



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna Street corner Muralla Street
Intramuros, Manila, Philippines



PLM-BIDS AND AWARDS COMMITTEE (PLM-BAC)

Procedure for Electronic Submission and Opening of Bids

Security Features:

1. Specific email address for receipt of bids: submitbid@plm.edu.ph
 - a. Specific access only
2. Registered email address of bidders
3. Two-factor security:
 - a. Archived (Zip) folder with password
 - i. Each PDF inside with password
4. Sending of password during zoom meeting only
5. We will not share/provide information on who has submitted to any bidder

Process:

PURCHASE

1. Upon purchase of bid documents, bidders will provide an official email address they will use to send their electronic bids

SUBMISSION

2. Bidders will send two (2) emails (each email to be less than or equal to 25Mb only – bidders will do necessary file conversions to lessen file size)
 - a. 1st Email should contain all Eligibility and Technical Components
 - **E-mail Subject Format:**<Contract Reference Number><First Two Words of Company Name><Eligibility and Technical Components>
 - **Attachment:** One (1) password protected archive Zip folder
Zip Folder Contents: Password Protected PDF copy of Eligibility and Technical Components
PDF File Name Format: <Contract Reference Number>_<First Two Words of Company Name>_<Eligibility and Technical Components>(Note: use underscore instead of spaces in File Names)
 - b. 2nd E-mail should contain Financial Component
 - **E-mail Subject Format:**<Contract Reference Number><First Two Words of Company Name><Financial Components>
 - **Attachment:** One (1) password protected archive Zip folder
Contents: Password Protected PDF copy of Eligibility and Technical Components
PDF File Name Format:<Contract Reference Number>_<First Two Words of Company Name>_<Financial Components>(Note: use underscore instead of spaces in File Names)

2. Bidders shall send their bids to submitbid@plm.edu.ph which will send automatic acknowledgement of receipt
 - a. If bidders failed to receive acknowledgement, please e-mail us at procurement@plm.edu.ph
3. Modification and Withdrawal of bids via email
 - c. 1st Email should contain Modified Eligibility and Technical Components
 - **E-mail Subject Format:**<Contract Reference Number><First Two Words of Company Name><Technical Modification>
 - **Attachment:** One (1) password protected archive Zip folder
Zip Folder Contents: Password Protected PDF copy of Eligibility and Technical Components
PDF File Name Format: <Contract Reference Number>_<First Two Words of Company Name>_<Technical Modification> (*Note: use underscore instead of spaces in File Names*)
 - d. 2nd E-mail should contain Modified Financial Component
 - **E-mail Subject Format:**<Contract Reference Number><First Two Words of Company Name><Financial Modification>
 - **Attachment:** One (1) password protected archive Zip folder
Zip Folder Contents: Password Protected PDF copy of Financial Components
PDF File Name Format:<Contract Reference Number>_<First Two Words of Company Name><Financial Modification> (*Note: use underscore instead of spaces in File Names*)

Example from: registered email submitted during bid docs purchase.

1. United American Pharmaceutical is to submit bid for a project with Contract Reference No. 2020-G-01

1stEmail:

To: submitbid@plm.edu.ph

Subject: 2020-G-01 United American Eligibility and Technical Components

Attachment: 2020-G-01_United_American_Eligibility_and_Technical_Components

2nd Email:

To: submitbid@plm.edu.ph

Subject: 2020-G-01 United American Financial Components

Attachment: 2020-G-01_United_American_Finacial_Components

2. United American Pharmaceutical is to submit modification of bid for a project with Contract Reference No. 2020-G-01

1stEmail:

To: submitbid@plm.edu.ph

Subject: 2020-G-01 United American Technical Modification

Attachment: 2020-G-01_United_American_Technical_Modification

2nd Email:

To: submitbid@plm.edu.ph

Subject: 2020-G-01 United American Financial Modification

Attachment: 2020-G-01_United_American_Finacial_Modification

OPENING OF BIDS

5. Zoom meeting will be started 1 hour before opening of bids
6. At the start of bid opening, screen share will show the repository email
 - a. Emails will be opened in order of submission
7. Passwords will be provided by the bidders during the Zoom meeting for transparency
8. Screen share will show every document submitted in every folder and every final email accessed through provided passwords
9. Bid opening and checking of submitted requirements will follow usual procedures

I hereby certify that the above described electronic system and procedure to be used by the Pamantasan ng Lungsod ng Maynila for the electronic submission, receipt and opening of bids is compliant with the requirements as provided in GPPB Resolution No. 09-2020 dated May 7, 2020.

Certified by:

(Original Copy Signed)

ENGR. PAUL EDWARD B. ALVAREZ

Vice-President for Information and Communications Technology

Reviewed by:

(Original Copy Signed)

ATTY. MAY ANGELI M. ESTOLAS

Chief, Procurement Office

BAC Secretariat Head

(Original Copy Signed)

ATTY. RELSON P. MORAL

PLM-BAC Vice-Chairperson

Noted:

(Original Copy Signed)

PROF. ROBERTO J. DELA CRUZ

Executive Vice President