



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: [cnubacsec@gmail.com](mailto:cnubacsec@gmail.com)

**INVITATION TO BID FOR**  
***Procurement of Certificate Jacket for CNU Offices' Use***

**No. 24-02-024**

1. The Cebu Normal University, through the General Appropriations Act (GAA) of 2024, GAA Continuing 2023, Special Trust Fund, Mutual Trust Fund and Income Generating Project intends to apply the sum of One Million Six Hundred Fifty-Two Thousand Seven Hundred Pesos (P 1,652,700.00) being the total ABC to payments under the contract for the Procurement of Certificate jacket for CNU Offices' Use with Bid No. 24-02-024. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Cebu Normal University now invites bids for this Procurement Project:

|   |      |          |               |
|---|------|----------|---------------|
| <b>LOT 1: CERTIFICATE JACKET (8.5" X 11")</b>                                     |      |          |               |
| <b>COLLEGE OF MEDICINE</b>  |      |          |               |
| CERTIFICATE JACKET  | 50   | 150.00   | P 7,500.00    |
| SIZE: 8.5" X 11", COLOR: MAROON,  |      |          |               |
| MATERIALS: U.V VARNISH, IMITLIN TELA NEVE 125 GSM,                                |      |          |               |
| CHIP BOARD NO. 25   |      |          |               |
| WITH COLLEGE OF MEDICINE LOGO   |      |          |               |
|   |      |          |               |
| <b>LOT 2: CERTIFICATE JACKET (A4)</b>   |      |          |               |
| <b>IGP / CNU-MEDELLIN / RIAH / TAPP / CNU-BALAMBAN / HRMO / CCAS</b>              |      |          |               |
| CERTIFICATE JACKET, SIZE: A4, COLOR: MAROON                                       | 1019 | P 300.00 | P 305,700.00  |
| MATERIALS: U.V VARNISH, IMITLIN TELA NEVE 125 GSM                                 |      |          |               |
| CHIP BOARD NO. 25, WITH CNU LOGO  |      |          |               |
|   |      |          |               |
| <b>LOT 3: CERTIFICATE JACKET (CUSTOMIZE)</b>                                      |      |          |               |
| <b>CCAIS / EAAP / GADC / SSC / CLPGS / CTE / ILS / REGISTRAR / IGP / ANG SUGA</b> |      |          |               |
| CERTIFICATE JACKET- CUSTOMIZE   | 3570 | P 350.00 | P1,249,500.00 |
| COLOR: MAROON,  |      |          |               |
| SIZE IN COVER: 9 1/4" X 14 3/4" ,   |      |          |               |

|  |     |        |                    |
|--|-----|--------|--------------------|
| STANDARD SLITS HOLD 8 1/2" X 14" (CERTIFICATE),                |     |        |                    |
| *FIRST FRAME, IT CAN HOLD WITH LEGAL SIZE DOCUMENTS (8.5"X14") |     |        |                    |
| *MAIN FRAME, IT CAN HOLD WITH LONG SIZE DOCUMENTS (8.5"X13")   |     |        |                    |
| MATERIALS: U.V VARNISH, IMITLIN TELA NEVE 125 GSM,             |     |        |                    |
| THICKNESS: 0.75CM TO 11CM                                      |     |        |                    |
| WITH CNU LOGO  |     |        |                    |
|  |     |        |                    |
| <b>1 LOT PROCUREMENT FOR 201 FOLDER</b>                        |     |        |                    |
| HRMO   |     |        |                    |
| 201 FOLDER (SPECIAL CUT-HAND MATERIAL)                         | 300 | 300.00 | P 90,000.00        |
| LONG SIZE (8.5 X 13 inch)                                      |     |        |                    |
| WITH CNU LOGO  |     |        |                    |
| COLOR: YELLOW  |     |        |                    |
|  |     |        |                    |
|  |     |        | <b>P 1,652,700</b> |

Delivery of the Goods is required *at the time and date specified in the Call-off, which may be to single or multiple destinations or multiple performances at multiple locations.* Bidders should have completed, within *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).

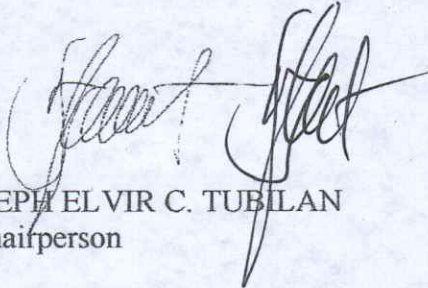
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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.

- Prospective Bidders may obtain further information from *Cebu Normal University* and inspect the Bidding Documents at the address given below during office hours at *8:00 A.M. to 5:00 P.M.*
- A complete set of Bidding Documents may be acquired by interested Bidders on *April 2 – April 23, 2024* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, Lot 1 in the amount of Five Hundred Pesos (P 500.00); Lot 2 in the amount of Five Hundred Pesos (P 500.00); Lot 3 in the amount of Five Thousand Pesos (P5,000.00);and Lot 4 in the amount of Five Hundred Pesos (P500.00).* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *if it will be presented in person, by facsimile, or through electronic means.*

6. The *Cebu Normal University* will hold a **Pre-Bid Conference on April 11, 2024, 1:30 P.M.** at the **BAC Office, Room 203 2<sup>nd</sup> Floor, 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 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. of April 23, 2024**. 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 **April 23, 2024, 1:30 P.M.** at the **BAC Office, Room 203 2<sup>nd</sup> 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 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:  
  
*Ma. Jodelle C. Badilla*  
*BAC Secretariat Office*  
*Cebu Normal University*  
*Osmeña Boulevard, Cebu City*  
*6000 Philippines*  
*c nubacsec@gmail.com*  
*(+63 32) 254 1452 local 141*
12. You may visit the following websites:  
  
For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)  
[www.cnu.edu.ph](http://www.cnu.edu.ph)

*April 2, 2024*

  
Dr. JOSEPH ELVIR C. TUBILAN  
BAC Chairperson