



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center

BIDS AND AWARDS COMMITTEE 2 (BAC 2)

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines

Tel: (632)8814-1224 • Email: upm-bac2-secretariat@up.edu.ph

INVITATION TO SUBMIT PROPOSAL

The University of the Philippines Manila, through its Bids and Awards Committee 2 (BAC 2), invites interested parties to submit proposals for the following lease contracts:

Name of Contract: **OPERATIONS OF PARKING FACILITY FOR THE NEW NATIONAL INSTITUTES OF HEALTH (NIH) BUILDING, UNIVERSITY OF THE PHILIPPINES MANILA**

Location: University of the Philippines, Manila

Project Description: Operation of the 2nd, 3rd, and 4th level of Parking Facility for the new NIH Building located within the compound of UP Manila Campus at Pedro Gil St., Ermita, Manila

Contract Duration: Three (3) Years

The list of minimum requirements is indicated in the Eligibility Form (for Lease Contracts) which is available at the BAC 2 Secretariat. Eligibility of prospective bidders shall be checked using a non-discretionary pass/fail criterion.

The schedule of BAC 2 activities is as follows:

Activities	Schedule
1. Issuance of bid documents to eligible bidders Non-refundable fee: P500.00 payable to UP Manila Cashier Order of payment shall be issued at the Office of the BAC 2 Secretariat	22 December 2021
2. Ocular/Site Inspection	21 December 2021, 10:00 a.m.
3. The BAC conduct meetings via Zoom until such time that the implementation of community quarantines or similar government restrictions are lifted by the proper government authorities.	
4. Pre-Bid Conference	21 December 2021, 1:30 p.m. Via Zoom.
The prospective bidders are advised to register first @ https://up-edu.zoom.us/join/join?z=0ldOugqTovHd1tpjjQ86Hptpc9-tgUWgIN 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.	
5. Dropping of bids	04 January 2022, not later than 01:00 p.m., Room 203, Internal Audit Office, 2 nd Floor College of Public Health Annex II, UP Manila
6. Opening of bids	04 January 2022, 1:30 p.m. Via Zoom.
The prospective bidders are advised to register first @ https://up-edu.zoom.us/join/join?z=0ldOugqTovHd1tpjjQ86Hptpc9-tgUWgIN and wait for further advice for the Zoom link which shall be provided to the 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.	

The University of the Philippines Manila assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

For further inquiries, you may contact the Office of BAC 2 Secretariat: Ms. Melody Jane L. Rojo / Mr. Jonald D. Karingal/Rose Ann delos Santos via email (upm-bac2-secretariat@up.edu.ph).

Approved by:

MARIA ELIZA RUIZ AGUILA, PhD
Chair, Bids and Awards Committee 2

NOTED:

ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration and Finance



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

INSTRUCTIONS TO BIDDERS

PROJECT TITLE: OPERATION OF PARKING FACILITY FOR THE NEW NATIONAL INSTITUTES OF HEALTH (NIH) BUILDING, UNIVERSITY OF THE PHILIPPINES MANILA

1. **Pre-bid conference.** The pre-bid conference shall be held on **21 December 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 parking management 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 ***PARKING FACILITY FOR THE NEW NATIONAL INSTITUTES OF HEALTH (NIH) BUILDING, UNIVERSITY OF THE PHILIPPINES MANILA***” shall be dropped not later than ***01:00 p.m., 04 January 2022 at the Internal Audit Office, 2nd Floor Room 203 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, ***04 January 2022, 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.



Feb 11 2023 9:35

NATIONAL INSTITUTES OF HEALTH
UNIVERSITY OF THE PHILIPPINES MANILA

22 November 2021

Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor
University of the Philippines Manila
PGH Compound Taft Avenue, Manila

(Through Channels)

Dear Chancellor Padilla,

We would like to request for the bidding of the OPERATIONS OF PARKING FACILITY FOR THE NEW NATIONAL INSTITUTES OF HEALTH (NIH) BUILDING, UNIVERSITY OF THE PHILIPPINES MANILA.

