

Date: May 10, 2024

**INVITATION TO BID  
SUPPLEMENTAL GUIDELINES**

All Bid submissions through emails shall be guided by the following rules:

- a. All bid submissions should be emailed to the official email address of the UP Mindanao Bids and Awards Committee for Goods: ***bacgoods.upmin@up.edu.ph***.
- b. Emails from bidders should indicate the following information for easier coordination with the bidder:
  - name of the authorized representative
  - designation of the authorized representative
  - name of the company
  - official address of the company
  - official email address (the email used to submit documents shall be considered as the official email address for communications between UP Mindanao Bids and Awards Committee for Goods and the bidder)
  - cellphone number
- c. For submission of bids (Public Bidding):
  - The Bidder should indicate in the email subject line the: **Bid No.** and **Name of Company followed by the words "Bid Submission"** (ex. PBM 2024-02 Company Name Bid Submission). A bid bearing an erroneous, blank or incomplete email subject line shall be considered ineligible.
  - The email should contain (1) the Proof of Payment, (2) the Technical Documents, and (3) the Financial Documents.
  - Bidders shall submit their bids using the forms specified in the Bidding Documents **in two (2) compressed archive folders, each folder secured by a six-digit numerical password** (e.g., ZIP files with password 123456), and which shall be sent simultaneously in one email.
  - The file name of the first folder should follow the format: **Ordinal Number of the File, Number of Files Submitted, Bid No. the words "Technical Documents", and Name of Company** (ex.1 of 5\_PBM 2024-02\_Technical Documents\_Company Name)
  - The first folder shall contain the technical components of the bid in one merged **PDF file**, if practicable, including the eligibility requirements, with the documents arranged in the following order as per *Section X. Checklist of Technical and Financial Documents of the bidding documents, I. TECHNICAL COMPONENT ENVELOPE*
  - The file name of the second folder should follow the format: **Ordinal Number of the File, Number of Files Submitted, Bid No. the words "Technical Documents", and**

Name of Company (ex.1 of 5\_PBM 2024-02\_Technical Documents\_Company Name)

- The second folder shall contain the financial components of the bid in one merged **PDF file**, with the documents arranged in the following order as per *Section VIII. Checklist of Technical and Financial Documents of the bidding documents, II. FINANCIAL COMPONENT ENVELOPE*
- Bidders should keep the passwords and must **NOT** submit these through email. **The passwords for accessing both the technical and financial bid documents will be disclosed by the bidder only on the day of opening of bids during the BAC meeting.**
- All email submissions with SUBJECT LINE: “Bid Submission” will generate an automatic reply to the bidder which will indicate the official time of submission. Bidder may print a copy of the email as proof of submission. The official date and time of submission of bids/quotation shall be verified using email metadata (i.e., email address sender, date and time of email receipt).
- If files to be submitted are too big for one transmission, bidder may opt to submit all the required documents in several emails provided **the EMAIL SUBJECT LINE** indicates that it is part of several emails. Ex. 1 of 2 emails or 1 Of 5 emails. Bidders may also opt to use other zip or archiving systems provided the same procedure on passwords are followed.
- It shall be the responsibility of the bidders to ensure that the files are clean and not corrupted. If during the BAC meeting to open the bids any file that cannot be opened or detected to contain malicious content, then it shall be deemed ineligible.
- Bidders shall be required to attend the scheduled Bid Opening through Videoconferencing or YouTube live. Passwords for accessing the file will be disclosed by the bidders only during the actual bid opening which may be done through face-to-face videoconferencing, webcasting or similar technology.
- During the BAC meeting prior to opening of bids, the BAC Secretariat shall report to the BAC the conditions of the bids when received including the correctness of the Bid/RFQ No., time of receipt, that the two (2) files are properly password-secured, and that no passwords were given along with the submission.
- Any deviation from these rules will be presented to the BAC and subject to BAC decision as to whether the bid is eligible or not.
- If everything is declared in order, the BAC will proceed to the opening of the documents and will follow the usual procedure of checking bid submissions.

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