



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

**Office of the Bids and Awards Committee**  
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**INVITATION TO BID FOR**  
**Procurement of One Lot Twelve (12) Months Contract to Provide Clerical**  
**and General Services with a 6-Day Work per Week from**  
**January to December 2021**

**No. 20-09-324**

1. The *Cebu Normal University*, through the *Special Trust Fund and General Appropriations Act of 2021* intends to apply the sum of **Five Million Eight Hundred Sixteen Thousand Thirteen Pesos and Twelve Centavos (Php 5,816,013.12)** being the ABC to payments under the contract for *Procurement of One Lot Twelve (12) Months Contract to Provide Clerical and General Services with a 6-Day Work per Week from January to December 2021 with Bid No. 20-09-324*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Cebu Normal University* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Monthly for One Year*. Bidders should have completed, within *Two 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 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 *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 *October 8 – 29, 2020* from the given address and website 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 Six Thousand Pesos (Php 6,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person, by facsimile, or through electronic means.*

6. The *Cebu Normal University* will hold a Pre-Bid Conference<sup>1</sup> on *October 16, 2020, 10:00 AM* at *Online* through video conferencing *via Zoom Platform*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the *BAC Office, Room 203 2<sup>nd</sup> Floor Administration Building, Cebu Normal University, Osmeña Boulevard, Cebu City* on or before *1:00 P.M., October 29, 2020*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *1:30 P.M., October 29, 2020* at the *EMMA Center, Cebu Normal University, Osmeña Boulevard, Cebu City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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 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:

*Ann S. Ancajas*  
*Office of the BAC Secretariat*  
*Cebu Normal University*  
*Osmeña Boulevard, 6000 Cebu City*  
*Tel. No. (032)254-1452 local 125*  
[ajsancajas95@yahoo.com](mailto:ajsancajas95@yahoo.com)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.cnu.edu.ph](http://www.cnu.edu.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

[October 5, 2020]



Dr. ANGELINE M. POGOY  
*BAC Chairperson*