



BIDS AND AWARDS COMMITTEE I

Supplemental/Bid Bulletin No. 4

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

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

This **Supplemental/Bid Bulletin No. 4** is being issued to notify all interested parties in response to query for the aforementioned project:

A. NEW SCHEDULE OF THE ACTIVITIES TIMELINES

ACTIVITIES	FROM	TO
1. Submission of Technical and Financial Bid and Opening of Technical Bid (Open only to short listed bidders)	19 October 2020 at 9:00 AM	28 October 2020 at 3:00PM
2. Oral Presentation of the Methodology and Work Plan of the Shortlisted Bidders (Open only to bidders who passed the Opening of Technical Bid)	To be announced	
3. Opening of Financial Bid of the Highest Rated Bidder (Open only to highest rated bidder)	To be announced	

B. REPLY TO QUERY:

QUERY	<p>“...XXX...”</p> <p>As the next phase of Bidding which is the submission of the Technical and Financial Bid and Opening of Technical Bid is already scheduled on October 19, 2020, we respectfully request that the submission of documents may be electronically sent thru e-mail similar to the procedure done on submitting the Eligibility documents. Due to pandemic-related restrictions going on which have resulted longer lead time for couriers from Mindanao area to deliver parcels in Luzon, we are afraid that our documents will arrive later than the expected time. To avoid possible delays in submitting the documents and in consideration to the present situation, we are hoping that we will be permitted to submit our Technical and Financial Bid documents via e-mail.</p> <p>...XXX...</p>
<i>BAC/ UP MINDANAO REPLY</i>	Request Granted. Please see attached Advisory.

For the guidance and information of all concerned.

Issued this 12 October 2020 in Makati City.

Reviewed and approved by:

(SGD) CHRISTABELLE P. EBRIEGA
Chairperson, Bids and Awards Committee I

(SGD) MYRA CHITELLA T. ALVAREZ
Vice Chairperson

(SGD) JOEL S. RODRIGUEZ
Member

(SGD) ATTY. MITZELL ARTHUR R. MAGDAONG
Member

(SGD) ATTY. ROXANNE MARIE Q. CRUZ
Member

Concurred by:

(SGD) VICE CHANCELLOR KAREN JOYCE G. CAYAMANDA
UP Mindanao - Provisional Member

Received by:

(SIGNATURE OVER PRINTED NAME & DATE)

NAME OF COMPANY

(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE PITC BAC-I)



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 Technical and Financial Bid and Opening of Technical Bid 28 OCTOBER 2020 – 3:00 PM

This is to notify all shortlisted bidders for the above-cited project that the Submission of Technical and Financial Documents may be done **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 Technical and Financial 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. <i>Name of Project</i>
2. <i>Bid Reference</i>
3. <i>Activity</i>
4. <i>Company Name</i>
5. <i>Address</i>
6. <i>Name of Representative [maximum of two (2)]</i>
7. <i>Contact Nos.</i>
8. <i>E-mail Address</i>
9. <i>Proof of Identity [Please attached]</i>

PROCEDURE ON THE ELECTRONIC SUBMISSION AND OPENING OF SEALED BIDS

I. PREPARATION OF BID DOCUMENTS

- a. Bidders shall submit all documentary requirements in the Bid Data Sheet of the Bidding Documents and/or Supplemental Bid Bulletin (If any). 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**.

Instructions on how to zip a file is provided as Attachment No. 1.

- c. Passwords shall be provided to PITC via Private Chat during the actual opening of the Bids through ZOOM video conferencing. Failure of the bidder to provide the password during Bid Opening shall automatically disqualify the bidder.

II. FILE NAME

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

TECHNICAL DOCUMENT FILE NAME:

(BID REFERENCE NO)-BidSub-Technical-(Name of Bidder)

Sample:

GPG-B1-2020-309-BidSub-Technical-ABCXY Corp.

FINANCIAL DOCUMENT

(BID REFERENCE NO)-BidSub-Financial-(Name of Bidder)

Sample:

GPG-B1-2020-309-BidSub-Financial-ABCXY Corp

b. Modification of Bids 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. Modified bids shall be submitted no later than two (2) hours before the deadline.

Sample:

TECHNICAL DOCUMENT FILE NAME:

GPG-B1-2020-309- **MODIFICATION**-BidSub-Technical-(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-Technical-(Name of Bidder) part 1 of x]

III. SUBMISSION OF BID DOCUMENTS

- a. Submission of Bids Electronically or Manually shall be mutually exclusive.
- b. Bid Documents submitted electronically shall be mailed at:

bac1secretariat@pitc1973.onmicrosoft.com

- c. 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.
- d. Modification of Bids 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. Modified bids shall be submitted no later than two (2) hours before the deadline.

