

**Republic of the Philippines**  
**Mindanao State University at Naawan**  
**Poblacion, Naawan, Misamis Oriental 9023**

**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID**

The **Mindanao State University at Naawan (MSUN)**, through the General Appropriation Act of 2015, intends to apply the sum of **TWO MILLION Pesos (Php 2,000,000.00)** as the Approved Budget for the Contract (ABC) for the SUPPLY AND DELIVERY OF VARIOUS FURNITURE AND FIXTURES FOR MSUN CAMPUS LIBRARY. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The MSUN now invites bidders to apply for eligibility and to bid for the hereunder project, with details of bidding activities shown in the table below:

Project Name	SUPPLY AND DELIVERY OF VARIOUS FURNITURE AND FIXTURES FOR MSU AT NAWAN CAMPUS LIBRARY
Location of the Project	MSU at Naawan Campus, Poblacion, Naawan, Misamis Oriental
Contract Duration	60 Cal. Days
Description/Details of the Project	Please see "ATTACHMENT A"
Approved Budget for the Contract (ABC)	P 2,000,000.00 (Contract No. MSUN-GOODS-01-16)
Cost of Bidding Documents	P 2,000.00
<b>BAC Activities</b>	<b>Date/Time &amp; Place</b>
1. Advertisement/Posting of ITB	November 19 to November 25, 2016, the Web Site of PhilGEPS and MSU-Naawan
2. Submission & Acceptance of Letter Of Intent	November 21 to December 12, 2016 @ 1:59PM, BAC Secretariat, Administration Building, MSU-Naawan
3. Issuance of Bidding Documents and eligibility requirements	November 21, 2016, during office hours, until the deadline for Submission and Receipt of Bids at the BAC Secretariat, Administration Bldg. MSU-Naawan
4. Site Delivery Inspection	From November 21 to December 12, 2016 in the location of the delivery site stated above
5. Pre-bid conference	November 28, 2016, 2:00 P.M., Conference Room, Admin. Bldg., MSU-Naawan
6. Submission and receipt Bids	Until December 12, 2016, 1:59 P.M., Bids must be delivered at the Office of the BAC Secretariat, Admin. Bldg, MSUN, Naawan, Misamis Oriental on or before the date and time of submission and receipt of bids.
7. Opening of Bids and Eligibility Check	December 12, 2016, 2:00 P.M., Bids will be opened in the presence of the bidder(s) or his/her/their duly authorized representatives who choose to attend at the Conference Room of Administration Building, MSUN, Naawan, Misamis Oriental. Late bids will not be accepted.

Bidding will be conducted through open competitive procedures using non-discretionary pass/fail criteria. All particulars relative to eligibility statement and screening, Bid Security, Performance Security, Pre-bidding Conference, Evaluation of Bids, Post-qualification and Award of contracts shall be governed by the pertinent provisions of Republic Act 9184 and its revised Implementing Rules and Regulations (Revise d-IRR).

MSUN reserves the right to review the qualifications of a selected bidder, subject to technical and production criteria, reject any or all bids, waive any formality or defect therein and accept the offer considered most advantageous to MSU AT NAAWAN

Bidders should have completed, within (2) years from the date of submission and receipt of bids, a single contract similar to the project with a contract amount adjusted to current prices must be at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly Section II – Instructions to Bidder.

Interested parties may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the Administration Building, MSUN, Naawan, Misamis Oriental from Monday to Friday during office hours or request for it emailing the BAC at [msunsupply@gmail.com](mailto:msunsupply@gmail.com).

MSUN reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

MR. RYAN N. GOMEZ  
Head, BAC Secretariat  
Supply Office  
MSU AT NAAWAN Campus  
Poblacion, Naawan, Misamis Oriental  
Mobile Phone No. 09177133592/09189068056  
Email: [msunsupply@gmail.com](mailto:msunsupply@gmail.com)

(SGD.) MR. NORMAN C. EBALLE  
BAC Chairman

**“ATTACHMENT A” DESCRIPTION OF PROJECT FOR MSUN-GOODS-01-16**

ITEM NO	ITEM DESCRIPTION	UNIT	QTY.
1	Metal Book Shelves (30x100x200cm White)	pcs	90
2	Computer chair (122 x 50 x 63cm-Black Leather)	pcs	3
3	Office table (120x60x76cm, wooden)	pcs	3
4	Orbit fan (220V/60Hz-16" Banana type Plastic Blade)	pcs	10
5	Roller blinds (1.8m x 3.3m)	pcs	5
6	Roller blinds (1.8m x 2m)	pcs	1
7	Roman blinds (1.5mx2.1m), Shades of green	pcs	26
8	Roman blinds (1.0m x 2.1m), Shades of green	pcs	6
9	Steel Cabinet (65x10x135cm)	pcs	2
10	Vacuum cleaner (1600W, 1500B Multi-cyclone Vacuum Cleaner Bag	pcs	1
11	Wall clock, digital (Clock Size: 480mmx185mmx50mm)	pcs	2
12	Water dispenser (35x35x105cm, 500W- 1 x Raffles RWD-100 Compressor Type 1)	pcs	1
13	portable hard disc ( 1 TB, USB -11 x 12 x 7, HD650 ShockProof 1T	pcs	4
14	bean bag (58.42X76.20cm -Fiber, 2pcs Royal blue, 2pcs Yellow, 1pc Red)	pcs	5
15	ottoman (50.8 dia. x 43.5 cm, C062 Plastic Leg (2: dia. x 2" ht.2 blue,2yellow,1 red)	pcs	5
16	center table ( 100 x 50 x 45 cm, 18mm MF(E2, wooden/top glass)	pcs	5
17	side table (50x50x50cm, 18mm MF(E2) with PVC, Black, wood)	pcs	2
18	sofa 1 seater (35 Inch-55 Inch Chair, Color 3 Yellow, 3 Red, 2 Blue,2 Green)	pcs	10
19	sofa 2-seaters (Size : 145-185cm fit for 2 seater sofa, color navy)	pcs	4
20	sofa 5-seaters (1st sofa - 194 x 80 x 67 2nd Sofa - 146 x 80 x 67 Pillows)	sets	4
21	carpet for e-library (1 x 200*300cm High Density 3Kg/m <sup>2</sup> Premium Fiber)	pcs	3
22	computer pedestal (e-book stand- 40" Black Shelves Mobile Ergonomic Stand)	pcs	3
23	computer table (90 x 40 x 50cm)	pcs	17
24	book truck (19" Length, 39" Width, 46" Height, 3 Shelves, Black)	pcs	2
25	chairs (monobloc, 15 red, 14 yellow, 40 blue)	pcs	49
26	stool (Monobloc, Pastel colors)	pcs	40
27	Display cabinet (w/ wheel -80 x 40 x 166 cm, steel and glass)	pcs	3
28	divider (79"W x 75"D x 44"H)	pcs	4
29	divider (half-moon- 3460mmx1755x1117mm)	pcs	1
30	magazine rack (newspaper 36"Wx24"Dx88.25H, wooden)	pcs	4
31	Reception desk 1 X STRAIGHT - 800mm W ,1100mm H , 700mm DEPTH	pcs	2
32	3 Step ladder lightweight Steel, folding (53x35.50x48.50cm-6kg)	pcs	2
33	airconditioner (2hp Inverter Split type-White, wall mount)	pcs	2
34	library table w/chairs(4seater dining set 114x71x75cm)	sets	45