

**University of the Philippines Baguio**  
*Governor Pack Road, Baguio City*

**INVITATION TO BID FOR SUPPLY, DELIVERY AND INSTALLATION  
OF GENUINE AND BRAND NEW CO2 LASER CUTTER AND  
ENGRAVER MACHINE FOR INDUSTRIAL USE  
(UPB GOODS-2023-05)**

1. The **University of the Philippines Baguio**, through the **Special Appropriations** intends to apply the sum of **One Million Seven Hundred Thousand Pesos (Php 1,700,000.00)** being the ABC to payments under the contract for **Supply, Delivery and Installation of Genuine and Brand New CO2 Laser Cutter and Engraver Machine for Industrial Use** with bid reference number **UPB GOODS-2023-05**. 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 **Ninety (90) Calendar days from receipt of Notice to Proceed**. 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 during **Mondays to Fridays, 8:30 AM to 4:30 PM** except holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **14 June 2023, Wednesday** from the given address and website(s) 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 **Five Thousand Pesos Only. (Php 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person or through electronic means**.



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)

Issuance of the Official Receipt will be made at the UP Baguio Cash Office, Mondays to Fridays, 8:00 a.m. to 4:00 p.m, except on holidays.

Proof of payment must be presented upon acquiring a complete set of bidding documents at the Bids and Awards Committee Office.

6. The **University of the Philippines Baguio** will hold a Pre-Bid Conference on **22 June 2023, Thursday, 9:00 am** at **University of the Philippines Baguio, Governor Pack Road, Baguio City** and/or through video conferencing or webcasting via **Zoom**, which shall be open to prospective bidders.

For those participating via zoom conferencing, the link below is provided for advance registration. Only those who registered will be provided with an invitation/link for the scheduled Pre-Bid Conference.

<https://up-edu.zoom.us/meeting/register/tJAqd-Gtrz4sGNP5CHio4Kj6P3-XdXwZPXT>

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 **05 July 2023, Wednesday, 8:30 a.m.** Late bids shall not be accepted.

BAC Office  
Iskolar ng Bayan Building  
University of the Philippines 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 on **05 July 2023, Wednesday, 9:00 a.m.** at the **Chancellor's Board Room, University of the Philippines Baguio, Governor Pack Road, Baguio City** and/or via **Zoom**, which shall be open to prospective bidders.

For those participating via zoom conferencing, the link below is provided for advance registration. Only those who registered will be provided with an invitation/link for the scheduled Opening of Bids.

[https://up-edu.zoom.us/meeting/register/tJ0ld--qpzliHN0gSueU2\\_u\\_vykpjtHMG09E](https://up-edu.zoom.us/meeting/register/tJ0ld--qpzliHN0gSueU2_u_vykpjtHMG09E)



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. In accordance with GPPB Circular 06-2005, the University of the Philippines Baguio adopt the use of "draw lots" as a tie-breaking method in the event two or more of the bidders have been declared as having the Lowest Calculated Responsive Bid (LCRB).

Bidders shall read the Bidding documents carefully and comply with requirements indicated. Failure to comply may lead to disqualification of the bid.

Bidders are encouraged to properly use tabs and identify the documents submitted for ease of reference in the opening of bids.

11. 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.
12. For further information, please refer to:

**Ms. Mary Anne R. Rivera**  
Supply and Property Management Office  
Isabelo delos Reyes Building  
University of the Philippines Baguio  
Governor Pack Road, Baguio City  
Telefax no. (074) 442-3484, (074) 446-9973  
Email: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph)

13. For downloading of Bidding Documents, visit  
<https://bac.upb.edu.ph/bid-opportunities/>

*Date of Issue: 14 June 2023, Wednesday*

**SGD**

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**PROF. JOEL M. ADDAWE**  
Chairperson, BAC