INVITATION TO BID

The **Leyte Normal University**, through its Bids and Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to bid for the hereunder project:

**Name of Project**: Supply and Delivery of Common Office Equipment  
**Location**: Leyte Normal University, Tacloban City  
**Brief Description**: Supply and Delivery of Common Office Equipment  
**Approved Budget**: Eight Hundred Seven Thousand Nine Hundred Ninety Seven Pesos & 71/100 Only  
**For the Contract**: (807,997.71)  
**Delivery Period**: 30 days

Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding, and have key personnel and equipment (owned, leased or under purchase) available for the prosecution of the project. The list of minimum equipment requirement is indicated in the Eligibility Forms. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary “pass/fail” criteria. Post-qualification of the lowest calculated bid shall be conducted.

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

The complete schedule of activities is listed, as follows:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Date &amp; Time</th>
<th>Person Involved</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Issuance of Bid Documents</td>
<td>Aug. 28-Sept. 18, 2013 8:00-12:00 a.m. 1:00-5:00 p.m.</td>
<td>See Anna Liza G. Ripalda/Leah K. De Paz/BAC Secretariat</td>
<td>BAC Chair's Office LNU Admin Bldg., Tacloban City</td>
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<tr>
<td>3. Pre-bid Conference</td>
<td>September 4, 2013 10:00 a.m.</td>
<td>BAC Members/Interested Bidders/COAObservers</td>
<td>BAC Chair's Office LNU Admin Bldg., Tacloban City</td>
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<td>4. Submission of Bids</td>
<td>Sept. 18, 2013 Not later than 10:30 a.m.</td>
<td>See Anna Liza G. Ripalda/Leah K. De Paz/BAC Secretariat</td>
<td>BAC Chair's Office LNU Admin Bldg., Tacloban City</td>
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<tr>
<td>5. Opening of Bids</td>
<td>September 18, 2013 11:00 a.m.</td>
<td>BAC Members/COAObserversInterested Bidders</td>
<td>BAC Chair's Office LNU Admin Bldg., Tacloban City</td>
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</tbody>
</table>

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of **One Thousand Pesos (PhP1,000.00)** to the Leyte Normal University Cashier.

The Leyte Normal University assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:

**DOMINADOR R. ESPINA**  
BAC Chairman  
Tel #: (053) 321 - 8176

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