Attached for your reference is a copy of the Terms of Reference (TOR).

Thank you.

Very truly yours,

Leo DP Cubillan, MD, MPH
Chair, NIH Building Committee

Endorsed by:

EVA MARIA CUTIONGCO-DE LA PAZ, MD, FPPS
Executive Director, National Institutes of Health

Approved :

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor



NATIONAL INSTITUTES OF HEALTH

UNIVERSITY OF THE PHILIPPINES MANILA

Terms of Reference

<As of December 10, 2021>

1. Name of Project: (as applicable)

Operations of PARKING FACILITY for THE NEW NATIONAL INSTITUTES OF HEALTH (NIH) BUILDING, UNIVERSITY OF THE PHILIPPINES MANILA

Project Components

2. Coverage and Location of the Parking Facility

The contract shall be for the operation of the 2nd, 3rd, and 4th level of Parking Facility for the new NIH Building located within the compound of UP-Manila Campus at Pedro Gil St. Ermita, Manila with the ff. number of parking slots:

PARKING FACILITY	
2nd Floor	Bicycle/Motorcycle Parking slots = 10 approx.
3rd Floor	Car Parking slots = 36 Motorcycle/Bicycle Parking = 10 approx.
4th Floor	Car Parking slots = 49 Motorcycle/Bicycle Parking = 36 approx.
Total of parking slots	85 car and approx. 56 motor/bicycle
Standard size for parking slot	At least 2.5mx5m = 12.5 sq. meter each for car At least 2.5mx.85m = 2.125 sq. meter each for motor/bicycle

Please refer to **Annex A** for the parking lot drawings.

3. Selection of the Lessee

- The selection of the lessee shall be in accordance with the existing government laws, rules and regulations on open competitive bidding/public bidding or such other methods, which may be adopted in the interest of economy and efficiency subject to the approval of the Chancellor.
- The lessee shall be a full service professional car park operator that manages, operates, and provide parking equipment to several car parks (open parking lots and parking buildings) within the Philippines with exceptional customer service and operational excellence.
- The lessee shall have extensive experience on a variety of parking equipment from international affiliated companies.
- The lessee will be determined based on the highest gross rate in favor of UP NIH.

4. Business Permits and Licenses

The lessee shall present its necessary documents (as required by the Bid and Awards Committee) as well as the list of past and current organizations utilizing their services.

5. Duration of Contract

The contract of operation for the Parking Management shall be for three (3) years.

6. Use of Premises

- The lessee shall not assign any of its rights nor sub-lease the Parking Facility or any portion thereof, to any third party without the prior written consent of the UP NIH. As used herein, "third party" shall mean any person or entity other than an entity which is wholly owned by, who wholly owns the Proponent.
- The lessee shall use the Parking Facility solely for car park operations and for no other purposes, it being understood that should the lessee make use of the Parking Premises for purposes other than that herein agreed upon, UP NIH shall have the option to terminate the contract upon prior written notice to the lessee.

7. Improvement/Modification of the Leased Area



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A. Parking Facility Equipment

1. Equipment to be provided and installed by the lessee consists of the following:

- i. Cashiers Booth
- ii. License Plate Recognition based Revenue Control System
 - a. LPR Camera & Barrier unit for cars (4 wheels)
 - b. LPR Camera unit for motorcycles (2 wheels)
 - c. LPR Program (Non Ticket System)
 - d. Parking Management Payment Station/POS
- iii. Entrance Signboard

Specifications:

