INVI TATION 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 : Delivery of Janitorial Services
Location : Leyte Normal University, Tacloban City
Brief Description : 18 Janitors who would work for 8 hours a day, 6 days a week
Approved Budget : Two Million Four Hundred Fifty Thousand Pesos
For the Contract : (PhP 2,450,000.00)
Contract Duration : Three (3) years and renewable every year if performance is satisfactory
Delivery Period : May 16, 2014 – May 15, 2017

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>3. Pre-bid Conference</td>
<td>April 15, 2014</td>
<td>BAC Members</td>
<td>BAC Chair’s Office Tacloban City</td>
</tr>
<tr>
<td>4. Submission of Bids</td>
<td>April 28, 2014 Not later than 8:30 a.m.</td>
<td>See Anna Liza G. Ripalda/Leah K. De Paz</td>
<td>BAC Chair’s Office Tacloban City</td>
</tr>
<tr>
<td>5. Opening of Bids</td>
<td>April 28, 2014</td>
<td>BAC Members COA Observers Interested Bidders</td>
<td>BAC Chair’s Office Tacloban City</td>
</tr>
</tbody>
</table>

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of Five Thousand Pesos (PhP5,000.00) 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:

Clemelle L. Montallana, D.M.
BAC Chairman
Tel #: (053) 321 - 8176

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