



## **Invitation to Bid for the Construction of Covered Court with Expansion, Installation of Bleacher (Phase 3)**

1. The **CAMARINES NORTE STATE COLLEGE**, through the **INCOME FUND** intends to apply the sum of **Thirty Million (P30,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Construction of Covered Court with Expansion, Installation of Bleacher (Phase 3), CNSC, Main Campus, Daet, Camarines Norte**. Bids received in excess of the ABC per item listed in the Bill of Quantities (BOQ) shall be automatically rejected at bid opening.
2. The **CAMARINES NORTE STATE COLLEGE** now invite bids for Infrastructure Project. Completion of Works is required 180 Calendars Days upon receipt of the Notice to Proceed or on before December 23, 2018 or earlier in October upon the request of the Procuring Entity to hasten the work to be done. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Error! Reference source not found..**
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act.”

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested bidders may obtain further information from the Head, BAC Secretariat, Records Office, 2<sup>nd</sup> Floor, General Administration Building and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M. Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on **May 24, 2018** from the address below upon payment of non-refundable fee pursuant to the latest Guidelines issued by the GPPB in the amount of **Twenty-Five Thousand (P25,000.00) Pesos**.

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, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **Camarines Norte State College** will hold a Pre-Bid Conference on **May 30, 2018** at exactly 2:00 o'clock in the afternoon at the **College Board Room**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **June 13, 2018 at exactly 9:00 A.M.**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause **Error! Reference source not found..**

Bid opening shall be on **June 13, 2018 at 9:30 in the morning**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The **Camarines Norte State College** 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

**ELOISA R. LUKBAN**  
HEAD, BAC SECRETARIAT  
RECORDS OFFICE  
2<sup>ND</sup> FLOOR, GENERAL ADMINISTRATION BUILDING  
CAMARINES NORTE STATE COLLEGE  
DAET CAMARINES NORTE  
CP # 09985313141

**LILIBETH A. ROXAS, Ph.D.**  
VP for Administration and Finance  
BAC CHAIRPERSON

## **CERTIFICATION**

I HEREBY CERTIFY that the posting of the foregoing advertisement covers the period from May 22, 2018 -June 13, 2018 in the following conspicuous places in the CNSC premises reserved for the purpose namely:

1. Office of the President
2. Guard House
3. Lobby of the General Administration Building
4. G-EPS
5. CNSC Website

ELOISA R. LUKBAN  
Head, BAC Secretariat

Respectfully forwarded to RAYMOND Q. ZARATAR, MIS Head and TWG for I.T. Equipment the herein attached list of I.T. equipment and accessories **(highlighted ones)** of the different offices as consolidated by the office of the undersigned requesting for review on the specification and subsequent approval of the same. Hoping that it would be back to this office on or before April 12, 2018 for procurement activities. Thank you.

ELOISA R. LUKBAN  
Administrative Officer V  
Head, BAC Secretariat

For information and guidance.

ERLINDA J. PORCINCULA, Ph.D.  
VP for Academic Affairs  
BAC CHAIRMAN

#### SPECIAL ASSESSMENT AND SELECTION CRITERIA FOR DIFFRENTLY-ABLED APPLICANTS OR THOSE WITH SPECIAL NEEDS

CNSC adheres to Republic Act 7277 or the Magna Carta with persons with disability. It abhors discrimination for employment for the differently-abled applicants. As a result, the College appointed employee with speech deficiency and was exempted from interview however with equal opportunity with others who luckier than him.

Special Assessment given to applicant with speech deficiency:

1. Exempted from interview.

For persons with disability of different sorts:

1. Additional points are given in the criteria for experience.
2. Preferential appointment to comply with percentage requirements accorded in the Magna Carta for differently-abled applicants.

MARTIN M. LUKBAN  
HRMO III

ERLINDA J. PORCINCULA, Ph.D.                      WENIFREDO T. OÑATE, Ph.D.  
VP for Academic Affairs      VP for Administration and Finance  
CHAIRMAN, PSB FOR TEACHING      CHAIRMAN, PSB FOR NON-TEACHING

## **DUTIES AND FUNCTIONS**

### **RECORDS OFFICER**

1. To oversee the mail distribution of officials and personnel of the college;
2. To oversee the dissemination of Memo Circulars to all satellite campuses;
3. To keep track of the inventory of records and documents of all academic units and colleges;
4. To prepare inventory of records for the disposition schedule in accordance with R.A. 9470.

