



## West Visayas State University

(Formerly Iloilo Normal School)

### JANIUAY CAMPUS

#### Office of the Bids and Awards Committee

(Formerly Janiuay Polytechnic College, Don Tiburcio A. Lutero Nat'l Comp. High School, Janiuay Nat'l Comp. High School, Janiuay National Vocational High School, Janiuay High School)  
Janiuay, Iloilo, Philippines

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## **INVITATION TO BID FOR PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS IB No. 2021-04**

1. The West Visayas State University - Janiuay Campus, through the Fund 101 intends to apply the sum of Seven Hundred Forty-Three Thousand Five Hundred Ninety-Eight Pesos (PhP743,598.00) Only being the ABC to payments under the contract for Procurement of Various Office Supplies and Materials. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The West Visayas State University – Janiuay Campus now invites bids for the above Procurement Project. Delivery of the Goods is required by 30 calendar days. Bidders should have completed, within 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 – Janiuay Campus, and inspect the Bidding Documents at the address given below during 8:00 A.M. – 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on October 25 – November 15, 2021 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 PhP1,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.
6. The West Visayas State University – Janiuay Campus will hold a Pre-Bid Conference<sup>1</sup> on November 03, 2021; 10:00 A.M. through video conferencing or webcasting via google meet/zoom (for registration of interested bidders, please send your request to this address: [mis.ic@wvsu.edu.ph](mailto:mis.ic@wvsu.edu.ph)), which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) **manual submission at the office address indicated below**, (ii) **online or electronic submission as indicated below**, or (iii) **both** on or before November 15, 2021; 10:00 A.M. Late bids shall not be accepted.  
  
For **online or electronic submission**, bid proposals will only be submitted once.
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 November 15, 2021; 10:00 A.M. at the given address below or through *electronic submission using a two-factor security procedure consisting of an archive format compression and password protection with separate password for technical and financial component envelope*. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. Requiring the Bidders to submit their bids using a two-factor security procedure consisting of an archive format compression and password protection with separate password for

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

technical and financial component envelope and disclose the password for accessing their respective bid submission only during the actual bid opening.

11. The **West Visayas State University – Janiuay 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.
12. Only one (1) representative per bidder will be allowed to attend the bid opening. Health and safety protocols like wearing of face mask and physical distancing will be strictly observed.
13. For further information, please refer to:

**RIZA R. LADON**  
**BAC Secretariat**  
**West Visayas State University – Janiuay Campus**  
**Locsin St., Janiuay, Iloilo**  
**(033) 330-3485 local 132**  
**[riza.ladon@wvsu.edu.ph](mailto:riza.ladon@wvsu.edu.ph)**

14. You may visit the following websites:  
For downloading of Bidding Documents: **[www.wvsu.edu.ph](http://www.wvsu.edu.ph)**  
For online bid submission: **[mis.jc@wvsu.edu.ph](mailto:mis.jc@wvsu.edu.ph)**

**October 21, 2021**

  
**FLORENCIO L. CORDURA, Jr., MAT. Math.**  
**BAC, Chairperson**