

Republic of the Philippines  
**University of the Philippines Mindanao**  
Mintal, Tugbok District, Davao City

Date: June 17, 2022

**INVITATION TO BID  
SUPPLEMENTAL GUIDELINES**

1. All procurement correspondence shall be processed online including BAC meetings in accordance with GPPB Resolution No. 09-2020 dated 7 May 2020.
2. Existing rules shall still apply with modifications on required documents, submission of documents, online BAC meetings and online opening of bids.
3. To protect all stakeholders, **we encourage submission of all documentary requirements online**. Printed copies must be submitted during post qualification.
4. Physical bid submissions are highly discouraged in view of the public health emergency situation.
5. BAC meetings for Pre-Bid Conference and Opening of Bids will be done over Zoom system. Meeting details shall be made available to those interested in joining. Bidders may ask for details by filling out this form: <https://forms.gle/jCaBSVE7X6rFD3Qw9>
6. All procurement items will be posted on PhilGEPS and notices will be posted on our website (<https://www2.upmin.edu.ph/index.php/news-sp-3476/bid-bulletins>). Please monitor both the PhilGEPS and our website for notices and updates.
7. All queries should be emailed to the UP Mindanao BAC Secretariat for Goods official email address: [bacgoods.upmin@up.edu.ph](mailto:bacgoods.upmin@up.edu.ph). The subject of the email query should be in this format: **“QUERY” Bid No. short title of the query** (ex. QUERY PBM-2022-09 How to get bidding documents). Inquiries will not be entertained unless they are sent through this email address. We shall endeavor to reply to all emails within twenty-four (24) hours as there will be a procurement officer that will be assigned on a daily basis.
8. All Bid submissions through emails shall be guided by the following rules:
  - a. All bid submissions should be emailed to the official email address of the UP Mindanao Bids and Awards Committee for Goods: [bacgoods.upmin@up.edu.ph](mailto:bacgoods.upmin@up.edu.ph).
  - b. Emails from bidders should indicate the following information for easier coordination with the bidder:
    - name of the authorized representative
    - designation of the authorized representative
    - name of the company
    - official address of the company
    - official email address (the email used to submit documents shall be considered as the official email address for communications between UP Mindanao Bids and Awards Committee for Goods and the bidder)
    - cellphone number

- c. For submission of bids (Public Bidding):
- The Bidder should indicate in the email subject line the: **Bid No.** and **Name of Company followed by the words “Bid Submission”** (ex. PBM-2022-09 Company Name Bid Submission). A bid bearing an erroneous, blank or incomplete email subject line shall be considered ineligible.
  - The email should contain (1) the Proof of Payment, (2) the Technical Documents, and (3) the Financial Documents. Please note that for google mail there is a limitation on the total file size that you can attach (only up to 25mb). If the total file size is more than 25mb you may first upload your file in Dropbox, OneDrive and Google Drive and share the link to the file or compressed file in the email bid submission.
  - Bidders shall submit their bids using the forms specified in the Bidding Documents **in two (2) compressed archive folders, each folder secured by a six-digit numerical password** (e.g., ZIP files with password 123456), and which shall be sent simultaneously in one email. The passwords for each of the compressed archive folders should be different from each other.
  - The file name of the first folder should follow the format: **Number of Files Submitted, Bid No. the words “Technical Documents”**, and **Name of Company**  
(ex. 5\_PBM-2022-09\_Technical Documents\_Company Name)
  - The first folder shall contain the technical components of the bid in one merged **PDF file**, if practicable, including the eligibility requirements, with the documents arranged in the following order as per ***Section VIII. Checklist of Technical and Financial Documents of the bidding documents, I. TECHNICAL COMPONENT ENVELOPE***
  - The file name of the second folder should follow the format: **Number of Files Submitted, Bid No. the words “Financial Documents”**, and **Name of Company** (ex. 5\_PBM-2022-09\_Financial Documents \_Company Name)
  - The second folder shall contain the financial components of the bid in one merged **PDF file**, with the documents arranged in the following order as per ***Section VIII. Checklist of Technical and Financial Documents of the bidding documents, II. FINANCIAL COMPONENT ENVELOPE***
  - Bidders should keep the passwords and must **NOT** submit these through email. **The passwords for accessing both the technical and financial bid documents will be disclosed by the bidder only on the day of opening of bids during the BAC meeting.**
  - All email submissions with SUBJECT LINE: “Bid Submission” will generate an automatic reply to the bidder which will indicate the official time of submission. Bidder may print a copy of the email as proof of submission. The official date and time of submission of bids/quotation shall be verified using email metadata (i.e., email address sender, date and time of email receipt).
  - Bidder may also opt to use other zip or archiving systems provided the same procedure on passwords are followed.

- It shall be the responsibility of the bidders to ensure that the files are clean and not corrupted. If during the BAC meeting to open the bids any file that cannot be opened or detected to contain malicious content, then it shall be deemed ineligible. Please scan the compressed file folder to check if it passes the malware check using your own malware software.
  - Bidders shall be required to attend the scheduled Bid Opening through Videoconferencing or YouTube live. Passwords for accessing the file will be disclosed by the bidders only during the actual bid opening which may be done through face-to-face videoconferencing, webcasting or similar technology.
  - During the BAC meeting prior to opening of bids, the BAC Secretariat shall report to the BAC the conditions of the bids when received including the correctness of the Bid/RFQ No., time of receipt, that the two (2) files are properly password-secured, and that no passwords were given along with the submission.
  - Any deviation from these rules will be presented to the BAC and subject to BAC decision as to whether the bid is eligible or not.
  - If everything is declared in order, the BAC will proceed to the opening of the documents and will follow the usual procedure of checking bid submissions.
- d. Payment of bid documents may be made through **DBP** bank deposit, details as follows:
- Account Name: University of the Philippines Mindanao  
Account Number: **000-00-494-915-2**  
**DBP** Davao Branch
- e. Submissions to determine post qualification of winning bidders shall also be online.
- f. Bidders must ensure that all signatories of the documents are authorized based on submitted supporting documents.

9. The BAC will allow the submission of the following documents during a State of Calamity, or implementation of community quarantine or similar government restrictions and until such time as there is a declaration by the national government of the end of such calamity, quarantine or government restriction. The BAC shall issue a Notice to this effect.

- a. Unnotarized Bid Securing Declaration;
- b. Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of renewed Business or Mayor's permit after award of contract but before payment;
- c. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment;
- d. Unnotarized Performance Securing Declaration (PSD), in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract subject to submission of a notarized PSD before payment.

**Note:** The end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under

Section 39.2 of the 2016 revised IRR of R.A. No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions.

10. Date and time of deadline of all documentary submissions shall be strictly enforced.
11. Proof of payment (receipt or deposit slip) for bid documents shall be included in the Bid Submission to be emailed to [bacgoods.upmin@up.edu.ph](mailto:bacgoods.upmin@up.edu.ph). Bids submitted after the deadline shall be returned to sender.
12. For further information, please communicate with:  
*Bids and Awards Committee for Goods*  
[bacgoods.upmin@up.edu.ph](mailto:bacgoods.upmin@up.edu.ph)

For information and guidance of all concerned.

**(SGD)Prof. CLETO L. NAÑOLA JR., PhD**  
Chair, Bids and Awards Committee for Goods