

UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City

INVITATION TO BID FOR PROCUREMENT OF TWELVE (12) MONTH- JANITORIAL SERVICES FOR CY 2023 UPB-BID2022-EPA2023-03

1. The University of the Philippines Baguio (UP Baguio), through the General Appropriations Act and Special Appropriations CY 2023 intends to apply the sum of Six Million One Hundred Ninety Nine Thousand Two Hundred Thirty Four and 07/100 Pesos Only (Php 6,199,234.07) being the ABC to payments under the contract for Procurement of Twelve (12) Month-Janitorial Services for CY 2023 with Bid Reference No. UPB-BID2022-EPA2023-03. 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 require **Twelve (12) months of contract duration**. Bidders should have completed, within **five (5) 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.
 - a. 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 8:30AM to 4:30PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **11 October 2022 (Tuesday)** 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 **Seven Thousand Pesos Only (Php 7,000.00)**.

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)

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.

6. **The University of the Philippines Baguio will hold a Pre-Bid Conference on 19 October 2022 (Wednesday) at 9:00 AM** at University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City, and/or through zoom conferencing which shall be open to prospective bidders.

For those participating via zoom conferencing, the link below is provided for advance registration:

<https://up-edu.zoom.us/meeting/register/tJEqfuqrqjwqGtFkYlpLkUKVDi4gmh85WRuq>

Information about the meeting will be provided on the confirmation email after registration.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or before 8:30 AM on 03 November 2022 (Thursday)**. Late bids shall not be accepted.

BAC Office

Iskolar ng Bayan Building

UP Baguio

Governor Pack Road, Baguio City

Email : bac.upbaguio@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 at **10:30 AM on 03 November 2022 (Thursday)** at **University of the Philippines Baguio**, Governor Pack Road, Baguio City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

For those participating via zoom conferencing, the link below is provided for advance registration:

<https://up-edu.zoom.us/meeting/register/tJElduqtqj8uGt0-o8Xww5WXU5P0dwHEDp5t>

Information about the meeting will be provided on the confirmation email after registration.

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

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. Bidders shall read the Bidding documents carefully and comply with the requirements indicated. Failure to comply may lead to disqualification of the bid.
12. Bidders are encouraged to properly use tabs and identify the documents submitted for ease of reference in the opening of bids.
13. For further information, please refer to:

Brian D. Lumague
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

14. For downloading of Bidding Documents, visit:

<https://www.upb.edu.ph/bids-and-awards-committee-bac>

Date of Issue: 11 October 2022



JOEL M. ADDAWE
BAC Chairperson