

**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
**Governor Pack Road, 2600 Baguio City**

**INVITATION TO BID FOR  
SUPPLY AND DELIVERY OF VARIOUS  
INFORMATION TECHNOLOGY EQUIPMENT  
UPB-BID-2021-7**

1. The University of the Philippines Baguio (UP Baguio), through the *General Appropriations Act CY 2021* intends to apply the sum of *Nine Hundred Thousand Pesos (PhP 900,000.00)* with Bid Reference Number *UPB-BID-2021-7*. 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 *thirty (30) calendar days after receipt of the Notice to Proceed*. Bidders should have completed, within *six years (2015-2020)* 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 *15 June 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 Pesos (PhP 1,000.00)*. Personal payment 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 *23 June 2021, 9:30a.m. at the 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/meeting/register/tZAucuqsgDwrE9LZepSfEfMoW22AFrkiCbvH>**

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 manual submission at the office address indicated below, *on or before 9:00a.m. on 5 July 2021*. 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.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph)**

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.

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<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.

8. Bid opening shall be on 5 July 2021, 9:30a.m. at the *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:

Register in advance for this meeting:

**<https://up-edu.zoom.us/join/9vfofF8qbYwDQcAqx42DNo>**

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

9. 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.

10. For further information, please refer to:

*MAR VIERNES  
BAC Secretariat  
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>*

11. 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)*

Date of Issue: 15 June 2021



BAC Chairperson

