



**INTERNAL PROCUREMENT PROCEDURE**  
(REGULATED BY RA 9184)

**SECTION 1.00 - GENERAL**

**1.01 PURPOSE AND SCOPE.** This Internal Procurement Procedure (IPPP) shall govern the procurement of goods and services for the University.

**1.02 APPLICABILITY.** This Internal Procurement Procedure shall apply to all procurements of goods and services for the University.

**1.03 DEFINITIONS.** The following definitions shall apply to this Internal Procurement Procedure:

**1.03.1 Bidder.** A person or entity who has submitted a bid for the procurement of goods and services.

**1.03.2 Bid.** A written offer by a bidder to supply goods and services at a specified price and within a specified period of time.

**1.03.3 Value of the Contract.** P=8,079,467.31

**1.03.4 Procurement of Goods and Services.** The procurement of goods and services for the University, including the procurement of construction services, shall be governed by this Internal Procurement Procedure.

**1.03.5 Bid Opening.** The bid opening shall be held at the Office of the Vice-Chancellor for Administration, Cavite State University, Indang, Cavite, on the date and time specified in the bid invitation.

Section	Description	Status
1.03.6	Bidder's Responsibility	Active
1.03.7	Bidder's Qualification	Active
1.03.8	Bidder's Financial Soundness	Active
1.03.9	Bidder's Technical Capacity	Active

**1.04 BIDDING PROCESS.** The bidding process shall consist of the following steps: (a) advertisement of the procurement; (b) sale of the bid documents; (c) submission of bids; (d) opening of bids; (e) evaluation of bids; and (f) award of the contract.

**1.05 BIDDING DOCUMENTS.** The bidding documents shall include the following: (a) bid invitation; (b) terms and conditions of sale; (c) specifications; (d) contract documents; and (e) any other documents required for the procurement.

**1.06 BIDDING PROCESS.** The bidding process shall be conducted in accordance with the provisions of this Internal Procurement Procedure. The bidder shall be responsible for the preparation and submission of the bid.

Approved by: