

UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, 2600 Baguio City
Telephone Number: 074 446 9973/446 9973

INVITATION TO BID FOR PROCUREMENT OF TWELVE (12) MONTHS SECURITY SERVICES UPB-BID-EPA2021-1

1. The *University of the Philippines Baguio*, through the *General Appropriations Act (GAA) 2021* intends to apply the sum of *Five Million Four Hundred Sixty-Seven Thousand Two Hundred Fifteen Pesos (PhP 5,467,215.00)* being the ABC to payments under the contract for the *Procurement of Twelve (12) Months Security Services* with *Bid Reference No. UPB-BID-EPA2021-1*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The University of the Philippines Baguio now invites bids for the above Procurement Project. Delivery of the services requires *twelve (12) months contract duration*. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *University of the Philippines Baguio* and inspect the Bidding Documents at the address given below *Monday to Friday, 8:30 a.m. to 4:30p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 26, 2020* from the given address and website(s) below, and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Six Thousand Pesos (PhP 6,000.00)*. Payments may be thru:

Bank: Development Bank of the Philippines (DBP)

Branch: Baguio City

Account Name: UP Baguio Trust Fund

Account Number: 0-00363-510-1

(Please make at least 2 copies of the deposit slip)

OR

Bank: Land Bank of the Philippines (LBP)

Branch: Baguio City, Marcos Highway

Account Name: UP Baguio Revolving Fund

Account Number: 0221-3287-28

(Please make at least 2 copies of the deposit slip)

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, or by facsimile, or through electronic means

6. The University of the Philippines Baguio will hold a ***Pre-Bid Conference*** on ***December 4, 2020, 9:30 a.m.*** at ***Board Room, 2nd floor Iskolar ng Bayan Building, University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City*** and/or through zoom conferencing, which shall be open to prospective bidders.

The pre-bid conference may be attended via ZOOM CONFERENCE. For those participating via Zoom conferencing, please click on the link below to register in advance for this meeting:

Register in advance for this meeting:

<https://up-edu.zoom.us/join/9tZErdeqppzIsGNFeULiTDWwVc26S2CusKoNU>

After registering, you will receive a confirmation email containing information about joining the meeting.

7. ***Bids must be duly received*** by the BAC Secretariat through (i) manual submission at the office address indicated below, or (ii) online or electronic submission as indicated below, or (iii) both on or before ***December 16, 2020 at 9:30 a.m.*** Late bids shall not be accepted.

BAC Secretariat Office
Supply and Property Management Office
Isabelo delos Reyes Building
UP Baguio
Governor Pack Road, Baguio City
Email : bac.upbaguo@up.edu.ph

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. ***Bid opening*** shall be on ***December 16, 2020, 10:00 a.m. at the Board Room, 2nd Floor Iskolar ng Bayan Building, UP Baguio Governor Pack Road, Baguio City.*** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The bid opening may be attended via ZOOM CONFERENCE. For those participating via Zoom conferencing, please click on the link below to register in advance for this meeting:

Register in advance for this meeting:

<https://up-edu.zoom.us/join/tZUuduGsqjooGNffOrAq0ThSDZw2g57KfZ8P>

After registering, you will receive a confirmation email containing information about joining the meeting.

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10. ***For Online Bid Submission, the requirements and instructions to bidders for electronic submission and opening of bids is as follows:***

I. Requirements

1) Bidders please ensure that you have:

- a. E-mail address and Zoom account (certified as official by bidder)
- b. Accomplished the necessary bid documents and instructions, and are now going to submit your bids online
- c. Accomplished Bid documents in PDF file format
- d. A contemporary computer with Windows 8 or 10 software
- e. An Internet connection

II. General Instructions:

- 1) Bid documents in single zipped file (encrypted, archived and password-protected), shall be submitted online via e-mail attachment to bac.upbaguio@up.edu.ph using the certified e-mail address of the bidders on or before the pre-set deadline for submission of bids

The e-mail message format shall include:

To: bac.upbaguio@up.edu.ph

Subject: UPB-BID-xxxxxxx – SUPPLIER NAME

- 2) Decryption password must be submitted in a separate e-mail message to bac.upbaguio@up.edu.ph upon request, during the bid opening conference via Zoom.
11. The *University of the Philippines Baguio* 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
 12. For further information, please refer to:

*IRENE J. ENRIQUEZ
Supply and Property Management Office
Isabelo delos Reyes Building
UP Baguio
Governor Pack Road, Baguio City
Telefax. No. (074) 442 3484, (074) 446 9973
email: bac.upbaguio@up.edu.ph
<http://www.bac.upb.edu.ph>*

13. You may visit the following websites:

For downloading of Bidding Documents:

web.upb.edu.ph/bids-and-awards-committee-bac

For online bid submission:

email to: bac.upbaguio@up.edu.ph

Date of Issue: 26 November 2020


JESSICA K. CARIÑO
Chair