




Republic of the Philippines  
**Iloilo Science and Technology University**  
Burgos St., La Paz, Iloilo City, 5000 Philippines  
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**INVITATION TO BID FOR  
PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES FOR VARIOUS OFFICES**

1. The **Iloilo Science and Technology University**, through **Fund 164**, intends to apply the sum of **PhP 550,581.00** as the Approved Budget for the Contract (ABC) to payments under the contract for **ISAT U GOODS-2024-02-035**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Iloilo Science and Technology University** invites bidders for the **Procurement of Office and Janitorial Supplies for Various Offices**. Delivery of Goods is required within **30 calendar days**. Bidders should have completed within **the last (5) 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 of 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) 9184, otherwise known as the “Government Procurement Reform Act”. 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 5183.
4. Interested bidders may obtain further information from **Iloilo Science and Technology University** and inspect the bidding documents at the address given below from **8:00 AM to 5:00 PM**.
5. A complete set of bidding documents may be acquired by interested bidders from **July 22, 2024 to July 26, 2024** in the address stated below upon payment of the applicable fee for the said bidding documents. Pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos Only (PhP 1,000.00)**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than abovementioned deadline.
6. The **Iloilo Science and Technology University** will hold a Pre-Bid Conference at **10:30 AM, on July 15, 2024** at **BAC Conference Room of ISAT U** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the address below on or before, **July 27, 2024 at 5:00 PM**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**. Bid opening shall be on **July 29, 2024 10:30 AM** at the **BAC Conference Room of ISAT U**. Bids will be opened in the presence of the bidders’ representatives who choose to attend in the address stated below. Late bids shall not be accepted.
8. The **Iloilo Science and Technology University (ISAT U)** 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.
9. For further information, please refer to:

**MS.MEDY B. CIASICO**  
PMO, BAC Secretariat Section  
Burgos St., La Paz, Iloilo City  
Tel No.: (033) 320-7190 loc 133  
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**ENIEDA G. CORONA**  
BAC Chairperson  
Date issued: \_\_\_\_\_

