

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 : **Delivery of Security Services**
 Location : **Leyte Normal University, Tacloban City**
 Brief Description : **19 Security Guards from a Security Agency who would work for eight (8) hours a day, seven days a week**
 Approved Budget : **Three Million Two Hundred Ninety-Four Thousand Eight Hundred Eighty-Two Pesos Only.**
 For the Contract : **(P3,294,882.00)**
 Contract Duration : **One (1) year**
 Delivery Period : **January 1, 2017 – December 31, 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:

Activities	Date & Time	Person Involved	Venue
1. Advertisement & Posting	November 24– December 1, 2016	Leah K. De Paz BAC Secretariat	
2. Issuance of Bid Documents	Nov. 24 – December 14, 2016 8:00-12:00 a.m. 1:00-5:00 p.m.	Leah K. De Paz BAC Secretariat	BAC Chair's Office LNU Admin Bldg. Tacloban City
3. Pre-bid Conference	December 2, 2016 9:00 a.m.	BAC Members Interested Bidders COA Observers	BAC Chair's Office LNU Admin Bldg. Tacloban City
4. Submission of Bids	December 14, 2016 Not later than 8:30 a.m.	Leah K. De Paz BAC Secretariat	BAC Chair's Office LNU Admin Bldg. Tacloban City
5. Opening of Bids	December 14, 2016 9:00 a.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 **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:

JOSISA R. CHATO
BAC Chairman
Tel #: (053) 321 - 8176

Dates of Publication: **Nov. 24 – December 1, 2016**
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 Procurement Bulletin Board, Administration Bldg., LNU