A. LPR Camera & Barrier Unit for Cars/4 wheels – 2 units
1. At least IP Camera 4k resolution
2. Including Lens & strobe
3. Loop detector & system controller
4. LED display on the top
5. Displays plate number & parking fee at exit gate
6. LPR & barrier all in one unit (barrier body, industrial pc, 4k IP Camera, Controller, LED display)
B. LPR Camera Unit for Motorcycles/2 wheels – 2 units
1. At least 2.0 Megapixel, progressive scan, CMOS
2. Super starlight illumination
3. Day/night functionality
4. Smart IR, up to 50m IR Distance
5. Up to 120 dB Optical Wide Dynamic Range
6. 2D/3D Digital Noise Reduction
C. LPR Program (Non Ticket System) – 2 units
1. TIS LPR Processing Program
1. Controls camera/strobe and takes plate image
2. Recognizes plate number and transfers image/text data to Parking Management Computer
3. Can control 2 LPR Camera Units
4. S/W Lock Key is provided for each LPR Program
D. Parking Management Payment Station / POS – 1 unit
1. TIS Fee Computer Program
2. Parking fee charge and collection
3. Receipt printer and cash drawer
4. CPU: At least intel i5 3.5Ghz
E. Entrance Signboard – 1 set
1. CP300 controllers communicate with zone controller
2. LED module: 160x160 (1 module for each level display)
3. Four indicators for total available number
4. Housing/material: Galvanized steel
5. Housing dimension: at least 850(L)x1900(H)x300(W)

2. Equipment Maintenance – all equipment being used by the Lessee shall be covered with warranty from the equipment provider.
3. All specifications can be verified from the manufacturer's website, it shall be submitted together with the bidding documents.
4. Cabling, Installation, Networking and Testing and commissioning of the equipment shall be on the account of the lessee.



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5. All stated parking facility equipment shall be provided, maintained, managed and installed by the lessee for the duration of the contract.

B. Building Capital Outlay

1. The lessee shall provide and install:
 - a. Hybrid Counter (H-counter 2P model) – 1 set
 - b. Zone Controller Set – 1 set
2. The lessee shall provide wheel stoppers for the parking bays.
 - a. Painted fabricated concrete with dowels
 - b. At least 600x150x100 mm
 - c. 154 pieces
3. The lessee shall provide adequate lighting and necessary electrical works for the enhancement of the facility such as the ff. but not limited to:
 - a. Wiring: 3.5mm sq. THHN wire
 - b. Conduit: ½" EMT pipe with compression type coupling and connector and installed with metal clamp
 - c. Main Circuit Breaker: 30 Amps Bolt-on
 - d. Branch Circuit Breaker: 30 Amps Bolt-on
 - e. Panel Board: 4 branches, 2 poles bolt on
 - f. Fixture: 16W LED fluorescent tube cool daylight T8 220V Eco Fit with aluminum housing (Lightforce) – 141 pcs
4. The lessee shall provide necessary railings for the parking facility.
 - a. Handrail: 2x2x1.2mm GI tubular, painted
 - b. Mid/Bottom Rails: 1x2x1.2mm GI tubular, painted
 - c. Paint: Automotive Lacquer paint, black
5. Necessary reflectorized signage such as but not limited to the following shall be provided and installed at the parking facility and shall be approved by the UP NIH Management:
 - i. Rate Boards
 - ii. Terms & Conditions
 - iii. Speed Signage
 - iv. Traffic directional signage

Specifications: Level sign-reflectorize sticker on welded angular framings and 1 ½" tubular signage stand, bolted on flooring using 3/8" dyna bolt
6. Will become the lessor's property after the contract.

Specifications:

A. Hybrid Counter (H-counter 2P model) – 1 set

1. Hybrid of ultrasonic and magnetic sensor
2. Communication w/ zone controller – RS-485
3. Count controller in control box
4. 2 sensor poles w/ LED light (12W, 3000K) system
5. Sensor Pole: Stand-alone

B. Zone Controller Set – 1 set

1. Communication w/ entrance signboard: RS-485
2. Installation: Wall-mount
3. Location: in the cashiers booth
4. Housing/material: Galvanized steel 1.6 T
5. Painting: Urethane Coating



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6. FCC Certified

8. Parking Rates

Parking Rates	
First 2 hours for cars	P 40.00
Succeeding fee or a fraction of an hour	P 10.00
First 3 hours for truck delivery	P 50.00
Succeeding fee or a fraction of an hour	P 10.00
Motorcycle flat rate	P 25.00/entry
Lost Card (Inconvenience Fee)	P 300.00 + Corresponding Parking Fee

8.1 Parking rates shall be subject to regular evaluation and review of the UPM rates committee and may be adjusted upon the mutual agreement of both parties subject to existing rental law.

