



BIDS AND AWARDS COMMITTEE

INVITATION TO BID

The Mountain Province State Polytechnic College invites interested suppliers/manufactures to bid for the following project:

Name of Project	Location	ABC	Duration	Fund Source	Bid Documents Fee
SUPPLY AND DELIVERY OF OFFICE SUPPLIES, DEVICES, AND OTHER CONSUMABLES	Bontoc Campus, Bontoc, Mountain Province	Php1,615,950.00	60 CD	Fund 01	P5, 000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

Prospective bidders should possess a valid Business Permit applicable to the contract and have completed a similar contract with a value of atleast 50% of the ABC, and have key personnel and equipment (listed in Eligibility forms) available for the delivery of the equipment, parts, and other peripherals. The BAC will use non-discretionary pass/fail criteria in the Eligibility Check/Screening as well as the Preliminary Examination of Bids. The BAC will conduct post qualification of the lowest calculated bid.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of the Revised R.A. 9184 and its Implementing Rules and Regulation (IRR).

In the interest of the efficient and effective implementation of the project, all prospective bidders are encourage to attend the scheduled Pre-bid Conference.

Interested bidders may obtain further information from the Procurement Services at the 2<sup>nd</sup> Floor, Administration Building, Bontoc Campus and inspect the Bidding Documents from 8 o'clock a.m. to 5 o'clock p.m.

The schedules of activities are as follows:

BAC Activities	Schedule
1. Advertisement/Posting of Invitation to Bid	May 31-June 7, 2023
2. Issuance and availability of Bidding Documents Eligibility Forms	May 31 – June 21, 2023 (from 8:00 am – 5:00 pm)
3. Pre-bid Conference  Time: Place:	June 8, 2023 10:00 A.M New HRMT Conference Hall, 3 <sup>rd</sup> Floor, Academic Bldg. Bontoc Campus, Bontoc, Mtn. Prov.
4. Request for clarification	June 9 &12, 2023
5. Submission, receipt, and opening of Bids Closing Time: Opening of Bids: Place:	June 21, 2023 10:00 A.M. 10:30 A.M. New HRMT Conference Hall, 3 <sup>rd</sup> Floor, Academic Bldg. Bontoc Campus, Bontoc, Mtn. Prov.

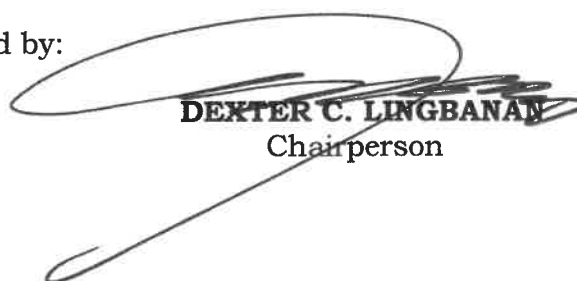
6. Bid Evaluation	June 21, 2023 Start at 10:00 A.M. to 5:00 P.M.
7. Post – qualification	June 22-26, 2023
8. Approval of resolution/ Issuance of Notice of Award	June 27, 2023
9. Contract preparation and signing	Upon receipt of Notice of Award by the winning bidder
10. Approval of Contract by higher authority	After signing of contract by both parties
11. Issuance of Notice to Proceed	Upon approval of the contract

The BAC will issue to prospective bidders the Bidding Documents at the Procurement Services, 2<sup>nd</sup> Floor, Administration Building, Bontoc Campus, upon payment of a non-refundable amount indicated above at Cashier's Office. Prospective bidders shall submit the Bid Documents to the BAC at the same address stated above.

The Mountain Province State Polytechnic College assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

Further, the Bids and Awards Committee (BAC) assumes no responsibility for in case of non-awarding of the contract for reasons outside the control of the College.

Approved by:



**DEXTER C. LINGBANAN**  
Chairperson

For further inquiries,  
Please contact:

**KAREN B. CUE**  
Secretariat  
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