- e. Deadline for Submission of Bids electronically.

TWO (2) HOURS BEFORE THE DEADLINE OF SUBMISSION AND OPENING OF BIDS, Philippine Standard Time.

IV. PROCEDURE OF OPENING OF BIDS VIA VIDEO CONFERENCING

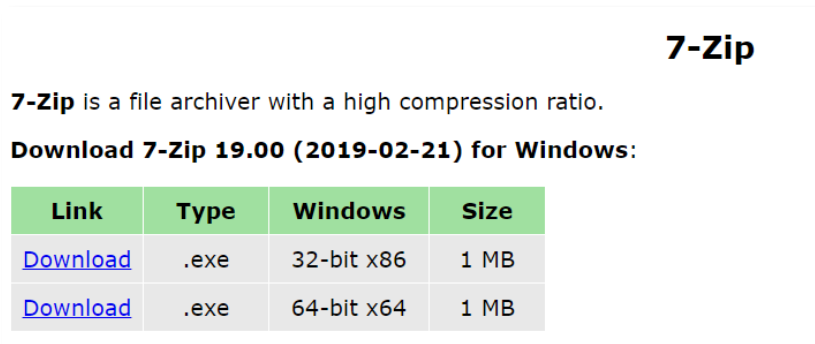
OPENING OF SUBMITTED BID DOCUMENTS VIA EMAIL.

- a. **The BAC will convene on the scheduled date and time of the opening of the bids (Philippine Standard Time) via ZOOM conference.**
- b. PITC shall verify the email of all bidders whether the same has been submitted and inform the Bids and Awards Committee **An HOUR BEFORE THE OPENING OF BIDS**, Philippine Standard Time.
- c. Upon verification, the order of opening of the bids shall be based on the time of receipt of bids for Manual and Electronic Submission.
- d. The Bidder shall be asked to provide the password to PITC via Private Chat to open the compressed password protected files. Failure of the bidder to provide the password during Bid Opening shall automatically disqualify the bidder.

How to Install 7-Zip

1. Go to 7-Zip's home page and choose the version you want to download:

<https://www.7-zip.org/>



7-Zip

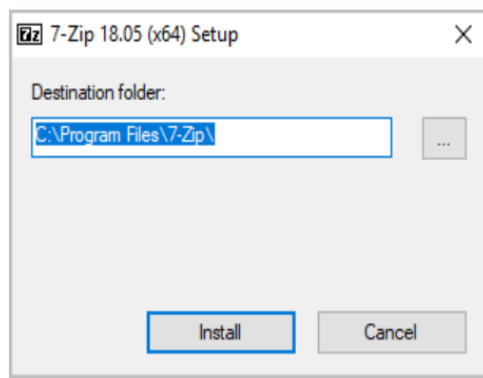
7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 19.00 (2019-02-21) for Windows:

Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

2. Choose the version you want and click on the “**Download**” button

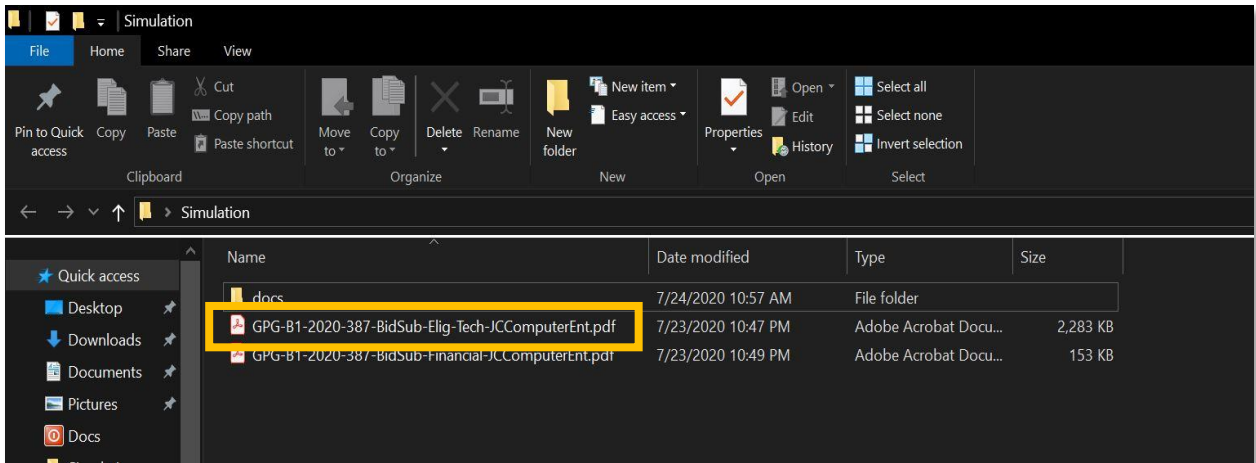
3. A new window will prompt which asks you what directory you like to install the program. Choose the destination folder you want to save the program and click “**Install**”.