8.2 Ten (10) free slots will be given to NIH Employees. License plates of the employees shall be registered and UP NIH will create a program to determine the scheduling of the 10 free slots among the employees.

8.3 The parking bays for motorcycles shall be properly spaced; for big bikes 400cc and up that will not fit the regular motorcycle parking bays shall park at the cars parking slot and will be charged the same of the cars' rate.

9. Personnel by Lessee

The lessee may hire a minimum of one (1) car park supervisor, two (2) cashiers, and one (1) cashier reliever administered by the lessee. The lessee shall handle all car park personnel matters. All staff must undergo extensive and detailed training programs specifically designed for the car park industry. They must wear staff uniforms for easy identification by the parking public. The employee-employer relationship is between the car park personnel and the lessee not with the lessor.

10. Profit Sharing

A gross revenue sharing of a minimum of 51% (lessor) and 49% (lessee) shall be followed. The total amount of the investment subtracted by the building capital outlay will be reimbursed from UP Manila NIH through a monthly payment to the lessee based on a 36-month amortization scheduled to commence at the onset of the contract.

11. Operations

Operating days is Mondays thru Sundays from 7 AM-10 PM and will be subject to adjustment when deemed necessary.

12. Responsibilities of Lessee

- The Lessee shall operate and manage all casual parkers including existing and new monthly parkers.
- The Lessee to install and maintain all the necessary car park access control equipment and necessary signage. (e.g., cashier booths, rate boards, Terms & Conditions, speed signage...)
- The lessee shall also install railings, lighting, necessary electrical works and wheel stoppers for the parking bays.
- The Lessee shall provide necessary communication media such as cell phone and/or two-way radio.
- The Lessee is responsible in the issuance and monitoring of their own parking tickets (RFID Card). Necessary access card audit shall be on the expense of the lessee.
- The Lessee shall secure Comprehensive General Liability (CGL) Insurance which would cover car damages, thefts and accidents arising from the negligence of the Lessee's personnel, excluding incidents classified as force majeure.
- Cost of utilities (water and electricity) consumed by the Parking Facility shall be to the account of the lessee. Sub meters shall be installed to monitor consumption.



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h. Development of marketing initiatives and/or car park promotions.

i. The lessee shall not put up any signboard or advertisement outside the leased premises or any portion of UP NIH property and premises without prior written consent of the latter.

General Terms and Conditions

1. UP NIH may at any time terminate the contract forthwith, if, in the reasonable opinion of UP NIH, the Lessee is in breach of any provision of the contract and fails to remedy the breach within seven (7) days after written notice of UP NIH. The Termination of the contract shall not affect the right and remedies of either party against the other for any previous breach of contract.
2. The Lessee is to understand that any work not specifically mentioned in the specifications, TOR, and all other price tender and contract related documents officially issued or submitted during the contract period and its extension as the case may so apply, but which is necessary, either directly or indirectly, or the proper carrying out of the intent thereof, shall be required and supplied, and Lessee shall perform such work just as if it was particularly defined, described or required. Unless specifically mentioned above, all works shall conform to the standards of the UP NIH Management.
3. Any and all acts, activities and behaviors in the execution of the contract shall in no way contravene any existing law, rules and regulations of government and UP NIH policies.
4. The Lessee shall hold UP NIH free and harmless from any and all fines, penalties, losses, liabilities and litigation expenses incurred or suffered on account of death, injury, loss or damage to persons and property arising from the execution and implementation of the contract.
5. UP NIH shall review the performance of the LESSEE's personnel engaged in the carrying out of the services. In the event that UP NIH determines that the performance of any of the personnel is not in accordance with accepted industry and/or commercial standards, UP NIH may request the replacement of such personnel, within a reasonable time, subject to pertinent requirements of the Philippine Labor Laws or the rules or regulations of any government agency or of UP NIH.

