



### INVITATION TO BID

The Agusan del Sur State College of Agriculture and Technology (ASSCAT), through its Bids and Awards Committee (BAC), invites bidders to bid for the hereunder project.

Name of Project : **SECURITY SERVICES**  
Location : ASSCAT, Bunawan, Agusan del Sur  
Brief Description : Outsourcing of Forty-Two (42) Security Guards for F.Y. 2024  
Approved Budget for the Contract (ABC) : **9,171,437.95**  
Contract Duration : Eleven (11) Months  
Source of Funds : General Appropriations Act (GAA) 2024

Prospective bidders should have experience in undertaking a similar project with an amount of at least 50% of the proposed project for bidding.

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 provision of R.A.No.9184 and its Implementing Rules and Regulations (IRR)

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a. Cash, cashier's check/manager's check issued by a Universal or Commercial Bank	Two Percent (2%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety.	Five Percent (5%)
d. Bid Security Declaration	

Upon issuance of award, the winning bidder shall post a Performance Security in the following form.

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a. Cash, cashier's check/manager's check issued by a Universal or Commercial Bank	Five Percent (5%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety.	Thirty Percent (30%)

Such performance security is payable to ASSCAT upon signing of the Contract and shall be forfeited in favor of ASSCAT in the event it is established that the winning bidder is in default in any of its obligations under the Contract.

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE	VENUE
1. Advertisement	December 22, 2023	
2. Pre-bid Conference	December 29, 2023 @ 10:00AM	ASSCAT Board Room
3. Submission of Bidding Documents	January 10, 2024 @ 9:00AM	ASSCAT Procurement Office
4. Opening of Bids	January 10, 2024 @ 10:00AM	ASSCAT Board Room
5. Bid Evaluation	January 11, 2024 @ 10:00AM	ASSCAT Board Room
6. Post-Qualification	January 12, 2024	
7. Recommendation for Award	January 15, 2024	

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of **Php 10,000.00** to the ASSCAT Cashier. The Opening of Bids will be held at the ASSCAT Board Room, Administration Building at 10:00 AM on January 10, 2024.

The ASSCAT reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

Approved by:

  
**RUTH S. DESAMPARO**  
BAC Chairperson

Noted by:

  
**JOY C. CAPISTRANO**  
College President