



**INVITATION TO BID FOR**  
**Procurement of Enhanced Student Insurance A.Y. 2022-2023**  
**(G-2022-09)**

The **BULACAN STATE UNIVERSITY (BuSU)**, through its **Bids and Awards Committee (BAC) for Goods, Supplies, and Services**, invites suppliers/manufacturers/distributors to apply for eligibility and to bid for the hereunder project:

Name of Project: **Procurement of Enhanced Student Insurance A.Y. 2022-2023**  
 Location : **Bulacan State University, City of Malolos, Bulacan**  
 ABC : **Php 3,710,320.00**  
 Delivery Period : **One (1) School Year**

Prospective bidders should have an experience of having completed within the last three (3) years a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the wholesale consumer price index, must be at least fifty percent (50%) of the approved budget for the contract to be bid. The Eligibility Check/Screening, as well as the Preliminary Examination of Bids, shall use the non-discretionary “pass/fail” criterion. Post-qualification of the lowest calculated bid shall be conducted.

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

The schedule of activities is listed as follows:

<b>Activities</b>	<b>Date / Time</b>	<b>Venue</b>
1. Advertisement Period	<b>April 7, 2022 to April 14, 2022</b>	PhilGEPS website ( <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a> ), BulSU website ( <a href="http://www.bulsu.edu.ph">www.bulsu.edu.ph</a> ) and at conspicuous places in the premises of BulSU
2. Issuance of Bid Documents	<b>April 7, 2022 to May 2, 2022</b>	2 <sup>nd</sup> Floor Procurement Office, CSSP Building (near Gate 4), BulSU Main Campus
3. Pre-bid Conference	<b>April 18, 2022 (Monday) 9:00 a.m.</b>	Via MS Teams <a href="https://tinyurl.com/yckkw52y">https://tinyurl.com/yckkw52y</a>
4. Deadline of Submission and Opening of Bids	<b>May 2, 2022 (Monday) 9:00 a.m. and 9:05 a.m.</b>	Front of Valencia Hall, Bulacan State University

Bid Documents will be available to prospective bidders only upon payment of a non-refundable fee of **Three Thousand Seven Hundred Pesos Only (₱ 3,700.00)** to the Bulacan State University Cashier, City of Malolos, Bulacan.

The Bulacan State University assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. Moreover, the Bulacan State University reserves the right to reject any or all bid proposal at any time prior to contract award, declare the bidding a failure, or award the contract to the bidder whose offer is the most responsive, lowest calculated bid, and most advantageous to the government.

For further information, please refer to:  
 Bulacan State University-BAC Secretariat  
 Guinhawa, City of Malolos, Bulacan 3000  
 Telefax. No. (044) 794-7755; (044)919-7800 local 1053  
 Email Address: [bulsu.bac2secretariat@bulsu.edu.ph](mailto:bulsu.bac2secretariat@bulsu.edu.ph)  
 Website: [www.bulsu.edu.ph](http://www.bulsu.edu.ph)

**DR. DOLLY P. MAROMA**  
 BAC Chairperson- Goods, Supplies, & Services



Republic of the Philippines  
**BULACAN STATE UNIVERSITY**  
City of Malolos, Bulacan  
Tel nos.: (044) 919-7800 loc. 1053/ (044) 794-7755

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

Project Reference No.: G-2022-09

Date: April 7, 2022

**INVITATION TO BID FOR  
Procurement of Enhanced Student Insurance A.Y. 2022-2023  
(G-2022-09)**

1. The *Bulacan State University (BulSU)*, through the *Fiduciary Fund 2022* intends to apply the sum of *Three Million Seven Hundred Ten Thousand Three Hundred Twenty Pesos Only (₱ 3,710,320.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of Enhanced Student Insurance A.Y. 2022-2023 (G-2022-09)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Bulacan State University (BulSU)* now invites bids for *Procurement of Enhanced Student Insurance A.Y. 2022-2023 (G-2022-09)*. Contract duration **one (1) school year** commencing after receipt of Notice to Proceed. Bidders should have completed, within *the last three (3) years* from the date of submission and receipt of bids (May 2, 2022), 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 Bulacan State University and inspect the Bidding Documents at the address below during office hours from *Mondays to Thursdays (except on holidays) from 7:30 a.m to 6:30 p.m.* This is due to BSU having implemented a four-day work week for the Month of April as part of the University’s alternative work arrangement in response and compliance to the health Protocols.

A complete set of Bidding Documents may be acquired by interested Bidders from **April 7 to May 2, 2022**, from the given address below and website *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Three Thousand Seven Hundred Pesos Only (₱*

3,700.00) thru our Cashier or Bulacan State University - Landbank account number: 2792-100522. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person, or through electronic means (thru our e-mail address at [bulsu.bac2secretariat@bulsu.edu.ph](mailto:bulsu.bac2secretariat@bulsu.edu.ph)).


It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Bulacan State University, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than **May 2, 2022**.

5. The **Bulacan State University** will hold a Pre-Bid Conference on **April 18, 2022 (Monday), 9:00 a.m.** through video conferencing or webcasting via **MS Teams (https://tinyurl.com/yckkw52y)**, which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **May 2, 2022 (Monday), 9:00 a.m.** Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on **May 2, 2022 (Monday), 9:05 a.m.** in Front of Valencia Hall, Bulacan State University, Brgy. Guinhawa, City of Malolos, Bulacan 3000. Bids will be opened in the presence of the bidders' representative who choose to attend the activity, only one official representative per bidder is allowed due to the health protocol of limited public gatherings restriction
9. The **Bulacan 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 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**Joseph Raphael DG Francisco**  
Procurement Office (BAC Secretariat Division)  
Bulacan State University  
Guinhawa, City of Malolos, Bulacan 3000  
Tel. No. (044)919-7800 local 1053 or 1054; Fax No. (044) 794-7755  
Email Address: [bulsu.bac2secretariat@bulsu.edu.ph](mailto:bulsu.bac2secretariat@bulsu.edu.ph)  
Website: [www.bulsu.edu.ph](http://www.bulsu.edu.ph)

11. You may visit the following websites:  
For downloading of Bidding Documents:

Email Address: [bulsu.bac2secretariat@bulsu.edu.ph](mailto:bulsu.bac2secretariat@bulsu.edu.ph)  
Website: [www.bulsu.edu.ph](http://www.bulsu.edu.ph)

  
**DR. DOLLY P. MAROMA**  
Chairperson  
BAC Goods, Supplies, & Services