### **ISO DOCUMENT CONTROLLER**

1. To prepare Procedure Manual for Control of Documents and Records;
2. To implement the provisions stated in the Procedure Manual such as preparation of forms, prepare masterlists of all controlled documents and records;
3. To prepare all the necessary documents needed by each unit processors;
4. To do other function as mandated in the preparation of ISO 9001:2008;

**HEAD BAC SECRETARIAT** *(in accordance with the provision of R.A. 9184)*

1. Provide administrative support to the BAC;
2. Organize and make all necessary arrangements for BAC meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records;
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of award;
7. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
8. Consolidate PPMPs from various units of the procuring entity to make them available as indicated in Section 7 of this IRR; and
9. Act as the central channel of communications for the BAC with end-users PMOs other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observes and the general public

**CLERK – for Records and BAC Secretariat:**

1. Assist the Records Officer in the distribution of mails and memoranda to all concerned personnel;
2. Assist the Records Officer in the management mails;
3. Prepare all the necessary requirements in the purchase of postage stamps and courier;
4. Assist the BAC Secretariat in the preparation of all bid documents for sale;

**CLERK – DOCUMENT CONTROL:**

1. Assist the Document Control Officer in the preparation including encoding of all forms and Manual for ISO Certification;
2. Assist the Document Control Officer in the conduct of review of all forms used by process owners;

3. Assist the Document Control Officer in the filing of all documents, to stamp control all the forms, internal and external documents.
4. Assist the Document Control Officer in the preparation of Masterlist.

Prepared by:

ELOISA R.LUKBAN  
Records Officer III

## PROPOSED PROGRAM

3:45 - REGISTRATION

4:00-4:03 – Invocation ----- DR. ARLENE ALEGRE  
Assistant Professor III

4:04-4:07 -Phil. National Anthem – MR. RUDY T. RAYOS  
Assistant Professor II

4:08-4:15 – Opening Remarks - DR. WENIFREDO T. OÑATE  
VP for Administration & Finance

4:16- 4:25 – Oathtaking - led by DR. RUSTY G. ABANTO  
CNSC PRESIDENT

4:26-4:30 - **M E S S A G E** - **DR. RUSTY G. ABANTO**  
CNSC PRESIDENT

COCKTAIL      COCKTAIL      COCKTAIL      COCKTAIL

MASTER OF CEREMONY : MRS. GRACE A. DE LOS REYES



RESOLUTION RECOMMENDING THE NEED FOR THE PERMANENT PLANTILLA PERSONNEL ASSIGNED AT THE SUPPLY OFFICE IN THE SEMINAR ENTITLED "GOVERNMENT PROCUREMENT REFORM ACT (R.A. 9184) AND ITS REVISED IRR AND UPDATES

Whereas, the Government Procurement Act (R.A. 9184) and its Implementing Rules and Regulations (IRR) was implemented on August 2016;

Whereas, an update on the Revisions of the IRR of R.A. 9184 is very necessary in the performance of their daily functions at the Supply Office;

Whereas, the CSNC Personnel Development Committee for the Non-Teaching Employees convened on May 25, 2017 to discuss the need of two personnel assigned at the Supply Office to attend the Updates of Government Procurement Reform Act;

Whereas, the Committee finds the recommendation of their Supervisors to be in order;

Whereas, the Committee only recommends permanent employees for knowledge enhancement and updates in their specific functions;

Wherefore, after due and mature deliberation, resolved as it is resolved to recommend Arsenio Gem A. Garcillanosa Supply Officer II, Jonel O. Diaz, Administrative Aide II (Designated Asst. Canvasser) to attend the Government Procurement Reform Act (R.A. 9184) and Its Revised IRR and Updates on June 7-9, 2017 at Kimberly Hotel, Pedro Gil St. Malate Manila.

UNANIMOUSLY RECOMMENDED this 25<sup>th</sup> day of May, 2017 at Daet, Camarines Norte.

