

# UNIVERSITY OF THE PHILIPPINES BAGUIO

## INVITATION TO BID FOR THE SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS LABORATORY EQUIPMENT UPB-BID-2021-5

1. The University of the Philippines Baguio, through the Special Appropriations CY 2021 intends to apply the sum of One Million One Hundred Ninety Thousand Pesos (PhP1,190,000.00) being the ABC to payments under the contract: Supply, Delivery and Installation of various Laboratory Equipment, with Bid Reference No. UPB-BID-2021-5. 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 Goods is required by 60 to 90 days. Bidders should have completed, within five 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 from Monday to Friday from 8:30a.m. to 4:30p.m.

A complete set of Bidding Documents may be acquired by interested Bidders on May 19, 2021 from the given address and website 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 One Thousand Five Hundred Pesos (PhP1,500.00). Personal payment may be made at the UP Baguio Cashier's office or 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)

For the Official Receipt, you may proceed at the Cashier's Office for the issuance of the Official Receipt from 8:00 a.m. to 4:00 p.m., Monday to Friday.

Proof of payment must be presented upon acquiring a complete set of bidding documents at the BAC Secretariat's Office.

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.

5. The University of the Philippines Baguio will hold a Pre-Bid Conference<sup>1</sup> on May 27, 2021 at 9:30a.m. at Board Room, 2nd floor Iskolar ng Bayan Building, University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City, and through zoom meeting, 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/meeting/register/tZYpdumorz0vGtJIgR0lmsw5dq0zkL9j49fu>

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

6. 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 9:00a.m. on June 8, 2021. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on June 8, 2021 at 9:30a.m. at Board Room, 2<sup>nd</sup> 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:

---

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Register in advance for this meeting:

[https://up-edu.zoom.us/meeting/register/tZMudOmsrj0tH9W72KqrOkvGlcRiCRttXnGE](https://up-edu.zoom.us/join/https://up-edu.zoom.us/meeting/register/tZMudOmsrj0tH9W72KqrOkvGlcRiCRttXnGE)

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

9. *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](mailto: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](mailto: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](mailto:bac.upbaguio@up.edu.ph) upon request, during the bid opening conference via Zoom.

10. 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.

11. For further information, please refer to:

IRENE J. ENRIQUEZ  
BAC Secretariat  
Isabelo delos Reyes Building  
UP Baguio  
Governor Pack Road, Baguio City  
Telephone No. (074) 446 9973




email: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph)  
<http://www.bac.upb.edu.ph>

12. You may visit the following websites:

For downloading of Bidding Documents:  
*[web.upb.edu.ph/bids-and-awards-committee-bac](http://web.upb.edu.ph/bids-and-awards-committee-bac)*

For online bid submission:  
*email to:* [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph)

Date of Issue: *May 19, 2021*



---

**SANTOS JOSE O. DACANAY III**  
*Chairperson, BAC*