



UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY

Bids and Awards Committee

INVITATION FOR NEGOTIATED PROCUREMENT*

Supply, Delivery and Installation of Outdoor LED Display Board with Structural Framings

In view of two (2) failed biddings, the UP Open University invites interested bidder to participate in the Negotiated Procurement for the **Supply, Delivery and Installation of Outdoor LED Display Board with Structural Framings** (NP-TFB No.: 20-09-001) with an Approved Budget for the Contract (ABC) of **Three Million Five Hundred Thousand Pesos (PhP 3,500,000.00)** in accordance with Section 53.1 (Two Failed Bidding) as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA 9184), otherwise known as the "Government Procurement Reform Act".

The following eligibility and technical documents as well as the financial proposal must be duly received in a sealed envelope by the BAC Secretariat at the address below or through online submission using this link: (<https://forms.gle/PePhXZXGy4VqGDo38>) **on or before 7 October 2020, 12:00 p.m.:**

1. PhilGEPS Certificate of Registration (**PLATINUM Membership**);
2. Duly signed bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within five years prior to the deadline for the submission and receipt of bids. SLCC should be at least 50% of the ABC (UPOU BAC Form No. 1);
3. Duly signed computation of Net Financial Contracting Capacity (NFCC) (UPOU BAC Form No. 2) **OR**
 - a committed Line of Credit from a universal or commercial bank;
4. Valid Joint Venture Agreement (JVA), or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. State so if not applicable (UPOU BAC Form No. 3);
5. Bid Security - Bidder shall submit any of the following forms of Bid Security:
 - a. Duly notarized Bid Securing Declaration (UPOU BAC Form No. 4)
 - b. If cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit, the amount should not be less than **PhP70,000.00 (2% of PhP 3,500,000.00)**
 - c. If surety bond, the amount should not be less than **PhP175,000.00 (5% of PhP 3,500,000.00)**;
6. Duly signed compliance with Schedule of Requirements (UPOU BAC Form No. 5);
7. Duly signed conformity with Technical Specifications - Bidders must state under Statement of Compliance either "Comply" or "Not Comply" against individual parameters of each specification (UPOU BAC Form No. 6);

8. Duly notarized Omnibus Sworn Statement by the prospective bidder or its duly authorized representative (UPOU BAC Form No. 7);
9. Shop drawings of the proposed electrical connection and cabling layouts;
10. Duly notarized authority of the signing official.
 - a) Secretary's Certificate (UPOU BAC Form No. 8a)
 - b) Special Power of Attorney; and/or (UPOU BAC Form No. 8b)
11. Financial Proposal (UPOU BAC Form No. 9);
12. Price Schedule (UPOU BAC Form No. 10);
13. Duly signed Detailed Construction Estimate Worksheet (DCEW) (UPOU BAC Form No. 14);
14. Duly signed Summary of Breakdown of Total Lumpsum Bid Price (UPOU BAC Form No. 15).

The Opening of eligibility document, technical documents and financial proposal will be **on 8 October 2020, 2:30 p.m.** at UPOU Headquarters, Los Baños, Laguna and via video conferencing or any other means.

The **UPOU** reserves the right to accept or reject any offer, to annul the negotiation process and to reject all offers at any time prior to contract award, without thereby incurring liability to affected bidder/s.

For further information, please refer to:

MS. VICTORIA CANAPE BELEGAL
Head, Bids and Awards Committee (BAC) Secretariat
UPOU Headquarters, Los Baños, Laguna
Telephone No.: (049) 536-6001-06 local 210-211
Telefax No.: (049) 536-5991
Email: bac@upou.edu.ph

(SGD) **Dr. PRIMO G. GARCIA**
Chair
Bids and Awards Committee

*** Subject to GPPB Resolution No. 09-2020 dated 07 May 2020**

STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID

Business Name : _____

Business Address : _____

Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Completed Contract	Date of Delivery
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

1. End user's acceptance or official receipt(s) issued for the contract, if completed
2. Notice of Award and/or Contract

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

NET FINANCIAL CONTRACTING CAPACITY

The computation of a prospective bidder's Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC to be bid, calculated as follows:

	Year 20__
Current Assets	
Minus: Current Liabilities	
Sub Total	
Multiplied by value of K	
Sub Total	
Minus: Value of outstanding services under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid	
NFCC	

NFCC = [(current asset minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

NFCC = PhP _____

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into by and between _____, of legal age, _____ owner/proprietor of _____
(civil status)
and a resident of _____.

- and -

_____, of legal age, _____, owner/proprietor of _____
(civil status)
_____ a resident of _____.

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the UP Open University.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__ affiant exhibited to me his/her Government Issued ID No. _____ issued on _____ at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

Bid Securing Declaration Form

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

BID SECURING DECLARATION **Project Identification No.: NP-TFB No.:20-09-001**

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[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]

Schedule of Requirements

The delivery schedule expressed as days/weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivery Period. Days/Weeks/ Months
1	Supply, Delivery and Installation of Outdoor LED Display Board with Structural Framings	1 lot	1 lot	Forty Five to Sixty (45-60) days

I hereby certify to comply with all the above Schedule of Requirements

Name of Company/Bidder

Signature over Printed Name of Representative

Technical Specifications

Item	Specifications	Statement of Compliance
1	1 Lot Outdoor LED Display Board	
	I. OUTDOOR LED DISPLAY BOARD	
	TECHNICAL SPECIFICATION:	
	Module	
	Dimensions (w x h)	320mmx320mm
	Pixel pitch	6.66mm
	LED Lamp	LED 2727
	Resolution (w x h)	48 x 48
	Pixel Density	25500/m ²
	Pixel Configuration	SMD 3in1
	Standard Panel	
	Dimensions (w x h x d) (mm)	1280 X 960
	Physical Resolution (w x h)	192X144
	Weight/Panel (kg)	35
	Average Power/sqm(watts)	220
	Module Quantity	12
	Physical Pixels (total)	27648
	Material	Aluminum
	Max Power/sqm(watts)	660
	Display Data	
	ITEM	Width x Height
	Panel Quantity(pcs)	3 x 3
	Screen Area Dimension(m)	5.12 x 2.88
	Display Resolution(dots)	576 x 432
	Total Net Weight (kgs)	315
	Total Average Power(watts)	2433.024
	Total Max Power(watts)	7299.072
	Parameter	
	Brightness	6000cd/m ²
	Viewing Angle	Horizontal 140(+70/-70) deg. Vertical 100(+50/-50)deg.
	Minimum Viewing Distance	6.6 meters
	Brightness Control	256 level
	Gray scale	65536 level
	Refresh frequency	>1920 Hertz
	Driving mode	Dynamic scan constant current driving
	Input power frequency	50 or 60 Hertz
	Input Voltage	200~ 240 Volt
	Blind spot rate	<1/10000

