



BIDS AND AWARDS COMMITTEE

INVITATION TO BID

The Mountain Province State Polytechnic College invites interested contractors/suppliers to bid for the following project:

Name of Project	Location	ABC	Duration	Fund Source	Bid Documents Fee
PROVISION OF ONLINE SCHOOL MANAGEMENT SYSTEM	Bontoc Campus, Bontoc, Mountain Province	P6,300,000.00	90 CD	Fund 05	P10,000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

Prospective bidders should possess a valid Business Permit applicable to the contract and have completed a similar contract with a value of at least 50% of the ABC, and have key personnel and equipment (listed in Eligibility forms) available for the delivery of the equipment, parts, and other peripherals. The BAC will use non-discretionary pass/fail criteria in the Eligibility Check/Screening as well as the Preliminary Examination of Bids. The BAC will conduct post qualification of the lowest calculated bid.

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

In the interest of the efficient and effective implementation of the project, all prospective bidders are encouraged to attend the scheduled Pre-bid Conference.

Interested bidders may obtain further information from the Procurement Services at the 2nd Floor, Administration Building, Bontoc Campus and inspect the Bidding Documents from 8 o'clock a.m. to 5 o'clock p.m.

The schedules of activities are as follows:

BAC Activities	Schedule
1. Advertisement/Posting of Invitation to Bid	May 15 - 22, 2024
2. Issuance and availability of Bidding Documents Eligibility Forms	May 15 – June 3, 2024 (from 8:00 am – 5:00 pm)
3. Pre-bid Conference Time: Place:	May 23, 2024 10:30 A.M Conference Hall, 3 rd Floor, Administration Bldg. Bontoc Campus, Bontoc, Mtn. Prov.
4. Request for clarification	May 26 - 27, 2024
5. Submission, receipt, and opening of Bids Closing Time: Opening of Bids: Place:	June 4, 2024 9:30 A.M. 10:00 A.M. Conference Hall, 3 rd Floor, Administration Bldg. Bontoc Campus, Bontoc, Mtn. Prov.
6. Bid Evaluation	June 4, 2024





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	Start at 10:00 A.M. to 5:00 P.M.
7. Post – qualification	June 6, 2024
8. Approval of resolution/ Issuance of Notice of Award	June 7, 2024
9. Contract preparation and signing	Upon receipt of Notice of Award by the winning bidder
10. Approval of Contract by higher authority	After the signing of the contract by both parties
11. Issuance of Notice to Proceed	Upon approval of the contract

The BAC will issue to prospective bidders the Bidding Documents at the Procurement Services, 2nd Floor, Administration Building, Bontoc Campus, upon payment of a non-refundable amount indicated above at Cashier's Office. Prospective bidders shall submit the Bid Documents to the BAC at the same address stated above.

The Mountain Province State Polytechnic College assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

Further, the Bids and Awards Committee (BAC) assumes no responsibility in case of non-awarding of the contract for reasons outside the control of the College.

Approved by:

REYNALDO P. GAYO, JR.
 Chairperson

For further inquiries,
 Please contact:

KAREN B. CUE
 Head, BAC Secretariat
 09208967740

