



Republic of the Philippines  
**Mountain Province State Polytechnic College**  
Bontoc, Mountain Province

**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID**

The Mountain Province State Polytechnic College, through its Bids and Awards Committee (BAC) invites registered dealers/manufacturers/consultants to participate and to for bid for the hereunder projects:

Name of Projects	Location	ABC	Duration	Fund Source	Bid Documents Fee
DEVELOPMENT OF ONLINE ENROLMENT AND ACCESS OF GRADE SYSTEM	Bontoc Campus, Bontoc, Mt. Province	P700,000.00	60 c.d.	Fund 101	P1,000.00
PROVISION OF CONSULTING SERVICES FOR THE ISO CERTIFICATION	Bontoc Campus, Tadian, Mt. Province	P400,000.00	60 c.d.	Fund 101	P500.00

Prospective bidders should possess a valid Business Permit/License 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 items. 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).

The schedules of activities are as follows:

BAC Activities	Schedule
1. Advertisement/Posting of Invitation to Bid	August 31- September 7, 2018
2. Issuance and availability of Bidding Documents	August 31-September 21, 2018 ( from 8:00 am – 5:00 pm )
3. Pre-bid Conference Time: Place:	September 10, 2018 10:00 A.M. HRMT Laboratory Room, Academic, Bldg. Bontoc Campus, Bontoc, Mountain Province
4. Request for clarification	September 11-12, 2018

5. Submission, receipt, and opening of Bids Closing Time: Opening of Bids: Place:	September 24, 2018 10:00 A.M. 10:30 A.M. HRMT Laboratory Room, Academic Bldg. Bontoc Campus, Bontoc, Mountain Province
6. Bid Evaluation	September 24, 2018 Start at 10:30 A.M.
7. Post – qualification	September 25-October 1, 2018
8. Approval of resolution/ Issuance of Notice of Award	October 2, 2018
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 Office of BAC Secretary 5<sup>th</sup> Floor, Academic Building, Bontoc Campus, upon their submission of a LOI, and 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.

Approved By:

  
ROGELIO K. BALCITA, JR.  
Chair

For further inquiries,  
Please contact:

**DEXTER C. LINGBANAN**  
Secretariat  
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