

## 1 Lot Supply and Delivery of Office Equipment &amp; Furniture (Special Trust Fund)

LNU, Tacloban City

Standard Form Number: SF-GOOD-05  
Revised on: July 28, 2004

**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 : **1 Lot Supply and Delivery of Office Equipment & Furniture (STF)**  
 Location : **Leyte Normal University, Tacloban City**  
 Brief Description : **Supply and Delivery of Office Equipment & Furniture (STF)**  
 Approved Budget : **One Million Three Hundred Eighty Thousand Pesos Only.**  
 For the Contract : **(P1,380,000.00)**  
 Delivery Period : **30 days after the Notice to Proceed**

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:

<b>Activities</b>	<b>Date &amp; Time</b>	<b>Person Involved</b>	<b>Venue</b>
1. Advertisement & Posting	July 21- July 29, 2015	Susan Leah B. Caing/Leah K. De Paz BAC Secretariat	
2. Issuance of Bid Documents	July 21- August 10, 2015 8:00-12:00 a.m. 1:00-5:00 p.m.	See Susan Leah B. Caing/Leah K. De Paz BAC Secretariat	BAC Chair's Office LNU Admin Bldg. Tacloban City
3. Pre-bid Conference	July 29, 2015 2:00 p.m.	BAC Members Interested Bidders COA Observers	BAC Chair's Office LNU Admin Bldg. Tacloban City
4. Submission of Bids	August 10, 2015 Not later than 1:30 p.m.	See Susan Leah B. Caing/Leah K. De Paz BAC Secretariat	BAC Chair's Office LNU Admin Bldg. Tacloban City
5. Opening of Bids	August 10, 2015 2:00 p.m.	BAC Members COA Observers Interested Bidders	BAC Chair's Office LNU Admin Bldg. Tacloban City

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of **One 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, DM-HRM**  
BAC Chairman  
Tel #: (053) 321 - 8176

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 GEP (<https://www.philgeps.net>)  
 LNU web (<http://www.lnu.edu.ph>)  
 Procurement Bulletin Board, Administration Bldg., LNU