MADELON B. LEE  
Member, PDC

MARTIN M. LUKBAN  
Member, PDC

MANOLO A. CARBONELL  
CHAIRMAN, PDC

May 24, 2017

DR. RUSTY G. ABANTO  
President  
This College

Sir:

In connection with the 5<sup>th</sup> CNSC Re-Orientation, the undersigned is respectfully submitting its budget proposal breakdown as follows, viz:

<b>Description of Expense</b>	<b>Amount</b>	<b>Total</b>
Tarpaulin printing	P20.00/square foot	P1,620.00
Speakers for Honoraria	750.00 per hour – 2 hours per speaker for 5 speakers	7,500.00
Catering Services: Day 1 – A.M. – cheese pimiento sandwich & pineapple juice Lunch : Buttered chicken, chopsuey and macaroni salad with mineral water P.M. snack – miki bihon with toasted bread & softdrinks Day 2 – A.M. snack – puto, angko, softdrinks Lunch: Breaded porkchop, sayote, carrots and buko pandan with mineral water P.M. – Monde mammon and C2	(2 Lunch, 4 snacks) @ 250.00 per person for 400 persons (per approved 2017) PPMP	200,000.00
Transportation Allowance (Fare) for Speakers	5 speakers @750.00 (round trip) per person Legazpi-Daet (vice versa)	3,600.00
Hotel Accommodation	2,500.00 per person for 5 persons for one day (max. amount of the finest hotel in Daet)	12,500.00
	<b>Total</b>	<b>P225,220.00</b>

Furthermore, may I respectfully endorse the following names of personnel included in the Working Committees for the said event, viz:

**STEERING COMMITTEE :**

Chairperson : Dr. Rusty G. Abanto

Co-Chairmen : Dr. Godofredo E. Peteza, Jr.  
Dr. Erlinda J. Porcincula  
Dr. Arlyn M. Magana

Members : All Deans and Campus Directors

**WORKING COMMITTEE:**

**Registration and Secretariat & Program : Martin M. Lukban – Chairman**

Linda C. Castillo – Member  
Charlie C. Yago – Member

**Committee on Finance** : Madelon B. Lee -Chairman  
Emma H. Sumaway – Member  
Amelia O. Elep – Member

**Committee on Food** : Dr. Ana del Mundo -Chairman  
All Canteen personnel – members

**Committee on Accommodation** : Eloisa R. Lukban- Chairman  
Sheila P. Sapusao -Co-Chair

**Committee on Ways and Means** : Evangeline L. Sarion-Chairman  
All Personnel at the Supply Office

**Committee on Venue & Stage Preparation:** Manolo A. Carbonell – Chairman  
(including the installation of -All Utility personnel as members  
Tarpaulin) Committee on Sounds : Samuel De Vera and one other

**Committee on Citation of Certificate** – Elsa T. Manlangit

**Committee on Documentation** : Gracia A. de los Reyes - Chairman  
All PICRO Staff

Prepared by:

MARTIN M. LUKBAN  
HRMO III

May 15, 2017

Mr. Raymond Q. Zaratar  
Information Systems Planner  
This College

Sir:

This refers to the approved Procurement Project Management Plan (PPMP) of your proposed office with attached Purchased Request. The undersigned noticed that one of the items requested is Room Renovation which is stated in the said purchase request with attached plan, however, the undersigned did not find any. May we request from your good self to send to us the attached Plan duly signed by the College Engineer with the approval of the President and Program of Work (POW) with Detailed Estimates as a requirement for the procurement.

Very truly yours,

ELOISA R.LUKBAN  
Head, BAC Secretariat



**CAMARINES NORTE STATE**

F. Pimentel Avenue  
Daet, Camarines Norte  
4600 Philippines  
Tel. No. 721-1343

It is hoped and prayed that the above stated reason will merit my justification.

Very truly yours,

MARILYN P. FERRER

Cashier I



**CAMARINES NORTE STATE**  
**COLLEGE**

F. Pimentel Ave., Daet, Camarines Norte 4600 Philippines

**COLLEGE OF ENGINEERING AND INDUSTRIAL TECHNOLOGY**