



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
BIDS AND AWARDS COMMITTEE 2 (BAC 2)

INSTRUCTIONS TO BIDDERS

PROJECT TITLE: LEASE/MANAGEMENT OF PGH PAY PARKING FACILITIES, PGH

1. **Pre-bid conference.** The pre-bid conference shall be held on **10 November 2021, 1:30 p.m. via Zoom**. All clarifications and other inquiries regarding the bidding procedures as well as in any provision in the terms and conditions for the contract shall be entertained during the pre-bid conference.

2. **Accomplishment of the Bid Forms**

2.1 Bids must be prepared in two envelopes. Three (3) copies:

3.1.1 The **first envelope** shall contain the

a) Eligibility Requirements

- Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- Business permit /Mayor's Permit/Municipal license (for the current year);
- Current Tax Clearance
- Latest Income Tax Return and Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission (2019-2020)

a.1) Technical Documents

- Statement of all its ongoing government and private construction contracts, within five (5) years similar in nature and complexity to the contract to be bid, including contracts awarded but not yet started, if any. The statement shall be supported by notices of award, and/or notices to proceed issued by the owners.
- Statement of all completed government and private contracts within five (5) years from the submission of bids, similar in the nature and complexity to the contract to be bid. Attached certification from the clients and certified copy of the contract.

b) Technical Proposal to include:

- Company Profile
- Operational Plan
- Bid security 2% - bid proposal pay to cash, It may either be in CASH, CASHIER'S and/or MANAGER'S CHECK payable to the University of the Philippines Manila and deposited with the UPM Cashier. Certified Photocopy of proof of payment / Official Receipt.
- Signing Authority (Secretary Certificate). (Original & Notarized)
- Copy of TOR with Conforme
- Omnibus sworn statement (Original and Notarized)

Please note that you will be evaluated based on the documents you presented (subject to verification/post qualification). You are encouraged to include all information that will help the Committee evaluate your proposal.

3.1.2 The **second envelope** shall contain the **financial proposal** using the attached form marked as "Bidders Commitment". Bid price should not be lower than the proposed rental rate indicated in the Terms and Conditions. Each and every page of the bids must be duly signed by the bidder.

Additional offer/s proposals on supplies, materials, equipment, and personnel may be submitted with the bid.

- 2.2 The bids in sealed envelopes marked as “Bid for the LEASE/MANAGEMENT OF PGH PAY PARKING FACILITIES, PGH” shall be dropped not later than **01:00 p.m., 23 November 2021 at the Internal Audit Office, 2nd Floor College of Public Health Annex 2, University of the Philippines Manila**. No bids shall be accepted after the deadline.

3. **Bid Security**

- 3.1 A bid security shall be required in the amount equivalent to two (2%) percent of proposed yearly rental indicated in the Terms of Reference. It may either be in CASH, CASHIER'S and/or MANAGER'S CHECK payable to the University of the Philippines Manila and deposited with the UPM Cashier.
- 3.2 The bids and bidder's bond shall be valid for one hundred twenty (120) days from the opening of the bids.
- 3.3 Bidder's bond of non-winning bidders shall be refunded upon signing of the contract between UP Manila and the winning bidder.

4. Bids shall be publicly opened by the Bids and Awards Committee II on Tuesday, **23 November 2021, 1:30 p.m. via Zoom at College of Public Health Annex 1, University of the Philippines Manila**

5. **Performance Security**

In case of award, the bidder concerned shall be required to post a Performance Security in the form of cash for the amount equivalent to 5% of the annual contract price, or in the form of surety bond issued by the Government Service Insurance System equivalent to 30% of the annual contract price.

6. **Disqualification**

Non-compliance with any of the above requirements and such other requirements imposed by law shall be sufficient ground for disqualification of a bidder.

8. **Effects of Refusal of a Winning Bidder to Accept Award**

In case of refusal of a winning bidder to accept award, the bidder's bond shall be forfeited in favor of the University and such other sanctions imposed by law.

9. **The University's Right to Reject Bids**

The University reserves the right to reject any or all bids, waive any formality or defect therein and to accept any or all offers that may be considered most advantageous to UP Manila.