Prepared by:

Recommended by:

Approved by:

Leo DP. Cubillan MD, MPH
Chair, NIH Building Committee

Eva Maria Cutiongco-De la Paz, MD, FPPS
Executive Director, NIH

Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor

NIH Building Committee, Chair, END-USER

BIDDER'S COMMITMENT

LEASE/MANAGEMENT OF PGH PAY PARKING FACILITIES, PGH

TOTAL BID PRICE: (One-Year Contract)

In figure: _____

In words: _____

I/We agree and bind myself/ourselves to the Terms and Conditions and other contract documents attached for the above stated lease contract and to all the rules and regulations of the government and the University of the Philippines regarding lease contracts.

Submitted by:

Signature over Printed Name

Designation

Address and Contact Number

Bid Security:

Amount: (2% of Proposed Yearly Rental)

paid as per OR No. _____ dated _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Suggested Marking (ITB 20)

“Mother Envelop”

BIDDER:
Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2
University of the Philippines Manila
Taft Avenue, Manila



DO NOT OPEN BEFORE _____

Suggested Marking (ITB 20)

ORIGINAL BID

BIDDER:

Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2
University of the Philippines Manila
Taft Avenue, Manila



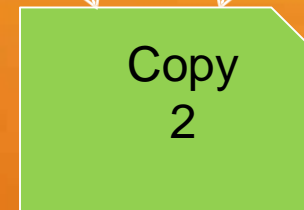
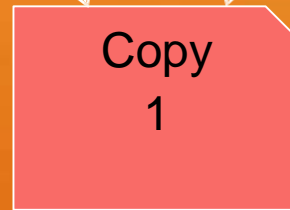
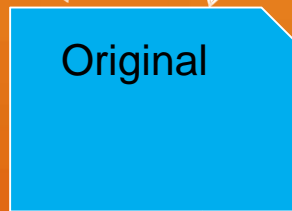
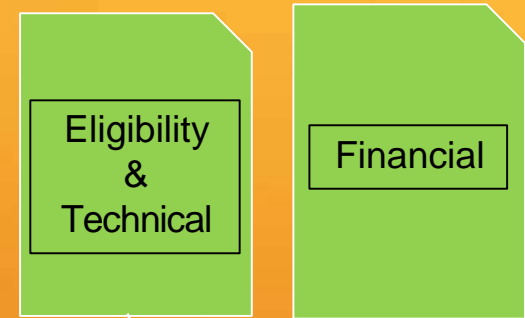
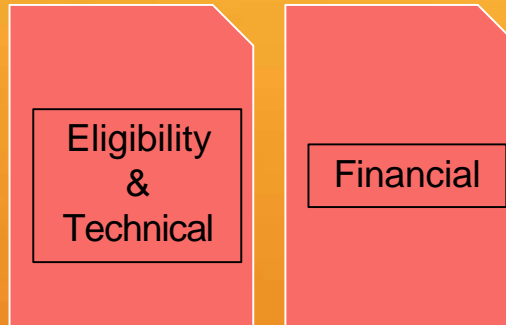
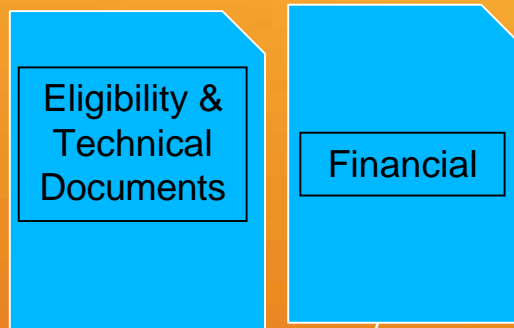
DO NOT OPEN BEFORE _____

PAC KAGING

Original

Copy 1

Copy 2





UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

QUICK FACT SHEET OF PROSPECTIVE BIDDERS:

