

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

**INVITATION TO BID FOR**  
**SUPPLY, DELIVERY, AND INSTALLATION OF LABOR AND**  
**MATERIALS & DISMANTLING OF EXISTING THEATER CHAIRS**  
**AT CS AVR OF UP BAGUIO**  
**(UPB-GOODS-2024-04)**

1. The *University of the Philippines Baguio*, through the *Special Appropriations* intends to apply the sum of *Seven Hundred Seventy-Nine Thousand Pesos Only (Php 779,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Supply, Delivery, and Installation of Labor and Materials & Dismantling of Existing Theater Chairs at CS AVR of UP Baguio with bid reference number UPB-GOODS-2024-04*. 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 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 *17 April 2024 (Wednesday)* 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 *One Thousand Pesos Only (Php 1,000.00)*. 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 Conference<sup>1</sup> on **25 April 2024 (Thursday) at 1:30 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/tJEqfu2oqTwqGNDojWHINb4wc3YUYHsb1aIK>***

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 **07 May 2024 (Tuesday) at 1:00 p.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. 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 **07 May 2024 (Tuesday) at 2:00 p.m.** at the **Chancellor's Board Room, 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.

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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.

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/tJEqdeGpjjIvGtACxZTMeYnyp10Ks9DIzACZ>

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:

***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***

15. If one intends to download copies of the Bidding Documents, visit:

<https://bac.upb.edu.ph/bid-opportunities/>

*Date of Issue: 17 April 2024, Wednesday*

SGD  
***Prof. JOEL M. ADDAWE, PhD***  
*Chairperson, Bids and Awards Committee*