	Lifetime at 50% brightness	100000 hours	
	Ingress Protection	Front IP65, Rear IP54	
	Operating temperature	- 20 ~ + 50 °C	
	Operating humidity	10% ~ 90%	
	Control distance	CAT5 cable: <100 m; Single mode fiber: <10 km	
	Signal input format	AV, S-Video, VGA, DVI, YPbPr, HDMI, SDI	
	Operating system	Windows (Win7/Win8/10)	
	LED Panel	14.75 sqm	
	Sending Card Box	1 pc	
	Receiving Card	9 pcs	
	LED Software	1 set	
	Control player	1 set SPECIFICATION: Core i5, 4GB RAM, 500GB Hard Drive, 2GB GRAPHICS CARD, 15” Led Monitor	
	Video Processor	SPECIFICATION:	
Number/type		2×Video 1×YPbPr 2×VGA (VESA) 1×DP (VESA) 1×DVI (VESA) 1×HDMI (VESA/CEA-861) 1×EXT. (extended Video/DVI-I/SDI)	
Video System		PAL/NTSC	
Composite video amplitude/Impedance		1V (p_p) / 75Ω	
HDMI format (HDCP1.3)		PC (VESA): ≤2304x1152_60Hz HDMI1.3 (CEA -861: ≤1920x1080p_60Hz	
VGA Amplitude/Impedance		R、G、B = 0.7 V (p_p) / 75Ω	
Control methods		Wireless wifi, IP/LAN, front panel button, infrared remote control, PC software, Ipad, mobile phone terminal and etc..	
Input voltage		100-240VAC 50/60Hz	
Maximum power consumption		≤25W	
Environment temperature		0-45 °C	
Environment humidity		15-85%	
size (package)		130mm (H) ×350mm (W) ×520mm (L)	
Weight		G.W. : 5.7 Kg, N.W. : 4.0 Kg	
		24/7application, high reliability and stability	
UPS (for Video Processor)	3KVA		
Others	Light Sensor		

		Power Supply	
		Spare module units	
INCLUSION OF THE PACKAGE:			
Provision of the following:			
1. Supply, delivery (to UPOU) and installation of LED unit.			
a. LAN Cabling			
b. Feeder Line			
c. Structural Frame (see item II)			
2. Secure that the spare parts should be available in the market for the next 5 years upon completion of the project.			
3. Conduct a hands-on training for 2 to 3 days upon completion of the project.			
4. Provide manuals, brochure of the product, or certification from the manufacturer that the specifications are true and correct.			
5. Provide IPO stock code and certification of the LED Manufacturer as one of the Public Listed Company in the country of origin which entitles the manufacturer to be a stable company that can support product spare parts for more than 5 years .			
6. Minimum of 10 years in the electronic billboard industry for the supply and installation of LED equipment to ensure company competence.			
7. Provide at least five (5) Technical Support Engineers with a certification from the manufacturer that they are capable and certified engineers to do and install the equipment.			
8. 30 days lead time for the delivery and installation of LED unit.			
WARRANTY:			
1. Provision of two (2) years warranty for the LED units, parts, and accessories.			
2. Inclusion of a quarterly preventive maintenance of the units supported by a signed technical report.			
II. STRUCTURAL FRAMING			
GENERAL:			
A. Materials and workmanship shall conform with the requirements of the following building codes.			
1. ACI 318 – 89			
2. ASEP Seismic Design Guide			
3. NSCP – 2010 Edition			
B. All drawings shall not be scaled for construction purposes unless otherwise indicated.			
C. For all other requirements, refer to Architectural, Electrical and Electronics Working drawings/ details / specification and by specialty trade requirements			
FOOTINGS:			
1. Footings are designed to rest on firm subgrade in accordance with the supplied schedule of footing.			
2. No footing shall rest on fill.			

	SS540 with $F_y=390\text{Mpa}$ For angle 90mm and larger	
	SS400 with $F_y=240\text{Mpa}$ For angle 80mm and smaller	
	3. Reinforcing Bars shall conform to ASTM A615.	
	$F_y=275\text{Mpa}$ \varnothing 16 deformed bars and smaller	
	4. The 28 days minimum compressive strength of concrete shall be $F_c = 27.59\text{Mpa}$.	
	5. Holding down anchor bolts shall conform to ASTM A325 with $F_y = 620\text{Mpo}$ and $F_u = 827\text{Mpa}$ (where required).	
	6. Welding electrodes shall conform to E70xx/E6032.	
	STEEL ERECTION:	
	1. All steel plates and bars shall conform to A36 steel or higher.	
	2. Welding shall conform to AWS D1 -77 welded connections shall develop the full strength of the connected member or part.]	
	3. All new materials shall be galvanized by hot dipped process in accordance with ASTM A123. Before the galvanizing process commences, the material must be free of oil, grease and paint and in every aspect shall be suitable for hot-dip galvanizing after fabrication except when specified on plan.	
	4. Final new materials shall be painted with one (01) coat of zinc chromate primer and two (02) coats of enamel as existing (verify requirement or as specified on the plans)	
	5. Use "CARBOLINE" or equivalent, zinc paint or approved equal to touch up damaged galvanizing. Touch up painting may be done by either spray or brush application. Verify applicability per manufacturer-recommended application.	
	6. Contractor shall submit shop drawings for approval prior to fabrication.	
	7. Contractor shall restore affected damaged areas or elements during or after construction at no cost to the client / end user / service provider.	
	SCOPE OF WORK	
	CIVIL WORK	
	1. The work includes but not limited to the following:	
	a. GENERAL REQUIREMENTS	
	i. Temfacil	
	ii. Temporary power and water supply	
	iii. Temporary enclosure	
	iv. Material Testing	
	v. Permits and Fees	
	vi. Health and Safety Expenses	
	vii. Project Identification and Signage	
	b. SITE WORKS	
	i. Clearing and Grubbing	
	ii. Layout and staking	
	iii. Batterboard	
	c. EARTHWORKS	
	i. Excavation for part of columns (2) two units, 1.5m depth; and footings (2) two units, (0.35 x 1.5 x 1.5)	
	ii. Excavation for tie beam (0.25 x 0.50 depth) including sand / gravel bedding;	
	iii. Backfilling of areas including compaction within the peripheries of items i and ii.	

	iv. Soil poisoning	
	d. CONCRETING WORKS	
	i. Footing (4000 psi)	
	ii. Column (4000 psi)	
	iii. Beams (4000 psi)	
	iv. Retouching of concrete members (imperfections)	
	v. Trial mixtures/ testing	
	e. REBAR WORKS	
	i. 10mØ deformed bars fy 40 x 6 meters	
	ii. 12mØ deformed bars fy 40 x 6 meters	
	iii. 16mØ deformed bars fy 40 x 6 meters	
	iv. 16mØ deformed bars fy 40 x 10.5 meters	
	v. #16 GI Tie wires	
	vi. Material testing	
	f. CARPENTRY WORKS AND RELATED WORKS	
	i. Formworks/Falseworks and Scaffoldings	
	g. STEEL/METAL WORKS	
	i. 2 x 2 x 4.5 mm < bar (for tubular section)	
	ii. 2 x 2 x 4.5 mm< bar (for framings)	
	iii. ¼" x 3" flat bars	
	iv. 2" Ø GI pipe	
	v. Welding works including welding machine, welding electrodes (E70XX/ E6032)	
	vi. Item 304 gauge 50 (hard) stainless steel plain sheet (where applicable)	
	h. PAINTING WORKS	
	i. Steel surface	
	ii. Concrete surface	
	i. MISCELLANEOUS WORKS	
	i. Hauling of excess and unwanted debris, etc.	
	j. POST CLEARING AND DEMOBILIZATION are part of the contract.	
	k. Consult Engineer-in-Charge for any verification	
	l. Site inspection is a must	

