



BIDS AND AWARDS COMMITTEE I

CONSULTING SERVICES FOR THE DETAILED ARCHITECTURAL AND ENGINEERING DESIGN FOR THE UNIVERSITY OF THE PHILIPPINES MINDANAO CSM RESEARCH DEVELOPMENT AND EXTENSION BUILDING

Bid Reference No. GPG-B1-2020-309 Rebid

ADVISORY

Submission of Expression of Interest and Eligibility Documents and Opening of Eligibility Documents July 28, 2020 – 1:00 PM

This is to notify all bidders for the above-cited project that the Submission of Expression of Interest and Eligibility Documents may be done manually at **PITC, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City on or before 28 July 2020, or electronically as described in this Advisory.** However, the Opening of Bids shall be conducted via video conference.

In line with the precautionary health measures being adopted by the agency, bidders who will submit their Expression of Interest and Eligibility Documents may join the Opening via video conference (Zoom) and are advised to send their request for Zoom Link Password to the **bac1secretariat@pitc1973.onmicrosoft.com** with the following information together with proof of identity of the attendee **a day before** the scheduled conference.

1. Name of Project
2. Bid Reference
3. Activity
4. Company Name
5. Address
6. Name of Representative [maximum of two (2)]
7. Contact Nos.
8. E-mail Address
9. Proof of Identity [Please attached]

ADVISORY



PROCEDURE ON MANUAL SUBMISSION BIDS

- a. Bidders shall be permitted to submit bids through actual submission by submitting the printed copies which must still be compliant with the two-envelope system and the sealing and marking of bids under Section 25 of the Republic Act No. 1984 and its 2016 Revised Implementing Rules and Regulations (IRR);
- b. Bidders shall submit the printed copies of their bid proposals preferably at least one (1) day before the deadline for the submission and receipt of bids;
- c. Bidder may send another representative to submit their bid proposals;
- d. The bidder or its representative shall coordinate with the Secretariat in submitting their bids. Bidders or its representative shall present to the Secretariat the transmittal page containing the Checklist of Requirements attached in the Bidding Documents, in which a date and time stamp shall be given as a proof on the submission and receipt of bids. The date and time stamp shall serve as the reference of the BAC and the bidders during the Opening of Bids Eligibility Document;
- e. The Secretariat shall be the sole custodian and shall be responsible in safekeeping the bid proposals;

PROCEDURE ON THE ELECTRONIC SUBMISSION AND OPENING OF SEALED BIDS

I. PREPARATION OF BID PROPOSALS

- a. Bidders shall submit all documentary requirements as listed in the Request for Expression of Interest, Please use the Checklist of Requirements as guide/reference
- b. To ensure security of the bid submissions, Bidders shall compress their files using winrar, winzip or 7zip application and format the extension to **zip** or **rar file** and **with an assigned Bidder's password.**
- c. Passwords will be provided to PITC via Private Chat during the actual opening of the Bids through ZOOM video conferencing.



II. FILE NAME

- a. The Bidders shall use the format file name:

ELIGIBILITY DOCUMENT FILE NAME:

GPG-B1-2020-309-BidSub-Eligibility-(Name of Bidder)

- b. Where a bidder modifies its Bid, it shall not be allowed to retrieve its Original Bid and shall only be allowed to submit another. For electronic bid submission, Bidders shall send another Bid equally secured, properly identified and labelled as “modification” of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

Sample:

ELIGIBILITY DOCUMENT FILE NAME:

GPG-B1-2020-309- **MODIFICATION**-BidSub-Eligibility-(Name of Bidder)

Note:

1. **Unprotected (no passwords) or corrupted compressed files shall automatically disqualify the bidder.**
2. **All compressed files must not be more than 20MB. If more than 20MB, file name should contain part 1 of x.**
[example: GPG-B1-2020-309-BidSub-Eligibility-(Name of Bidder)
part 1 of x]



III. SUBMISSION OF BID PROPOSALS

- a. Bid proposals shall electronically be mailed at

bac1secretariat@pitc1973.onmicrosoft.com

- b. Upon receipt of the first and/or second envelopes, Procuring Entity shall generate a Bid receipt page for the official time of submission which can be saved or printed by the bidder included also is the **ZOOM LINK** of the meeting.

As with the manual submission, Bidders may modify or withdraw their Bid at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its Original Bid and shall only be allowed to submit another. For electronic bid submission, Bidders shall send another Bid equally secured, properly identified and labelled as “modification” of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

- c. Submission should be sent on or before
July 28, 2020 before 12:00 Noon, Philippine Standard Time.
- d. Submission made after 12:00 Noon Philippine Standard Time of July 28, 2020 shall be considered late.

PROCEDURE OF OPENING OF BIDS

I. OPENING OF SUBMITTED Eligibility Documents VIA EMAIL

- a. **The opening of the BIDS will start at 1:00 PM (Philippine Standard Time) via ZOOM conference.**
- b. PITC shall verify the email of all bidders whether the same has been submitted before 12:00 Noon, Philippine Standard Time of July 28, 2020.
- c. Upon verification, the opening of the bids will be in the order based on the time submitted by Bidders;



- d. The Bidder shall be asked to provide the password to PITC via Private Chat to open the compressed secured files.
- e. Once opened PITC shall evaluate the eligibility documents on the basis of presence or absence of documents;
- f. In case submitted documents lack any of the eligibility documents, the Bidder shall be automatically be disqualified.
- g. All BIDDERS who qualify shall be informed by the Bids and Awards Committee on the next steps.

ADVISORY