

1 UNIT HIGH SPEED SHEET-FED INKJET PRINTER WITH AUTOMATIC STAPLING

LNU, Tacloban City

Standard Form Number: SF-GOOD-05

Revised on: July 28, 2004

INVITATION TO BID

The Leyte Normal University, through the Business Related Fund (IGP), invites suppliers/manufacturers/distributors/contractors to bid for the hereunder project:

Name of Project : **1 UNIT HIGH SPEED SHEET-FED INKJET PRINTER WITH AUTOMATIC STAPLING**
 Location : **Leyte Normal University, Tacloban City**
 Brief Description : **120 ppm printing speed, 13" x 21 maximum paper capacity.....**
 Approved Budget : **One Million Two Hundred Eighty Thousand Pesos.**
 For the Contract : **(P1,280,000.00)**
 Contract Duration : **1 Month**

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	Aug. 26 to Sept. 2, 2020	Leah K. De Paz & Leonizza Dimatangal BAC Secretariat	
2. Issuance of Bid Documents	Aug. 26 to Sept. 15, 2020 8:00-12:00 a.m. 1:00-5:00 p.m.	Leah K. De Paz & Leonizza Dimatangal BAC Secretariat	BAC Chair's Office LNU Admin Bldg. Tacloban City
3. Pre-bid Conference	September 3, 2020 9:00 a.m.	BAC Members Interested Bidders COA Observers	BAC Chair's Office LNU Admin Bldg. Tacloban City
4. Submission of Bids	September 15, 2020 Not later than 8:30 a.m.	Leah K. De Paz & Leonizza Dimatangal BAC Secretariat	BAC Chair's Office LNU Admin Bldg. Tacloban City
5. Opening of Bids	September 15, 2020 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 (P5,000.00)** 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 C. CONCHADA, CPA
 BAC Chairman
 Tel #: (053)832-3179

Dates of Publication: **Aug. 26 to Sept. 2, 2020**

Posting: Continuous for seven (7) days starting August 26, 2020
 Procurement Bulletin Board, Administration Bldg., LNU

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