



Republic of the Philippines  
**BULACAN STATE UNIVERSITY**  
City of Malolos, Bulacan

**BIDS AND AWARDS COMMITTEE**  
**GOODS, SUPPLIES AND SERVICES**

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Project Reference No.: G-2024-11  
Date: March 25, 2024

**Invitation to Bid for**  
**Procurement of Medals for the University Graduation**  
**(G-2024-11)**

1. The *Bulacan State University (BulSU)*, through the *Income Fund* intends to apply the sum of **One Million Five Hundred Five Thousand Nine Hundred Pesos (₱ 1,505,900.00)** being the ABC to payments under the contract for *Procurement of Medals for the University Graduation (G-2024-11)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Bulacan State University (BulSU)* now invites bids for the above Procurement Project. Delivery of the goods is required within **Forty-five (45) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, **within the last three (3) years** from the date of submission and receipt of bids on **April 15, 2024**, 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. The summary of the bidding activities is as follows:

Activities	Date / Time	Venue
1. Advertisement/Posting of Invitation to Bid	March 25, 2024 – April 1, 2024	PhilGEPS website (www.philgeps.gov.ph), BulSU website (www.bulsu.edu.ph) and at conspicuous places in the premises of BulSU
2. Issuance and Availability of Bid Documents	March 25, 2024 – April 15, 2024	2 <sup>nd</sup> floor Procurement Office, CSSP Building (near Gate 4), BulSU Main Campus, Malolos
3. Pre-bid Conference	April 2, 2024 (Tuesday), 1:30 p.m.	E-Library, BulSU Main Campus, Malolos
4. Deadline for Submission of Bids	April 15, 2024 (Monday), 9:00 a.m.	2 <sup>nd</sup> floor Procurement Office, CSSP Building (near Gate 4), BulSU Main Campus, Malolos
5. Opening of Bids	April 15, 2024 (Monday), 9:30 a.m.	3 <sup>rd</sup> floor BAC Conference Room, Hostel, BulSU Main Campus, Malolos

4. 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.

5. Prospective Bidders may obtain further information from **Bulacan State University (BulSU)** and inspect the Bidding Documents at the address given below during *office hours from Monday to Friday (except on holidays)*.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **March 25, 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) over the counter through the University Cashier*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
7. The **Bulacan State University (BulSU)** will hold a Pre-Bid Conference on **April 2, 2024 (Tuesday), 1:30 p.m.** at E-Library, Bulacan State University, City of Malolos, Bulacan, and/or through video conferencing or webcasting via **Microsoft Teams**, which shall be open to prospective bidders. Prospective bidders are advised to send a letter of intent containing the names and email addresses of interested participants on or before **April 1, 2024 (Monday)**. Kindly coordinate with the BulSU BAC Secretariat prior to said date for further details and instructions.  
  
The Pre-bid Conference shall be open to all interested parties. **Bidders are encouraged to send their authorized technical and/or administrative representatives who will prepare the bid documents to ensure completeness and compliance of bids.**
8. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **April 15, 2024 (Monday) 9:00 a.m.** Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **April 15, 2024 (Monday) 9:30 a.m** at 3<sup>rd</sup> floor BAC Conference Room, Hostel, Bulacan State University, City of Malolos, Bulacan. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The **Bulacan State University (BulSU)** 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.
12. For further information, please refer to:

**Ms. CARMINA A. DIONISIO**

Head, BAC Secretariat - Goods, Supply and Services

Bulacan State University

Guinhawa, City of Malolos, Bulacan 3000

Tel. No. (044) 896-1790; (044) 919-7800 local 1056

Email Address: [bulsu.bac2secretariat@bulsu.edu.ph](mailto:bulsu.bac2secretariat@bulsu.edu.ph)

Website: [www.bulsu.edu.ph](http://www.bulsu.edu.ph)

13. You may visit the following websites:

For downloading of Bidding Documents:

*PhilGEPS: [philgeps.gov.ph](http://philgeps.gov.ph)*

*Email Address: [bulsu.bac2secretariat@bulsu.edu.ph](mailto:bulsu.bac2secretariat@bulsu.edu.ph)*

*Website: [www.bulsu.edu.ph](http://www.bulsu.edu.ph)*

(Sgd.)

**RAFAEL DJ. DAYAO, Ph.D.**

*Chairperson*

*BAC Goods, Supplies, & Services*