



INVITATION TO BID FOR LEASE OF AVAILABLE COMMERCIAL SPACE AT KSU MAIN CAMPUS MULTI-PURPOSE BUILDING

The **Kalinga State University- Bulanao Campus** is inviting interested parties to submit bids for the following under Contract Reference No. REI_Goods_2020-02-005:

Item	Starting Bid Price
Lease of Commercial Space at Multi-Purpose Building, KSU Bulanao Campus	Php5,000.00

All bids are subject to the terms and conditions of these instructions as well as to the Terms of Reference to be provided to interested bidders. Late bids will not be accepted.

1. Schedule of Activities:

✓ Issuance of Bid Documents	:	starts on February 20, 2020
✓ Pre-bid Conference	:	February 26, 2020 @ Conference Hall, Admin Bldg., KSU Main Campus, Purok 6, Bulanao, Tabuk City, Kalinga
✓ Submission and Opening of bids	:	February 28, 2020 @ 10 am

2. Reputable and bonafide bidders should secure bid documents and/or requirements from the BAC Office located at Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga.
3. During the **Submission and Opening of Bids, February 28, 2020 @ 10 am**, interested bidders shall submit the following documents (stamped as “certified true copy” from the original):
 - a) DTI or SEC Registration
 - b) BIR Certificate of Registration
 - c) Mayor’s Permit and/or Barangay Permit
 - d) Sanitary Permit
 - e) Medical Certificate of cook and crews
 - f) Business Proposal with Company Background/Profile
 - g) List of Goods/Products to sell with prices
4. The bidder or his duly authorized representative must sign **all pages** of the bid documents. Affix the complete signature, not initials, on all pages.
5. The bid must be legibly written in the prescribed Bidder’s Form. All erasures shall be countersigned.
6. The Bid Form must be fully accomplished.
7. In case of discrepancy between amount in figures and amount in words, the latter will prevail.
8. The envelopes should be sealed and addressed to **Dr. Edna P. Yumol, IGP Director, KSU Main Campus**, Purok 6, Bulanao, Tabuk City, with the following information indicated on the envelope:

a) Title of the bid	:	Lease of Available Commercial Space at KSU Main Campus Multi-Purpose Building
b) Date of Bid Opening	:	February 28, 2020 @ 10 am
c) Name of business organization	:	



9. A bidder may opt to submit their bid envelope before the bid opening at the BAC Office, Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga provided that envelopes are sealed and signed across the envelope flaps. The envelopes shall be stamped RECEIVED by the BAC staff indicating date and time submitted and name of company representative who submitted the bid document.
10. Bids shall be accepted by the BAC only at the designated date, time and place, provided they are sealed and signed by the bidder or authorized representative across the envelope flaps.

SPECIAL PROVISIONS

1. The issuance of the prescribed bidding form mentioned herein shall not be construed as full and final recognition of the bidder's competence, nor shall any previous recognition of competence be necessarily accepted without question for this particular bidding. The Kalinga State University reserves the right to review the competence and qualification of the bidders any time before the award of contract by further verification of the bidders' qualification documents, or by any other satisfactory means. The competence of a bidder shall include adequate preparation of the bid documents, financial ability to undertake proper and efficient performance of the services.
2. The bidder can only withdraw his bid before any of the bids has been opened.
3. KSU reserves the right to reject any or all bids, and accept an offer as may be considered most advantageous to the University.
4. Failure of the bidder to comply with the terms and conditions stipulated in the bidding shall be a ground for disqualification.
5. To always maintain cleanliness along premises of Multi-Purpose Building

Important Reminder:

Interested bidders should not have any liability from the University. Furthermore, he/she should not be a spouse and/or relative from 3rd degree of consanguinity and affinity of any University employee.

For further information or inquiries, please refer to:

Mr. Ronaldo B. Daluping

BAC Secretariat, Kalinga State University - Main Campus
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800
(074) 627 5321 /procurementservice_bac@ksu.edu.ph
<https://ksu.edu.ph/>

Mr. Rex M. Duclayan

BAO Auxiliary Services
Kalinga State University - Main Campus
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga 3800
CP No. 0916-640-6089

CRITERIA FOR EVALUATION

1. Completeness and compliance/conformity of the submitted bid documents.



2. Responsiveness of bids to
 - a) the bid offer;
 - b) quality, sufficiency and necessity of product/service being offered;
 - c) background, past performance and number of years of experience of the bidder in similar endeavor.

The University reserves the right to make the appropriate determination of preference among bids as may best suit its purpose. Winning bidder must sell nutritious snacks and meals, and school supplies. Selling of "sin products/services," e.g. liquor, wine, cigarettes, drugs and other items that are prohibited by the University.


SUMMARY OF PAYABLES BY BIDDERS

Winning Bidder

- a) Bond Deposit (Php3,000 for utilities)
- b) Security Deposit (Php10,000 Two Months Advance Payment)
- c) Advance Rental equivalent to One Month Rental
- d) Bank Certificate to determine the paying capacity of bidder

INQUIRIES

All other inquiries may be taken up at the Pre-Bid Conference scheduled above.


EDNA P. YUMOL, CPA, PhD
BAC Chairperson/IGP Director
Date issued: FEBRUARY 19, 2020