



Republic of the Philippines  
**QUIRINO STATE UNIVERSITY**  
Diffun, 3401, Quirino  
email: [info@qsu.edu.ph](mailto:info@qsu.edu.ph)

## INVITATION TO BID

### “PROCUREMENT OF TRACTOR”

ITB No.: QSU-BAC-B-32-2024

1. The *Quirino State University*, through the **Internally Generated Income (IGI) FY 2024** intends to apply the sum of ***One Million One Hundred Thousand Pesos (₱ 1,100,000.00) only*** being the ABC to payments under the contract for “**Procurement of Tractor**”. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Quirino State University* now invites bids for the above Procurement Project. Delivery of the Goods is required by *not later than thirty (30) calendar days from the receipt of Notice to Proceed*. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from Quirino State University and inspect the Bidding Documents at the address given below during office hours from 8:00 AM – 5:00 PM.

BAC Secretariat/Procurement Office  
QSU, 3F, JAAH, A. Bonifacio, Diffun, Quirino  
Email address: [procurement@qsu.edu.ph](mailto:procurement@qsu.edu.ph)  
Website: <https://qsu.edu.ph/>

The Quirino State University also accepts payment for the bid documents through bank payment or bank transfers (Landbank of the Philippines):  
Payment for: Bidding Documents for “**Procurement of Tractor**”.

Payee Account Name: **QUIRINO STATE UNIVERSITY-CABARROGUIS BRANCH**

Account Number: **0732-1055-81**

Copy of the payment receipt/bank transfer must be emailed to:

Kristine Joy A. Castillo/Maria Teresa O. Bucio

Email address: [procurement@qsu.edu.ph](mailto:procurement@qsu.edu.ph)

5. A complete set of Bidding Documents may be acquired by interested Bidders on *February 29, 2024 to March 18, 2024* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of P5,000.00 (Five Thousand Pesos)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity (<https://qsu.edu.ph/>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *Quirino State University* will hold a Pre-Bid Conference<sup>1</sup> on *March 07, 2024 9:00 A.M. at the BAC Office, 3<sup>rd</sup> Floor Julian A. Alvarez Hall, Quirino State University, Diffun, Quirino*, and/or through video conferencing or webcasting *via Google Meet*, which shall be open to prospective bidders who won't be able to join personally.

For prospective bidders who will join through video conferencing, they are required to submit the following information through [procurement@qsu.edu.ph](mailto:procurement@qsu.edu.ph) in the following format:

1. Complete name of the authorized company representative: \_\_\_\_\_
2. Position Title: \_\_\_\_\_
3. Complete company name, address and contact details: \_\_\_\_\_
4. Active email addresses where the link will be sent: \_\_\_\_\_

Maximum of two representatives will be given the link to the pre-bid conference.

Deadline of submission of information is on or before *March 06, 2024, 5 P.M.* Video conferencing will be through Google Meet, prospective bidders are advised to have a Gmail account prior to the date of the Pre-bid Conference.

7. Bids must be duly received by the BAC Secretariat at the address below on or before 9AM of March 19, 2024 or submission could be made through courier service provided it will be stamped-received by the BAC Secretariat on or before 9AM of March 19, 2024. Online submission is not yet available. Late bids shall not be accepted.

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

The complete schedule of activities is listed, as follows:

	<b>ACTIVITIES</b>	<b>SCHEDULE</b>	<b>TIME/PLACE</b>
1	Issuance of Bid Documents	February 29, 2024 – March 18, 2024	8:00 AM - 5:00 PM, Mondays – Fridays / QSU, Diffun, Quirino / QSU Website
2	Pre-Bid Conference	March 07, 2024	9AM / QSU, Diffun, Quirino/ Video conferencing upon request of prospective bidders.
3	Submission and Opening of Bids	March 19, 2024	9AM / QSU, Diffun, Quirino/ Video conferencing upon request of prospective bidders.
4	Post Evaluation	March 20, 2024	8:00 AM - 5:00 PM

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *March 19, 2024, 9 AM at the BAC Office, 3rd Floor Julian A. Alvarez Hall*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Quirino State University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

*BAC Secretariat/Procurement Office*  
*QSU, 3F, JAAH, A. Bonifacio, Diffun, Quirino*  
*Email address: [procurement@qsu.edu.ph](mailto:procurement@qsu.edu.ph)*  
*Website: <https://qsu.edu.ph/>*

12. You may visit the website:

For downloading of Bidding Documents: <https://qsu.edu.ph/>

February 28, 2024

**(SGD) FLORIGOLD SALDAEN**  
 BAC Chairperson