



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
 (University of the City of Manila)
 Intramuros, Manila



PLM - BIDS and AWARDS COMMITTEE (PLM-BAC)

NAME OF PROJECT: **SUPPLY AND DELIVERY OF LAPTOP COMPUTERS**

SUPPLEMENTAL/BID BULLETIN No. 07-G-2020
25 May 2020

This Supplemental/Bid Bulletin is issued to clarify or amend some provisions originally indicated in the Bidding Documents, in compliance with Section 22.5.2 of the Revised Implementing Rules and Regulations of Republic Act 9184 and as clarification during the Pre-Bid Conference dated 22 May 2020, to wit:

Issue/Clarification (ORIGINAL)			Response (AMENDED, see capitalization and underlined words)		
Activities	Schedule	Time	Activities	Schedule	Time
Submission and Opening of Bids Conference	03 June 2020, Wednesday	2:00 p.m.	<u>SUBMISSION AND OPENING OF BIDS CONFERENCE</u>	<u>10 JUNE 2020, WEDNESDAY</u>	<u>2:00 P.M.</u>
<p>Section I. Invitation to Bid</p> <p>5. A complete set of Bidding Documents may be acquired by interested Bidders on 11 May 2020 to 03 June 2020 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Nine Thousand Pesos (PhP9,000.00).</p> <p>It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.</p>	<p>Section I. Invitation to Bid</p> <p>5. A complete set...</p> <p>[...]</p> <p>In view of the Enhanced Community Quarantine, prospective bidders who will purchase the bidding documents may secure the same from the BAC Secretariat upon payment of Nine Thousand Pesos (Php9,000.00) through the Cash/Treasurer's Office of the Pamantasan ng Lungsod ng Maynila on the following dates:</p> <ol style="list-style-type: none"> 1. June 3, 2020 8:00 AM – 5:00 PM 2. June 4, 2020 8:00 AM – 5:00 PM 3. June 10, 2020 8:00 AM – 2:00 PM 				
<p>Instruction to Bidders</p> <p>ITB Clause 20. Sealing and Marking of Bids</p> <ul style="list-style-type: none"> • ITB Clause 20.1 to 20.5 pertains to physical submission only and has no provision for electronic submission of bids 	<p>Section II. Instruction to Bidders</p> <p>Section III. Bid Data Sheet (New Provision)</p> <p>ITB Clause 20.6 Bidders shall submit their physical bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes following the steps provided in Clause 20.1 to 20.5, or two (2) password-protected Bidding Documents in compressed archive folders, in case of electronic bid submission, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under Clause 12 of the Instructions to Bidders, and the second shall contain the financial component of the bid following Clause 13 of the Instructions to Bidders of the Bidding Documents.</p>				

Procedure for the electronic submission, receipt and opening of Bids.

PURCHASE

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

SUBMISSION

1. 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)

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)

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
 3. If bidders failed to receive acknowledgement, please e-mail us at procurement@plm.edu.ph
 4. Modification and Withdrawal of bids via email

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)

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)

	<p>Example from: registered email submitted during bid docs purchase.</p> <p>1. United American Pharmaceutical is to submit bid for a project with Contract Reference No. 2020-G-01</p> <p>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</p> <p>2nd Email: To: submitbid@plm.edu.ph Subject: 2020-G-01 United American Financial Components Attachment: 2020-G-01_United_American_Finacial_Components</p> <p>2. United American Pharmaceutical is to submit modification of bid for a project with Contract Reference No. 2020-G-01</p> <p>1stEmail: To: submitbid@plm.edu.ph Subject: 2020-G-01 United American Technical Modification Attachment: 2020-G-01_United_American_Technical_Modification</p> <p>2nd Email: To: submitbid@plm.edu.ph Subject: 2020-G-01 United American Financial Modification Attachment: 2020-G-01_United_American_Finacial_Modification</p> <p>OPENING OF BIDS</p> <ol style="list-style-type: none"> 1. Zoom meeting will be started 1 hour before opening of bids 2. At the start of bid opening, screen share will show the repository email 3. Emails will be opened in order of submission 4. Passwords will be provided by the bidders during the Zoom meeting for transparency 5. Screen share will show every document submitted in every folder and every final email accessed through provided passwords 6. Bid opening and checking of submitted requirements will follow usual procedures
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This shall form an integral part of the bidding documents. Any provisions in the Bidding Documents inconsistent herewith is hereby cancelled, modified, and superseded accordingly.

For guidance and information of all concerned.

(Original Copy Signed)
ENGR. PAUL EDWARD V. ALVAREZ
 AVP ICTO, End-user

(Original Copy Signed)
ATTY. RELSON P. MORAL
 PLM-BAC Vice Chairperson

Received by the bidder:

 Name of the Bidder & Signature

 Name of Company

Date: _____