

Leyte Normal University
Procurement of Laptop for Administrative Personnel

LNU, Tacloban City

Standard Form Number: SF-GOOD-05

Revised on: July 28, 2004

INVITATION TO BID

The Leyte Normal University (LNU), through the Regular Agency Fund (GAA 2021), invites suppliers/ manufacturers/distributors/contractors to bid for the hereunder project:

Name of Project : **Procurement of Laptop for Administrative Personnel**
 Location : **Leyte Normal University, Tacloban City**
 Brief Description : **Eighty (80) units of Laptop**
 Approved Budget : **Three Million Five Hundred Twenty-Eight Thousand Pesos Only**
 For the Contract : **(P3,528,000.00)**
 Contract Duration : **Thirty (30) Calendar Days**

Prospective bidders should have experience in undertaking a similar project within the last five (5) 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	February 08 – 15, 2022	Leah K. De Paz BAC Secretariat	
2. Issuance of Bid Documents	February 08 – 28, 2022	Leonizza Dimatangal/ Ma. Elena Adonis BAC Secretariat	BAC Office, LNU Admin Bldg., Tacloban City
3. Pre-bid Conference	February 16, 2022 2:00 p.m.	BAC Members Interested Bidders COA Observers	IGP Food Park, LNU Tacloban City
4. Submission of Bids	February 28, 2022 2:00 p.m.	Leonizza Dimatangal/ Ma. Elena Adonis BAC Secretariat	IGP Food Park, BAC Chair's Office, LNU Admin Bldg., Tacloban City
5. Opening of Bids	February 28, 2022 2:00 p.m.	BAC Members COA Observers Interested Bidders	IGP Food Park, LNU 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's Office.

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:

GENEROSO N. MAZO, Ph.D.

BAC Chairman

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