

UNIVERSITY OF THE PHILIPPINES BAGUIO

INVITATION TO BID FOR THE SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS EQUIPMENT FOR THE DOST-PCIEERD VALUE CORDILLERA COFFEE PROJECT UPB-BID-2021-6 (2 LOTS)

1. The University of the Philippines Baguio, through the Special Appropriations CY 2021 intends to apply the sum of:

Lot No.	Approved Budget for the Contract (per lot)
UPB-BID-2021-6-1	PhP 870,000.00
UPB-BID-2021-6-2	PhP 490,000.00

being the ABC to payments under the contract for each lot. Bids received in excess of the ABC for each lot 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 within 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 Monday to Friday, 8:00a.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:

Lot No.	Bidding Documents Fee	ABC
UPB-BID-2021-6-1	1,000.00	870,000.00
UPB-BID-2021-6-2	500.00	490,000.00

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 Conference¹ on May 27, 2021, 11:00a.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/joining/register/tZMldOisqDgiGdYcQw0_HP37DuLX4WTiUVsE

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 1:00p.m. on June 8, 2021**. Late bids shall not be accepted.

¹ 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.

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, 1:30p.m.** at 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/joining/register/tZwuf-2upjosEtBYPrepJCjMoIWX0idWKA_f

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 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.

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
<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

For online bid submission:

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

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SANTOS JOSE O. DACANAY III
Chairperson