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Invitation Letter to Tender

Dear Sir/Madam.

Subject: Open Call for Tenders for the Supply of various supplies & equipment's intended for the TRUST (Financial Technology and digital innovation to modernize and develop curricula of Vietnamese and Philippines Universities) of Mapua University.

Reference: MU-TRUST-610256

1. The Mapua University is planning to award the public contract referred to the above.

The tender documentation consists of this letter, the tender specifications (including the technical specifications) with its annexes and the draft contract.

2. If you are interested in taking part of this tender procedure, please submit your letter of intent and requirements on or before **October 18, 2021**. The tender shall be submitted before the closing date given in the conditions for submitting a tender.
3. You must submit your tender in one original and two copies. Tender must be placed inside two sealed envelopes, addressed as indicated below. Envelope should be marked as follows: "INVITATION TO TENDER RELATED TO TRUST PROJECT" – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT. If self-adhesive envelopes are used, they must be sealed with adhesive tape and sender must sign across this tape.

All tenders shall be received on or before **5:00PM November 02, 2021** at the address provided below. You may submit the tender in person or by courier. However, the date of the receipt shall be on or before the time and date indicated above.

The Mapua's Purchasing Department is open from Monday – Friday during business hours 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm. It is closed on Saturdays, Sundays and public holidays.

Address where the tenders must be submitted (by courier or in person):

CALL FOR TENDER: Supply of various supplies & equipment's intended for the TRUST Project of Mapua University.

Ref: (***BID REFERENCE NUMBER IN THE PUBLICATION***)

MAPUA UNIVERSITY

Purchasing Office

2nd floor Admin. Bldg. no. 658 Muralla St. Intramuros Manila

Philippines, 1002

4. Tenders must be:

- signed by the authorized representative of the tenderer;
- perfectly legible so that there can be no doubts as to words and figures
- include the costing sheet or other documents as indicated in the technical specifications.

5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of this contract.

6. All cost incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

7. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date indicated in item 3:

- At the imitative/request of the tenderers, the University may communicate additional information solely for the purpose of clarifying the nature of the contract. Such information shall be communicated on the same date to all interested tenderers.
- Any request for additional information must be made in writing only to mgsanjuan@mapua.edu.ph no later than five working days before the deadline for submission of tenders.

- The contracting authority is not bound to reply to requests for additional information received less than five working days before the final date of submission of tenders.
- The University may, on its own initiative, contact the tenderers if it discovers an error, a lack of precision, an omission or any other type of clerical defect in the text of the contract notice, invitation to tender or specifications and will inform all the persons concerned on the same date and in a manner identical with that applicable in respect of the original invitation to tender.
- Any additional information including that referred to above will be posted on <https://www.mapua.edu.ph/Research/TRUST.aspx>
- The website will be updated regularly and it is your responsibility to check for updates and modifications during the tendering period.

After opening of the tenders:

If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the responsible officer may contact the tenderer(s), although such contact may not lead to any alteration of the terms of the tender.

8. This invitation to tender is in no way binding on the contracting party. The contracting authority's contractual obligation commences only upon signature of the contract with the successful bidder.
9. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or bidders being entitled to claim any compensation. This decision must be substantiated and the candidates or bidders notified.
10. No bids would be altered after submission deadline.
11. Once the contracting authority has opened the bids, it becomes its property and it shall be treated confidentially.
12. You will be informed of the outcome of this procurement procedure by e-mail with delivery receipts and by publication of the name of the successful bidders on Mapua University website **November 05, 2021**.
It is your responsibility to provide a valid e-mail address together with your contact details in your bid and to check both the mailbox and Mapua University website regularly.

13. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to the Mapua University Data Protection Policy (adopted in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012).

Unless indicated otherwise, your replies to the question and any personal data requested are required to evaluate your tender in accordance with the specification of the invitation to tender and will be processed solely for that purpose by the Director of the Service in charge, acting as Data Controller.

Date and Signature

Signature over printed name

Date: _____