

Republic of the Philippines  
CAGAYAN STATE UNIVERSITY  
<http://www.csu.edu.ph>



INVITATION TO BID FOR:

**SUPPLY AND DELIVERY OF AUTOMATION  
SYSTEM FOR THE UNIVERSITY LIBRARY  
(PROJECT REF. No.:CSU2015-03-003-LIBRARY)**

The **CAGAYAN STATE UNIVERSITY (Andrews Campus)**, through the *Corporate Budget for the contract approved by the governing Board* intends to apply the sum **Five hundred Fifty Thousand Pesos and 00/100 (550,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for SUPPLY AND DELIVERY OF AUTOMATION SYSTEM FOR THE UNIVERSITY LIBRARY (PROJECT REF. No.:CSU2015-03-003-LIBRARY). Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The **CAGAYAN STATE UNIVERSITY (Andrews)** now invites bids for the following:

Item No.	Unit	ITEM & DESCRIPTION	QTY	Amount
1	Unit	<b>LIBRARY AUTOMATION SYSTEM</b>	1	550,000.00

Item to be bided is offered as One (1) lot, and the basis shall be the offer or bid for the entire Lot covering all the items. Incomplete bid shall be rejected.

Delivery of the Goods is required at least Ninety (90) working days. Bidders should have completed, within at least the past two (2) 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.

2. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations

(IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183 and subject to Commonwealth Act 138.

*It is likewise restricted only to Suppliers duly registered in the Philippine Government Electronic Procurement Service (Phil-GEPS) and registered in the Cagayan State University Registry of Suppliers and Contractors.*

3. Interested bidders may obtain further information from **CAGAYAN STATE UNIVERSITY** and inspect the Bidding Documents at the address given below from Monday to Friday, beginning **March 13, 2015** until **March 25, 2015**.

A complete set of Bidding Documents may be purchased by interested Bidders beginning **March 13, 2015** until **March 25, 2015**. From the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **One Thousand Pesos**.

**It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.**

4. Bids must be delivered to the BAC Secretariat Office, Cagayan State University, Andrews Campus, Tuguegarao City on or before **March 25, 2015**, at exactly **1:00 pm**, and the same must be stamped received by the Head of the BAC Secretariat or his representative. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**

Bid opening shall be on **March 25, 2015**, at exactly **2:30 pm** at Conference Room, Cagayan State University, Andrews Campus, and Tuguegarao City. Bids will be opened in the presence of the Bidders’ representatives who choose to attend at the address below. **LATE BIDS SHALL NOT BE ACCEPTED.**

5. Suppliers must present and submit, as part of their eligibility document, the following:
  - 6.1. Certification from manufacturer (i.e. patent holder) that they are certified reseller or distributor of the brand or model they intend to bid or offer;
  - 6.2. Certificate of Registration in the Philippine Government Electronic Procurement Service (Phil-GEPS) and,
  - 6.3. Certificate of Registration in the Cagayan State University Registry of Suppliers and Contractors *before* the submission and opening of bids.

Failure to submit any of the documents above, among others, shall result to bidder’s disqualification.

6. The *CAGAYAN STATE UNIVERSITY* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:

The Bids & Awards Committee  
CAGAYAN STATE UNIVERSITY  
*Andrews and Andrews Campus Tuguegarao City*  
ROY L. MORGADO, DPLA  
(Head, BAC Secretariat)  
Email address: [bacseccsu@gmail.com](mailto:bacseccsu@gmail.com)  
Tel. No.: (078) 306 -02-86

**ATTY. HONORATO M. CARAG, JR.**  
Chairman  
Bids & Awards Committee