



INVITATION TO BID FOR THE PROCUREMENT OF PAPER AND BALLPEN FOR VARIOUS OFFICES

1. The Iloilo Science and Technology University (ISAT U), through **FY 2025 - Fund 101**, intends to apply the sum of **TWO MILLION FOUR HUNDRED FIFTY FIVE THOUSAND FIVE HUNDRED NINETY NINE PESOS AND 92/100 ONLY (PhP 2,455,599.92)** as the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Paper and Ballpen for Various Offices** with Project Reference No.**ISATUGOODS-2025-03-029** Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **ISAT U** invites bidders for the above procurement project. Delivery of Goods is required within **Thirty (30) Calendar days upon the receipt of the Notice to Proceed**. Bidders should have at least one (1) completed similar contract with a Government agency within **Five (5) years** prior to the deadline from the date of submission and receipt of bids . 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) 9184, otherwise known as the “Government Procurement Reform Act”.
4. 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.
5. Interested bidders may obtain further information from **ISAT U** and inspect the bidding documents at the address given below from 8:00 AM to 5:00 PM.
6. A complete set of bidding documents may be acquired by interested bidders from **April 3, 2025 – April 11, 2025** in the address stated below upon payment of the applicable fee for the said bidding documents. Pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos Only (PhP 5,000.00)**. 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 applicable fee for the Bidding Documents not later than abovementioned deadline.
7. The **ISAT U** shall allow the bidder to present its proof of payment for the fees by emailing a copy of the official receipt at bac@isatu.edu.ph or presentation of the official receipt in person.
8. The **ISAT U** will hold a Pre-Bid Conference at **10:30 AM on April 3, 2025** in the **BAC Conference Room of ISAT U** and **via videoconferencing application** which shall be open to prospective bidders. All interested bidders are advised to contact the BAC Secretariat through email or landline in advance or prior to the scheduled procurement activity for the Google application meeting.
9. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before **5:00 PM on April 14, 2025**. Late bids shall not be accepted. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14.1**.
10. Bid opening shall be on **April 15, 2025 at 10:30 AM** in the **BAC Conference Room of ISAT U** and **via videoconferencing application**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

We kindly enjoin bidders of the requirement to have at least one (1) representative physically present/ virtually during the Bid Opening at the ISAT U, Burgos St., LaPaz, Iloilo City. It is important to note that submitted bids without a representative during the Bid Opening will still be evaluated. However, please be aware that if any questions or clarifications arise from the BAC, bidders who did not have a representative present will not permitted to contest or provide further input.

11. The **ISAT U** 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.MEDY B. CIASICO

PMO, BAC Secretariat Section

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ENIEDA G. CORONA
BAC Chairperson