

UNIVERSITY OF THE PHILIPPINES BAGUIO
Governor Pack Road, Baguio City

INVITATION TO BID FOR
SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF
CONFERENCE MICROPHONES & ITS COMPONENTS, AND
VIDEO CONFERENCING EQUIPMENT FOR UP BAGUIO
(UPB-GOODS-2023-18)

1. The *University of the Philippines Baguio*, through the *General Appropriations Act CY 2023* intends to apply the sum of *One Million One Hundred Seventeen Thousand Pesos Only (Php 1,117,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Supply, Delivery, Installation, and Commissioning of Conference Microphones & its Components, and Video Conferencing Equipment for UP Baguio* with bid reference number *UPB-GOODS-2023-18*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

LOT	ABC (PHP)
Lot 1 – Conference Microphones & its Components	Php 865,000.00
Lot 2 – Set of Video Conferencing Equipment	Php 252,000.00
Total:	Php 1,117,000.00

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 from receipt of Notice to Proceed (NTP)*. 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 in No. 7 of this section during *Mondays to Fridays at 8:30 a.m. to 4:30 p.m. except on holidays*.
5. A complete set of Bidding Documents may be acquired or downloaded by interested Bidders on *21 November 2023 (Tuesday)* from the given address and website in No. 7 and 15 of this section respectively 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	AMOUNT (PHP)
Lot 1 – Conference Microphones & its Components	Php 1,000.00
Lot 2 – Set of Video Conferencing Equipment	Php 500.00

The Procuring Entity shall allow the bidder to present during bid submission its proof of payment for the fees *in person or through electronic means*.

One can make a personal payment at the UP Baguio Cash Office or bank payment using the following details:

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 two (2) copies of the deposit slip)

Issuance of the Official Receipt will be made at the UP Baguio Cash Office from Mondays to Fridays at 8:00 a.m. to 4:00 p.m. except on holidays. This 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 Conference¹ on ***29 November 2023 (Wednesday) at 3:30 p.m.*** at the ***Chancellor's Board Room, 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/tJcvcOyuqDgpH9XYcEURO653rIWdPuNFcThb>

Information about the meeting will be provided through an email after a successful online registration.

7. A bid, properly sealed and signed, must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before ***12 December 2023 (Tuesday) at 12:00 noon***. 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

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.

8. A bid 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 **12 December 2023 (Tuesday) at 3:30 p.m.** at the **ODSA Conference Room, Alumni Building, University of the Philippines Baguio, Governor Pack Road, Baguio City** and via **Zoom**. 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. Only those who registered will be provided with an invitation/link for the scheduled Opening of Bids.

<https://up-edu.zoom.us/meeting/register/tJ0scuGurD0vGNZhickDwuyIMXpO771MMjmr>

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

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 and Responsive Bid (LCRB).
11. Bidders shall read the bidding documents carefully and must comply with the requirements indicated. Failure to comply will lead to disqualification of the bid.
12. Bidders are encouraged to properly use labelling tabs and identify the documents submitted for ease of reference in the opening of bids.
13. 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.
14. For further information, please contact:
Mr. Ruel C. Lestino
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
15. If one intends to download copies of the Bidding Documents, visit:
<https://bac.upb.edu.ph/bid-opportunities/>

Date of Issue: 21 November 2023, Tuesday

SGD
JOEL M. ADDAWE
Chairperson, BAC