



REPUBLIC OF THE PHILIPPINES
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
CAVITE CAMPUS

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**PROCEDURE FOR THE CONDUCT OF ELECTRONIC SUBMISSION AND RECEIPT OF BIDS OF THE
BIDS AND AWARDS COMMITTEE (BAC) OF THE TECHNOLOGICAL UNIVERSITY OF THE
PHILIPPINES – CAVITE**

The Republic of the Philippines Government Procurement Policy Board (GPPB) released Resolution No. 9-2020 approving measure for the efficient conduct of procurement activities during a state of calamity or implementation of community quarantine. Further, GPPB released Resolution No. 12 – 2020 approving the prescribed form of the certification required for the conduct of electronic submission and receipt of Bids by the procuring entity.

Item 4.2 of the GPPB Resolution No. 9 – 2020 state that bid submission may be done through any electronic means available to the procuring entity. Thus, Technological University of the Philippines through its Bids and Awards Committee use the Gmail Platform as its electronic system for submission and receipt of bids and that the same is compliant with the conditions under Item 4.2 of the GPPB Resolution No. 9- 2020, thus;

- a. Uses two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
- b. Allow access to a password – protected Bidding Documents on opening date and time. The password for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face – to – face through video conferencing, webcasting or similar technology; and
- c. Capable of generating an audit trail or transaction to ensure the security, integrity and authenticity of bids submissions

BAC – TUP Cavite, therefore adopts the following procedures for the implementation of the guidelines as follows:

- a. Receipt and opening of bids shall be done via Zoom, an online platform.
- b. Prospective bidders must submit an electronic mail to the BAC (tupc_bac@tup.edu.ph, [cc: tupc_bacsec@tup.edu.ph](mailto:tupc_bacsec@tup.edu.ph)) at least two (2) days before the schedule of Pre-bid Conference as stated in the invitation to bid; the email must contain the soft copy of their letter of intent and will be acknowledge.
- c. The bidder's email will be included in the electronic calendar (Zoom) as guest by the BAC Secretariat.
- d. The BAC Secretariat will notify the bidders through an email regarding the link for the Pre-bid Conference using the platform
- e. Interested bidders who want to buy Bid Documents shall be paying over the counter and submit to the BAC Secretariat the confirmation of payment.
- f. Bids must be sent to the BAC email at least an hour before the opening of bids to compensate the variability of internet speed connection, the size of the files to be transmitted must/will be compressed in an archive format folder.
Late bids will not be accepted.
- g. On time accepted bids will receive a positive notification and will be included as guest via Zoom, otherwise will be disqualified.



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- h. On the submission and opening of bids item 4.2 of the GPPB Resolution No.9 – 2020 are strictly observed. Likewise, the BAC, through its Secretariat, creates a calendar via Zoom for the information of all interested bidders, and BAC Secretariat is online in the platform Thirty (30) minutes before the scheduled opening of bids.
- i. Schedule of opening of bids will be based on the Philippine Standard Time

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