



Republic of the Philippines  
BICOL UNIVERSITY  
LEGAZPI CITY

## **INVITATION TO BID FOR PURCHASE OF ICT SUPPLIES and CONSUMABLES FOR USE OF BUGASS OFFICES (BULK PURCHASE FOR CY 2024)**

1. The *BICOL UNIVERSITY*- through the Corporate Budget for approved by the Board of Regents (*F-01*) intends to apply the sum of *One Million Three Hundred Sixty-Three Thousand Six Hundred Twenty-Eight & 21/100 only (PHP1, 363, 628.21)* being the Approved Budget for the Contract (ABC) for the *Purchase of ICT Supplies and Consumables for Use of BUGASS Offices (Bulk Purchase for CY 2024)*.
2. The *BICOL UNIVERSITY* now invites bids for the above Procurement Project-*Purchase of ICT Supplies and Consumables for Use of BUGASS Offices (Bulk Purchase for CY 2024)*. Bidders should have completed within five (5) years from the date of submission and receipt of bids, a contract similar to the project. The description of eligible bidder contains in the Bidding Documents, particularly, in Section II (Instruction 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 *Bicol University* and inspect the Bidding Documents at the address given below during *8:00AM-5:00PM*
5. A complete set of Bidding Documents may be acquired by interested Bidders May 13, 2024 to June 3, 2024 from the given address and website(s) below *and upon payment of Five Thousand & 00/100 pesos only (Php 5, 000.00) or the amount as above stated. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means by depositing payments for the bidding documents directly to the Bicol University LBP Account, and transmittal of scanned bank verified deposit slip for the issuance of Official Receipt: Bank Account details are as follows:*

Account Name	BU-STF (F-164)
Account Number	0132-0265-48

6. The *Bicol University* will hold a Pre-Bid Conference on May 21, 2024, 9:00 AM at 2/F A.P Bonto Building, *PrMO Conference Room, BU Main Campus, Rizal St., Legazpi City. And online via Zoom with the following credentials:*

<https://bicol-u-edu-ph.zoom.us/j/2859577212?pwd=VXV2YnAxNmU2UXowZzlUd05xckE4UT09>

Meeting ID: 285 957 7212

Passcode: 219746

7. Bids must be duly received by the BAC Secretariat at the address below on or before *June 3, 2024 8:30 AM*. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause.
8. Bid opening shall be on *June 3, 2024, 9:00AM* at PRMO Office 2/F A.P Bonto Building PRMO Conference Room, BU Main Campus Rizal St., Legazpi 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.
9. Authorization document/s with copy of ID shall be required for the bidders' representative who shall purchase bidding documents and submit bid proposals for the project.
10. The *Bicol 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 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:

*BAC Secretariat  
Bicol University  
3/F Students Union Center,  
BU Main Campus, Legazpi City  
[university-bac@bicol-u.edu.ph](mailto:university-bac@bicol-u.edu.ph)  
Mobile no. 09171874046*

12. You may visit the following websites:

a. For downloading of Bidding Documents: *Bicol University Website*

(Original Signed)  
**SONNIE A. RAMOS, CPA, MBA**  
*BAC Chairperson*

