



West Visayas State University

(Formerly Iloilo Normal School)

CALINOG CAMPUS

Procurement Office

Brgy. Simsiman, Calinog, Iloilo, Philippines 5040

* Trunkline: (033) 330 1634 loc 106 * Telefax No.: (033) 330-0210

* Website: www.wvsu.edu.ph * Email Address: calinog.cpo@wvsu.edu.ph



Invitation to Bid No. 2024-03

PROCUREMENT OF OFFICE SUPPLIES

1. The *West Visayas State University Calinog Campus*, through the **National Expenditure Program (NEP) for the succeeding year – Single Year** intends to apply the sum of **Five Hundred Sixty Eight Thousand Six Hundred Twenty Seven Pesos (P568,627.00) Only** being the ABC to payments under the contract for **Procurement of Office Supplies/ IB No. 2024-03**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *West Visayas State University Calinog Campus* now invites bids for the above Procurement Project. Delivery of the services is required by **forty five (45) calendar days**. Bidders should have completed, within **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).
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 *West Visayas State University Calinog Campus* and inspect the Bidding Documents at the address given below during *office hours (8:00-12:00am and 1:00-5:00pm)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 28, 2023 to December 19, 2023* 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 One Thousand Pesos (P1,000.00) Only*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, or through electronic means*.
6. The *West Visayas State University Calinog Campus* will hold a Pre-Bid Conference¹ on *December 5, 2023, 10:30am* at the *Procurement Office, Administration Building, WVSU Calinog Campus, Calinog, Iloilo* and/or through video conferencing or webcasting *via zoom* which shall be open to prospective bidders.



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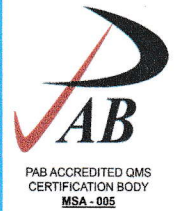
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7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *10:00am of December 19, 2023*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *December 19, 2023, 10:00am* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *West Visayas State University Calinog Campus* 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.
11. For further information, please refer to:

Margie A. Calar

BAC Secretariat

WVSU Calinog Campus, Calinog, Iloilo

Tel No.: (033) 330-1634 (106); Telefax: (033) 330-0210

Email address: margie.calar@wvsu.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://philqeps.gov.ph/>

<https://wvsu.edu.ph/bids-and-awards-committee/>

Date: November 24, 2023


DINNA JOY P. OTAYDE
BAC Chairperson