Republic of the Philippines
CEBU NORMAL UNIVERSITY
Osmeña Blvd. Cebu City, 6000 Philippines

Office of the Bids and Awards Committee
Telephone No.: (+63 32) 254 1452 local 141 or 125
Email: ajsancajas95@yahoo.com; cnubacsec@gmail.com

Invitation to Bid for the
Procurement of One Lot Office Supplies

No. 18-02-199

1. The Cebu Normal University, through the General Appropriations Act of 2018 intends to apply the sum of **One Million Six Hundred Thirty-Four Thousand Two Hundred Seventy-Nine Pesos and Ninety-Eight Centavos (Php 1,634,279.98)** being the Approved Budget for the Contract (ABC) to payments under the contract for the project **Procurement of One Lot Office Supplies** with Bid No. 18-02-199. Bids received in excess of the ABC shall be automatically rejected upon bid opening.

2. The Cebu Normal University now invites bids for **One Lot Office Supplies**. Delivery of the Goods is required within Thirty (30) Calendar Days from the date of receipt of the Notice to Proceed. Bidders should have completed within the last 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 non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (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.

4. Interested bidders may obtain further information from Cebu Normal University and inspect the Bidding Documents at the address given below during Office hours from 8:00 A.M. to 5:00 P.M.

5. A complete set of Bidding Documents may be acquired by interested Bidders on March 15 to April 3, 2018 from the address 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 Two Thousand Pesos (Php 2,000.00).
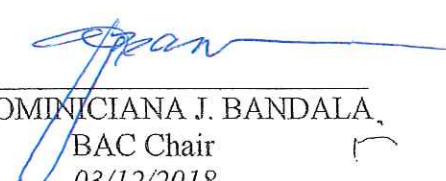
It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later that the submission of their bids.

6. The Cebu Normal University will hold a Pre-Bid Conference on March 23, 2018, 2:00 O'clock in the afternoon at the BAC Office, Room 203, 2/F Administration Building, Cebu Normal University, Osmeña Boulevard, Cebu City, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before 2:00 O'clock in the afternoon of April 4, 2018. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

   Bid Opening shall be on April 4, 2018, 2:00 P. M. at the BAC Office, Room 203, 2nd Floor Administration Building, Cebu Normal University, Osmeña Boulevard, Cebu 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.

8. The Cebu Normal 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

   Ann S. Ancajas
   BAC Secretariat
   Cebu Normal University
   Osmeña Boulevard, 6000 Cebu City
   Tel. No. (032)254-1452 local 125
   ajsancajas95@yahoo.com

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   Atty. DOMINICIANA J. BANDALA
   BAC Chair
   03/12/2018