

UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, 2600 Baguio City

INVITATION TO BID FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING ONE (1) UNIT GENERATOR SET UPB-BID-2021-3

1. **O**The University of the Philippines Baguio (UP Baguio), through the Corporate Budget for the contract approved by the governing Board FY2021, intends to apply the sum of Two Million One Hundred Sixteen Thousand Eight Hundred Pesos (PhP 2,116,800.00) being the ABC to payments under the contract for Supply, Delivery, Installation and Commissioning of One (1) unit Generator Set with Bid Reference No. UPB-BID-2021-3. 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 within Ninety (90) calendar days. 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 from Monday to Friday from 8:30a.m. to 4:30p.m.

A complete set of Bidding Documents may be acquired by interested Bidders starting 27 March 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 Two Thousand Five Hundred Pesos (PhP 2,500.00). 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 on 6 April 2021 at 11:00 a.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/tZErD-2vrTIvH9VYeXHJHL-EMM1bvRLpTYnN](https://up-edu.zoom.us/join/https://up-edu.zoom.us/meeting/register/tZErD-2vrTIvH9VYeXHJHL-EMM1bvRLpTYnN)

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, (ii) online or electronic submission as indicated below, or (iii) both on or before 1:00 p.m. on 19 April 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*

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.

- 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:

https://up-edu.zoom.us/meeting/register/tZAkde6oqTMrHdBByBAB_Kn5P-sCJ6b6jIE

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

1) Bidders please ensure that you have:

- ## II. General Instructions:

- 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.upbago@up.edu.ph upon request, during the bid opening conference via Zoom.

11. 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>*

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

Date of Issue: 27 March 2021



JESSICA K. CARINO
Chairperson

