



UNIVERSITY OF NUEVA CACERES
INVITATION TO BID
Forms
UNC BIDS AND AWARDS COMMITTEE

Doc. Control No.:
UNC-FM-PC-06

BID.SER.3.23#42

SUBJECT : PUBLIC BIDDING FOR THE PROCUREMENT OF CREATIVE AGENCY SERVICES, 2023 FOR UNIVERSITY OF NUEVA CACERES

DATE : November 7, 2023

1. The UNC now invites interested bidders for the Procurement of Creative Agency Services 2023. The proposed Creative Services shall be for a period of three (3) months, to commence upon receipt of the Notice to Proceed.

LOT NO.	NAME OF PROJECT
1	MARKETING COLLATERAL SERVICES (VIDEOS)
2	MARKETING COLLATERAL SERVICES (FLYER, BROCHURE, DIGITAL STATIC PUBMATS)

2. Interested Bidders must have completed a similar contract/project in the amount not lower than the Approved Budget for the Contract (ABC) for the last five (5) years from the date of submission and receipt of bids.
3. Submission of **Letter of Intent (LOI)** starting on November 8, 2023, until November 15, 2023, thereafter, interested bidders may obtain a copy of the tender document after paying a non-refundable amount of 500.00 pesos at the UNC treasurer's office or through the bank with the following details, **University of Nueva Caceres, China Bank - Naga Branch Account No. 262-083911-2**. Please send proof of payment for verification and validation purposes.
4. UNC will hold a **Pre-bid conference on November 14, 2023, 1:30PM at the UNC PEP Classroom Rm. AMS107, AMS Building.**
5. **Submission of Bid Proposal must be duly received on or before 2:00PM of November 24, 2023.** Opening of Bids shall be conducted after the deadline of submission at the UNC PEP Classroom Rm. AMS107, AMS Building. Interested bidders may attend this activity.

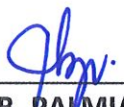


UNIVERSITY OF NUEVA CACERES
INVITATION TO BID
Forms
UNC BIDS AND AWARDS COMMITTEE

Doc. Control No.:
UNC-FM-PC-06

7. For further information, please call the BAC Secretariat c/o;

MR. VENER M. PACUNZA
Purchasing Department Office
Ground Floor JH Building
Tel. No. 054 472 3795
CP. No. 0927 816 0448
Email: vener.pacunza@unc.edu.ph


ENGR. LEON B. PALMIANO IV
VPAAS/UNC-BAC Chairman,
University of Nueva Caceres