

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The **CAVITE STATE UNIVERSITY**, through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project:

Name of Project : **SUPPLY, DELIVERY AND INSTALLATION OF STENO MACHINE FOR CEMDS – 2ND POSTING**

Location : **CAVITE STATE UNIVERSITY, MAIN CAMPUS**

Brief Description : **OTHER MACHINERY AND EQUIPMENT**

Approved Budget for the Contract : **₱1,200,000.00/ F101**

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary “pass/fail” criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance of Bid Documents	March 6, 2025 – March 27, 2025; 8:00 AM – 4:00 PM (Monday – Thursday)
2. Pre-Bidding Conference	March 13, 2025; 10:00AM; CvSU Lasap Hall, Administration Building, Cavite State University, Indang, Cavite
3. Submission of Bids	March 27, 2025; until 8:00AM; Procurement Office, Administration Building, Cavite State University, Indang, Cavite
4. Opening of Bids	March 27, 2025; 10:00AM; CvSU Board Room, Administration Building, Cavite State University, Indang, Cavite

Bid Documents will be available to prospective bidders. It may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the Cavite State University website. Interested bidders shall pay a non-refundable amount of **Five Thousand Pesos only (₱ 5,000.00)** to the **CAVITE STATE UNIVERSITY Cashier** not later than the submission of bids not later than the submission of bids.

Pre-Bidding conference shall be open to all interested bidders. Bids must be delivered to the Office of the BAC Chairman, Administration Bldg., CvSU, Indang, Cavite on or before the abovementioned date and time. All bids must be accompanied by a bid security in any of the acceptable forms and amount. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the bidding. Late bids shall not be accepted.

The **CAVITE STATE UNIVERSITY (Cvsu)** assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. CvSU also reserves the right to accept or reject any or all bids, to annul the bidding process, to reject all bids at any time prior to Contract Award without incurring any liability to the affected bidders, waive any required formality therein, and to award the Contract to the bidder whose bid proposal as evaluated is most advantageous to the University.

Approved by:


ALMIRA G. MAGCAWAS
BAC Chair, Goods and Consulting Services