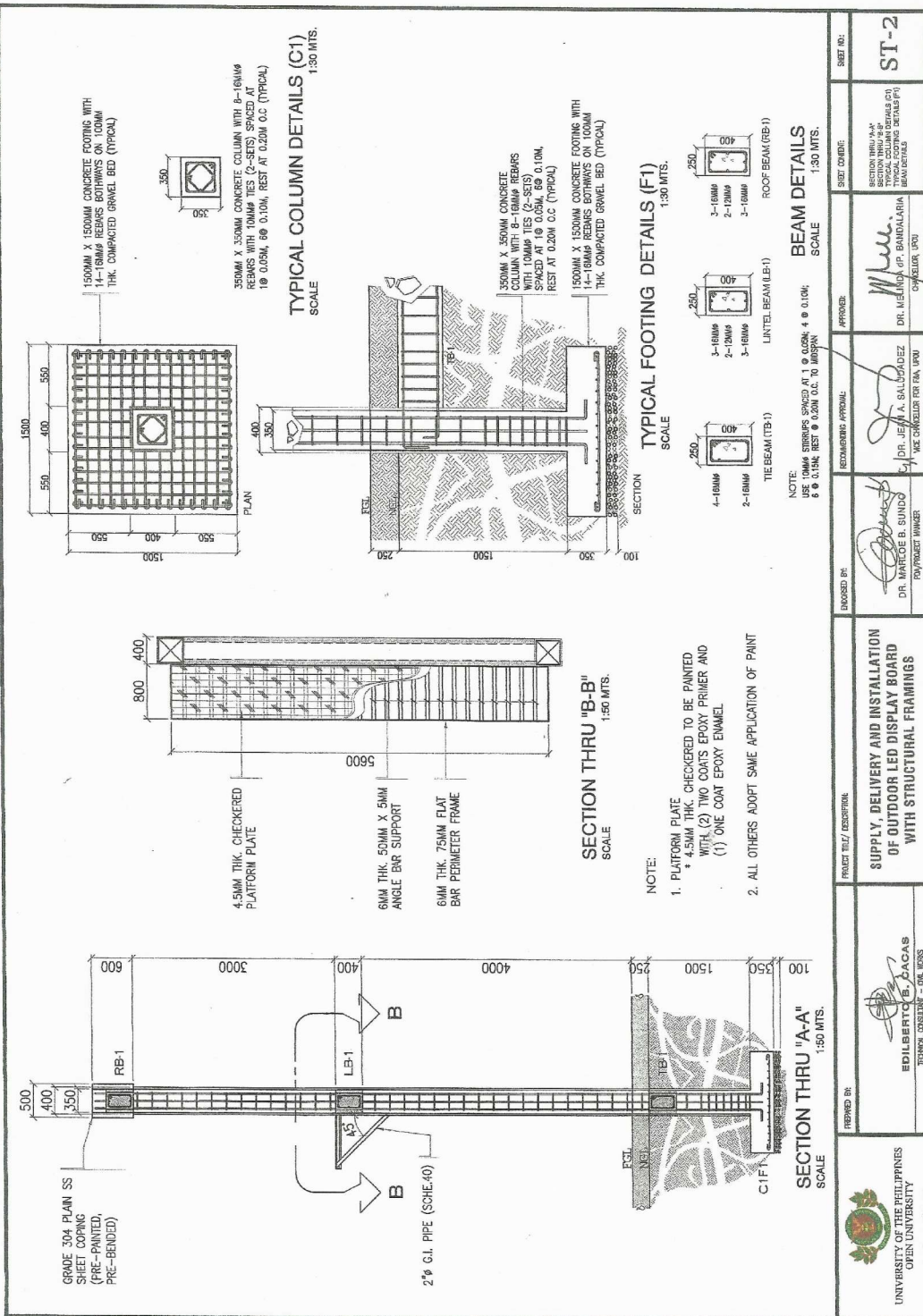
PERSPECTIVE
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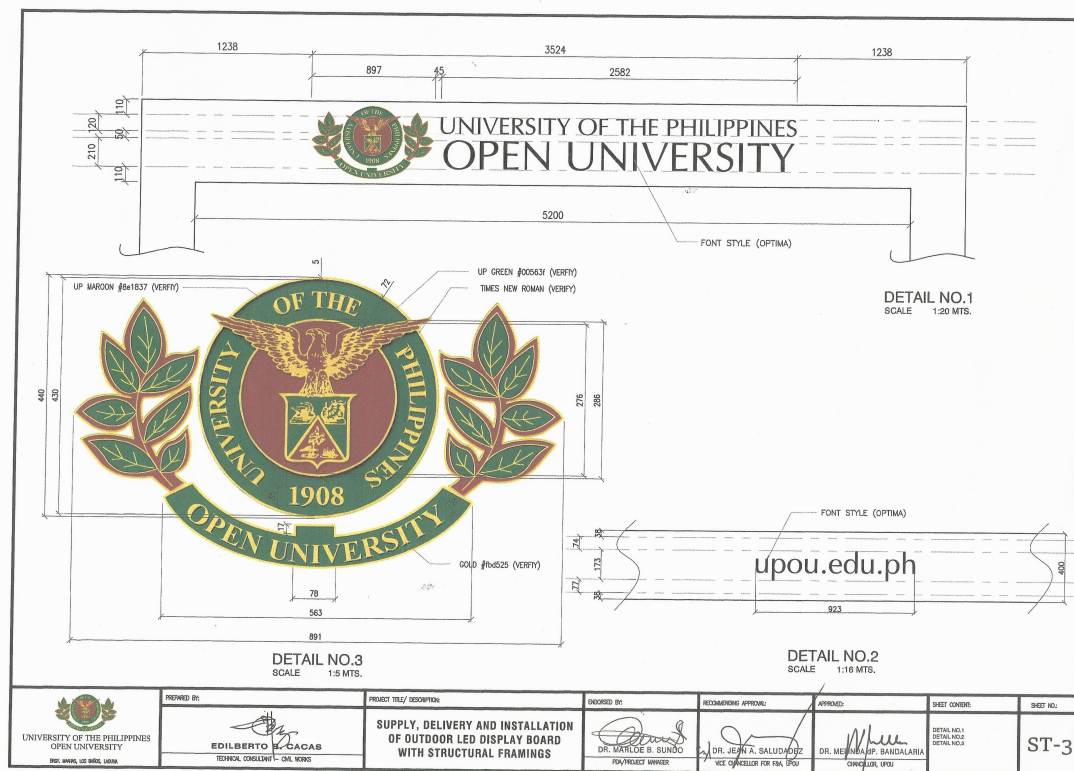
FOUNDATION PLAN
SCALE 1:50 MTS.