PROJECT TITLE: _____

PURCHASE REQUEST NO. _____

BIDDER'S OFFICIAL BUSINESS NAME _____

COMPLETE BUSINESS ADDRESS: _____

OFFICIAL CONTACT DETAILS:

Landline: _____

Cellphone No. _____

Email Address: _____

NAME OF AUTHORIZED/DESIGNATED REPRESENTATIVE: _____

OFFICIAL DESIGNATION IN THE COMPANY: _____

Certified true and correct:

Signature over Printed Name

Designation in the Company

NOTES:

1. Information provided in this fact sheet should be consistent with the details contained in the bidder's legal documents.
2. The certifying officer should be at least the Corporate Secretary who shall execute the Secretary's Certificate of signing authority.
3. A filled-up copy of this sheet shall be sent to the BAC Secretariat when requesting zoom link. Another copy should be placed on top of the original copy of legal documents/eligibility requirements (Envelope 1) of bid documents.

Issued by:

BAC 2/3 Secretariat

Date: _____



UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

**GUIDELINES FOR THE CONDUCT OF
BIDS AND AWARDS COMMITTEE MEETINGS USING ONLINE PLATFORMS
(SUCH AS VIDEO CONFERENCING, ZOOM, ETC)**

Background and General Principle

Article III, Section 8 of RA 9184 2016 Implementing Rules and Regulations (IRR) provides that “to promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedure.”

The Government Procurement Policy Board through its Technical Support Office (TSO) continuously strived for the development of various on-line systems such as PhilGEPS which serves as the primary source of information on all government procurement. Procurement of common-used supplies and equipment can now be done at the Virtual Store of the Procurement Service. Recently, the development of online training platform was hastened due to the physical restrictions brought about by the community quarantine due to the COVID-19 pandemic.

Development of the online system for the submission of bids is ongoing. However, also due to the pandemic, the GPPB-TSO encouraged procuring agencies to develop their own system but in accordance with the guidelines issued by GPPB-TSO to ensure security, integrity and confidentiality of bid documents submitted.

The conduct of meetings with prospective bidders including prebid conference and opening of bids may now be conducted in person or face-to-face through videoconferencing, webcasting or similar technology with the interested suppliers, contractors and consultants.

In UP Manila, specifically the Bids and Awards Committee (BAC1, BAC2 and BAC3) meetings shall be conducted “face to face” using the online platforms. The manner of holding BAC meetings should be announced and described in the Invitation to Bid at the onset of the procurement activities. It should clearly define the guidelines or procedures to be observed by the prospective bidders and other interested contractors, suppliers, or consultants, as follows:

- a. Using the attached Quick Fact Sheet, prospective bidders shall inform the concerned BAC Secretariat of their interest to participate in the prebid conference and opening of bids by sending the name/s of their authorized representative/s and their corresponding email address/es at least, the day before the meeting, to the following email addresses:
BAC 2 : upm-bac2-secretariat@up.edu.ph
BAC 3 : upm-bac3-secretariat@up.edu.ph
- b. The zoom link which shall be provided by the BAC Secretariat to those who signified their intention to attend at least one (1) hour before the scheduled start of the meeting. Only those whose names were submitted to the Secretariat will be allowed access to the meeting room. Zoom link should not be shared to other people.
- c. The prospective bidders/suppliers shall stay initially at the zoom waiting room until the discussion of the item where they intend to participate starts. The host of the meeting from the BAC Secretariat will then let them in to the meeting room just before the discussion of the specific matter they intend to participate.
- d. During discussion, participants shall be requested to put their audio/microphones in “mute” mode, and shall unmute only upon raising their hands and have been given by the presiding officer the permission to speak.
- e. Participants shall open their camera when speaking for proper recognition.
- f. After discussion, all prospective bidders/suppliers for a particular project will courteously be requested to leave the meeting.
- g. Attendance to the zoom meeting should be documented. Likewise, the proceedings/minutes of the meeting should be recorded.