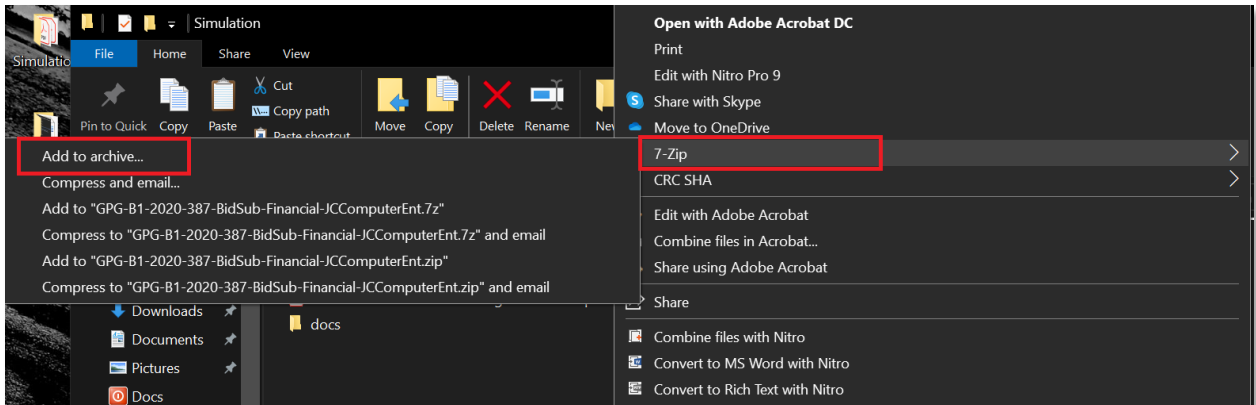
4. Once the 7Zip is installed, hit the “**Finish**” button.

How to Use 7-Zip to Compress Files

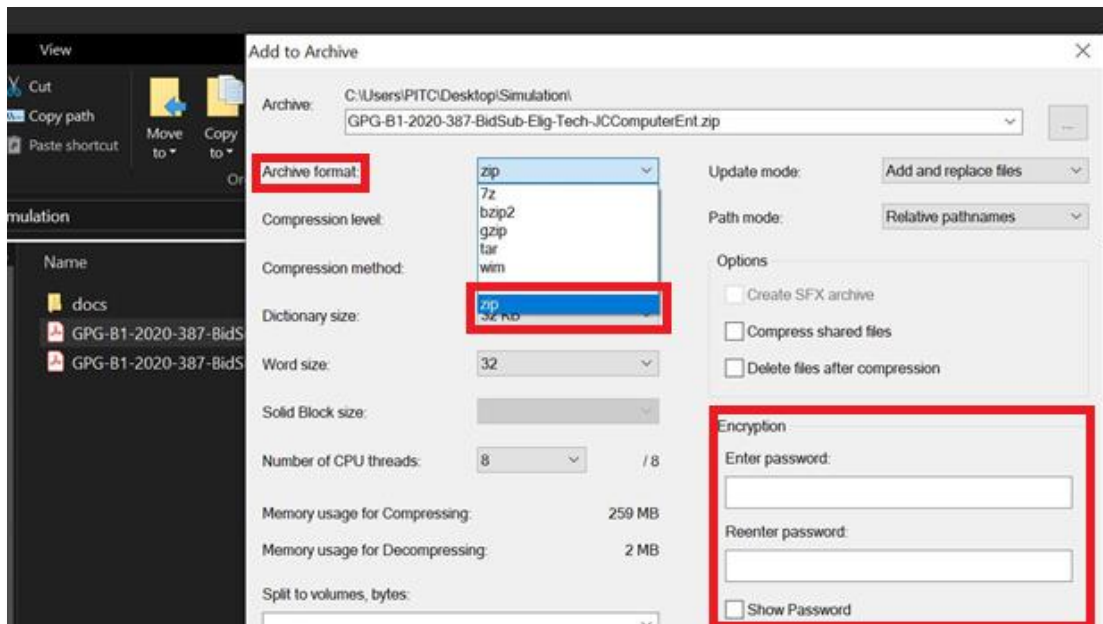
1. Locate the file that you want to compress or encrypt:



