



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
4th Floor UP Manila Dormitory, Procurement Office

INVITATION TO BID

***COURIER SERVICES FOR NATIONAL CAPITAL REGION,
INSTITUTE OF HUMAN GENETICS,
UNIVERSITY OF THE PHILIPPINES MANILA (2021-2022)***

1. The University of the Philippines Manila, through the 2040101000-184-142 intends to apply the sum of *Twelve Million Pesos* (Php12,000,000.00) being the Approved Budget for the Contract for one year to payments under the contract for the Courier Services for National Capital Region, Institute of Human Genetics, University of the Philippines Manila (2021-2022). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Manila* now invites bids for the above Procurement Project. Delivery of the Services is required for *one (1) year*. Bidders should have completed, within the last five 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.
4. 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.
5. Prospective Bidders may obtain further information from University of the Philippines Procurement Office, BAC2 Secretariat and inspect the Bidding Documents at the address given below during office days, 8:00 to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders on 26 ***January 2021*** from the given address and website(s) below The Procuring Entity shall allow the bidder to present its proof of payment for the bidding documents fees amounting to ***Twenty Thousand Pesos. (Php 12,000.00)*** in person, by facsimile or electronic means (email).
7. The University of the Philippines Manila will hold a Pre-Bid Conference¹ on ***02 February 2021*** through zoom which shall be open to prospective bidders

The BAC conduct meetings via zoom until such time that the implementation of community quarantine or similar government restrictions are lifted by the proper government authorities.

The prospective bidders are advised to register first @ https://up-edu.zoom.us/join/register/tZAqdeuqgTMshNBEBK6logE_RmuYtgjAxesk and wait for further advice for the zoom link which shall be provided to the prospective bidders who successfully registered.

The prospective bidders are admitted first at the zoom waiting room, and BAC will provide access once the pre-bid conference starts.

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **16 February 2021** *not later than 1:00p.m.* Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **16 February 2021** at the given address below and/or via *zoom*. Bids will be opened in the presence of the bidders' representatives who choose to join the zoom meeting.

The prospective bidders are advised to register first @ <https://up-edu.zoom.us/meeting/register/tZEgdu2rpzMsG9TWc3DXGKAXQ9sXLLKKZWnp> and wait for further advice for the zoom link which shall be provided to the prospective bidders who successfully registered.

The prospective bidders are admitted first at the zoom waiting room, and BAC will provide access once the opening of bids starts.


11. The University of the Philippines Manila 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.
12. For further information, please refer to:

Ms. Melody Jane L. Rojo (Tel. No. 8814-1213)
Mr. Jonald D. Karingal/Rose Ann delos Santos (Tel. No. 8814- 1224)
BAC2 Secretariat, Procurement Office
4th Floor Student Dormitory University
of the Philippines Manila

13. You may visit the following websites:
For downloading of Bidding Documents: *PhilGEPS and UP Manila website*


DANILO L. MAGTANGGONG, DDM, MHPEd
BAC 2 Chair

NOTED:


ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration

Posted at PhilGEPS, UP Manila website and
BAC2 Bulletin Board located at the
Ground Floor, Dormitory Bldg on 26 January 2021