

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

**INVITATION FOR NEGOTIATED PROCUREMENT FOR THE**  
**SUPPLY AND DELIVERY OF DIGITAL TERRAIN MODEL**  
**(UPB-GOODS-NP2024-01)**

1. In view of the two (2) failed biddings, the *University of the Philippines Baguio* through its Bids and Awards Committee (BAC), invites PhilGEPS registered, technically, legally, and financially capable suppliers to participate in the *Negotiated Procurement under Two-Failed Biddings* for the *Supply and Delivery of Digital Terrain Model*, in accordance with Section 53.1 of the Revised Implementing Rules and Regulations of the Republic Act (RA) No. 9184.
2. The *University of the Philippines Baguio*, through the *Special Appropriations Act CY 2023* intends to apply the sum of *Nine Hundred Thousand Pesos Only (Php 900,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Negotiated Procurement under Two-Failed Biddings* for *Supply and Delivery of Digital Terrain Model* with bid reference number *UPB-GOODS-2023-08A*. Proposal/quotation received in excess of the ABC shall be automatically rejected at opening.
3. The *University of the Philippines Baguio* will engage in negotiation with sufficient number of suppliers to ensure effective competition. The selection of the successful proposal shall be based on the best and final offer that will be submitted on the specified date shown on item no. 4 of this invitation, and which would meet the minimum technical specifications required attached Annex “A”. Delivery of the Goods is required by **Thirty (30) calendar days** from receipt of the Notice to Proceed (NTP).
4. The technical and financial requirements of the project for negotiation are listed in the Checklist of Technical and Financial Documents attached as Annex “B”.
5. The schedule of activities are as follows:

Activities	Schedule	Details and Instructions to Bidders
a. Issuance and Availability of the Invitation for Negotiation.	17 to 19 April 2024	Email to at least three (3) suppliers; and posting in accordance with the IRR of RA No. 9184.
b. Submission of Eligibility Documents	17-25 April 2024	Interested suppliers shall email a copy of their valid and updated PhilGEPS Certificate of Registration (Platinum Membership, all pages) in accordance with Section 8.5.2 of the IRR or RA
c. Negotiation Meeting	26 April 2024 at 9:00AM	Meeting shall be held at the Chancellor’s Board Room, UP Baguio.  For those participating via Zoom conferencing, the link below is provided

		<p>for advance registration. Only those who registered will be provided with an invitation link for the scheduled Negotiation Meeting.</p> <p><i><a href="https://up-edu.zoom.us/j/9123456789">https://up-edu.zoom.us/meeting/register/tJMofuqvqzsoGNJ3uxTa_LNfJweld9jQvNSP</a></i></p> <p>Information about the meeting will be provided through an email after a successful online registration.</p>
d. Issuance of Final Technical and Financial Requirements	29 April 2024	The final checklist of Technical and Financial Requirements shall be issued through email to all suppliers that participated in the negotiation.
e. Submission of Best Offer (based on the final technical and financial requirements)	Until 6 May 2024 at 9:00AM	<p>A bid, properly sealed and signed, must be duly received by the BAC Secretariat through manual submission at the office address indicated below. Late bids shall not be accepted.</p> <p><b><i>BAC Office Iskolar ng Bayan Building University of the Philippines Baguio Governor Pack Road, Baguio City</i></b></p>
f. Opening of Best Offer	6 May 2024 at 9:30AM	<p>Bid opening shall be at the <b><i>Chancellor's Board Room, University of the Philippines Baguio, Governor Pack Road, Baguio City</i></b> and via <b><i>Zoom</i></b>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p> <p>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.</p> <p><i><a href="https://up-edu.zoom.us/j/9123456789">https://up-edu.zoom.us/meeting/register/tJIsde6vqDooG9NBq3S6xfNfAhT0z9lf2gq-</a></i></p> <p>Information about the meeting will be provided on the confirmation email after registration.</p>
g. Verification of Eligibility Documents	7 May 2024	The bidder with the lowest calculated quotation shall present the original of its valid and updated PhilGEPS Certificate of Registration.

6. Suppliers shall read the request for quotation carefully and must comply with the requirements indicated. Failure to comply will lead to disqualification of the proposal/quotation.
7. Suppliers are encouraged to properly use labelling tabs and identify the documents submitted for ease of reference in the opening of proposal/quotation.
8. The Bids and Awards Committee shall recommend award of contract to the HoPE in favor of the supplier determined to have the Single or Lowest Calculated and Responsive Quotation.
9. 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 suppliers have been declared as having the Lowest Calculated and Responsive Quotation.
10. The *University of the Philippines Baguio* reserves the right to reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected participants.
11. 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***

12. If one intends to download copies of the Request for Quotation, visit:

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

*Date of Issue: 17 April 2024, Wednesday*

SGD  

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