ELEVATION
SCALE 1:50 MTS.

DETAILS:

- GRADE 304 PLAIN SS SHEET CORING (P-R-E-PAINTED, P-R-E-BENDED)
- ROOF BEAM WITH 10MM ϕ STIRRUPS SPACED AT 1 @ 0.05M; 4 @ 0.10M; 6 @ 0.15M; REST @ 0.20M O.C. TO MIDSPAN
- FROM 2'-2" X 2" X 4.5MM THK. ANGLE BARS BUILT-UP TUBULAR (LED LIGHT PANEL SYSTEM SUPPORT) TYPICAL
- UNTEL BEAM WITH 10MM ϕ STIRRUPS SPACED AT 1 @ 0.05M; 4 @ 0.10M; 6 @ 0.15M; REST @ 0.20M O.C. TO MIDSPAN
- TIE BEAM WITH 10MM ϕ STIRRUPS SPACED AT 1 @ 0.05M; 4 @ 0.10M; 6 @ 0.15M; REST @ 0.20M O.C. TO MIDSPAN
- 350MM X 350MM CONCRETE COLUMN WITH 8-10MM REBARS WITH 10MM ϕ (2-SECS) SPACED AT 1 @ 0.05M, 6 @ 0.10M, REST AT 0.20M O.C. (TYPICAL)
- 1500MM X 1500MM CONCRETE FOOTING WITH 14-16MM REBARS BOTHWAYS ON 100MM THK. COMPACTED GRAVEL BED (TYPICAL)
- 1500MM X 1500MM CONCRETE FOOTING WITH 14-16MM REBARS BOTHWAYS ON 100MM THK. COMPACTED GRAVEL BED (TYPICAL)





I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Omnibus Sworn Statement (Revised)

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the law of the _____, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding for "Supply, Delivery and Installation of Outdoor LED Display Board with Structural Framings", NP-TFB No.: 20-09-001 by the UP Open University and that if awarded the project shall enter into a contract with the UP Open University; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the _____ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the _____ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ affiant
exhibited to me his/her Government Issued ID No. _____ issued on _____
at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

