao Oriental** 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 11, 2025, 10:00AM**. 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 **ITB** Clause 14.
9. Bid opening shall be on **March 11, 2025, 10:15AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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.
11. For further information, please refer to:

IVY KATE T. ORTIZ
BAC Secretariat/Procurement Management Office
Davao Oriental State University
Guang-guang, Dahican, City of Mati, Davao Oriental 8200
procurement@dorsu.edu.ph
12. You may visit the following websites:

For downloading of Bidding Documents:	PhilGEPS Website DOrSU Website
---------------------------------------	-----------------------------------

February 19, 2025

Sgd. DR. CHERYLL L. BAUTISTA
BAC Chairperson

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.