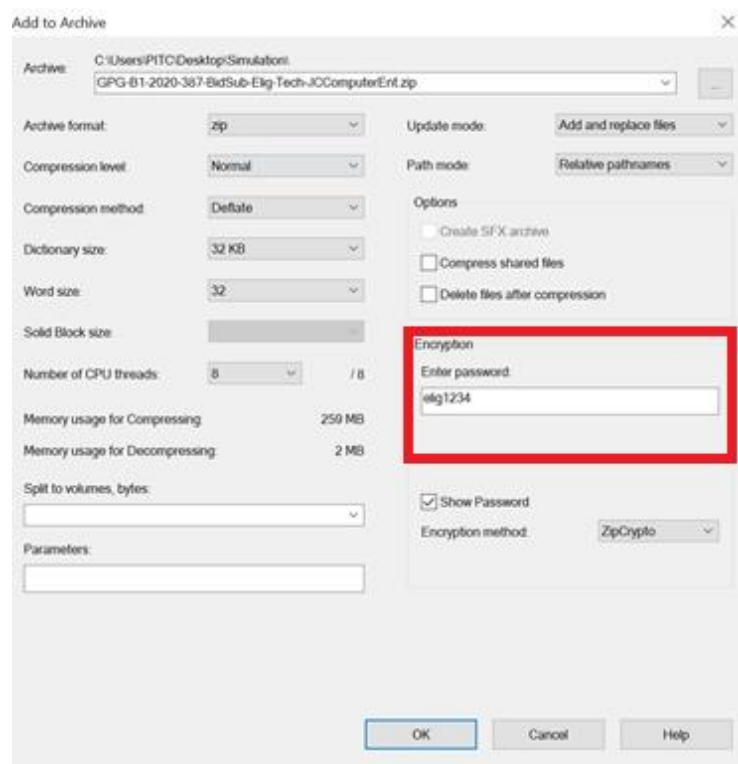
2. Right click the file, find “7-Zip” and select “Add to archive”



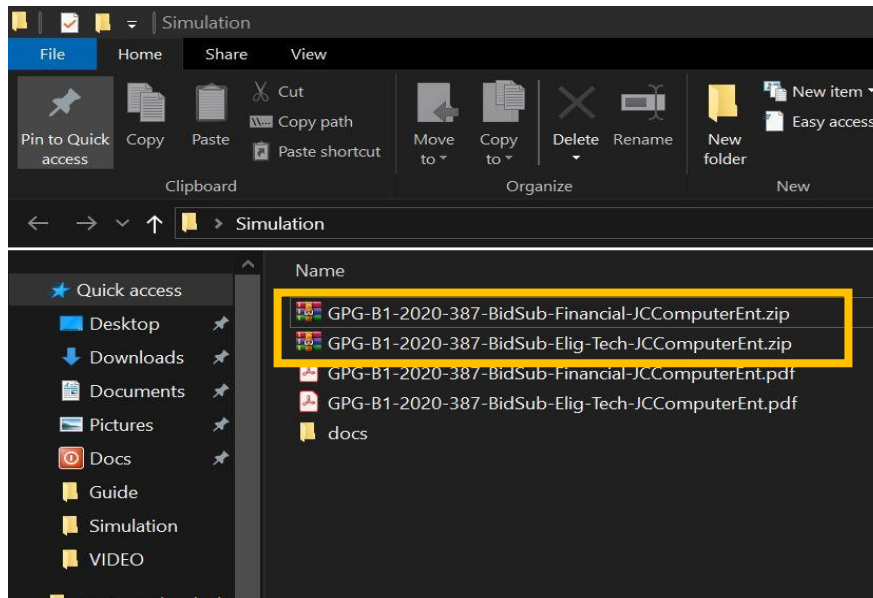
3. A new window will prompt which you need to modify the Archive format and input password for file encryption:



4. Input desired password. There's an option to check by ticking the checkbox to “**Show password**” to check if your password is correct and press “**Ok**” button to proceed.



5. A compressed, and password protected zip file will be created.



6. You may now attach the compressed files and then email.