SPECIAL POWER OF ATTORNEY

I, _____, President of _____, a corporation incorporated under the laws of _____ with its registered office at _____, by virtue of Board Resolution No. _____ dated _____, has made, constituted and appointed _____ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent _____ in the bidding of _____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

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

Affiant

Signed in the Presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY)SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____, 20____, personally appeared:

<u>NAME</u>	<u>Government Issued ID NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Financial Proposal

Date : _____

To: **Prof. PRIMO G. GARCIA**

Chair

UPOU Bids and Awards Committee

UP Open University, Los Baños, Laguna

Gentleman:

The undersigned, offer to *Supply, Deliver and Install the Outdoor LED Display Board with Structural Framings* the sum of **[total amount in words and figures]**.

We undertake:

1. To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements;
2. To provide a performance security in the form, amounts, and within the time specified.
3. To abide with the Validity Period of 120 calendar days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this financial proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid.

We certify/confirm that we comply with the eligibility requirements.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Supplier, has the full power and authority to participate, submit the financial proposal, and to sign and execute the ensuing contract, on the latter's behalf for the Supply, Delivery and Installation of Outdoor LED Display Board with Structural Framings of the UP Open University [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Supplier, to participate, submit the financial proposal, and to sign and execute the ensuing contract on the latter's behalf for Supply, Delivery and Installation of Outdoor LED Display Board with Structural Framings of the UP Open University.*

We acknowledge that failure to sign each and every page of this Financial Proposal, including the attached Schedule of Prices, shall be a ground for the rejection of our proposal.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Financial Proposal for and on behalf of _____.

PRICE SCHEDULE

Supply, Delivery and Installation of Outdoor LED Display Board with Structural Framings

Item No.	Item Name and Description	Quantity	Unit Price	Total Price
1	Outdoor LED Display Board with Structural Framings	1 lot		
	GRAND TOTAL PRICE			

I hereby certify to comply with the above Schedule of Prices.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Sealing and Marking of Bids:

Option 1: Submission of hard copies to the BAC Secretariat Address:

PROCEDURE:

Each Bidder shall submit one (1) copy of its Bid.

Sealed envelope shall be labelled as follows:

SUPPLY, DELIVERY AND INSTALLATION OF OUTDOOR LED DISPLAY BOARD WITH
STRUCTURAL FRAMINGS

[NAME AND ADDRESS OF THE BIDDERS]
BIDS AND AWARDS COMMITTEE SECRETARIAT
UP OPEN UNIVERSITY
UPOU HEADQUARTERS, LOS BAÑOS, LAGUNA
REFERENCE NO. NP-TFB No.:20-09-001

“DO NOT OPEN BEFORE [Insert Time and Date for the opening of bid]

Option 2: Online Submission using this link: <https://forms.gle/PePhXZXGy4VqGDo38>

PROCEDURE:

1. Bid documents should be in archive compression and password-protected portable document format (PDF). Failure to follow the required specifications of the document will automatically disqualify the bidder. Bidders should not disclose their password to anyone except during the actual Opening of Bids. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

Filename of the archive compression and password-protected portable document format (PDF) should follow the following format:

- a. Bidder's name Bid Proposal NP-TFB No. 20 09 001
(e.g. ABCD Company Bid Proposal NP-TFB No. 20 09 001)
2. Submit the compressed password-protected bids in the assigned online submission site provided for by the UPOU Bids and Awards Committee on or before the set deadline. You will receive a notification of the receipt of your submission.
 3. During the Opening of Bids which will be conducted at UP Open University Headquarters and via videoconferencing or any approved means, each bidder – upon instruction of the BAC -- will disclose their password which in turn will be used by BAC to access the former's bid as submitted on the set deadline and the bids will be read and evaluated for their completeness