



**UNIVERSITY OF THE PHILIPPINES  
OPEN UNIVERSITY**

**BIDS AND AWARDS COMMITTEE**

13 October 2020

**SUPPLEMENTAL BID BULLETIN NO. 20-004**

This Supplemental Bid Bulletin No. 20-004 is to amend or modify items in the Bid documents and in response to the queries raised during pre-bid conference conducted on 8 October 2020 for “**Supply and Delivery of Three Units Crossover Utility Vehicle (CUV)**” to wit:

1. On Section VI, Schedule of Requirements denomination in the LTO Certificate of Registration can be “**UTILITY VEHICLE**”.
2. On Page 36, Updated Sealing and Marking of Bids:

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

**PROCEDURE:**

1. The Technical Components (TC) of the Bid should be enclosed in envelope and must be labelled, sealed and signed as follows:

SUPPLY AND DELIVERY OF THREE UNITS CROSSOVER UTILITY VEHICLE (CUV) – TECHNICAL COMPONENT

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

“DO NOT OPEN BEFORE 20 OCTOBER 2020, 1:30 PM”

2. The Financial Components (FC) of the Bid should be enclosed in another envelope and must be sealed and signed;

SUPPLY AND DELIVERY OF THREE UNITS CROSSOVER UTILITY VEHICLE (CUV) – FINANCIAL COMPONENT

[NAME AND ADDRESS OF THE BIDDERS]  
BIDS AND AWARDS COMMITTEE SECRETARIAT  
UP OPEN UNIVERSITY

UPOU HEADQUARTERS, LOS BAÑOS, LAGUNA  
REFERENCE NO. ITB No.: 20-09-001

“DO NOT OPEN BEFORE 20 OCTOBER 2020, 1:30 PM”

3. The TC and FC envelopes should be enclosed in one mother envelope and must be labelled, sealed and signed as follows:

SUPPLY AND DELIVERY OF THREE UNITS CROSSOVER UTILITY VEHICLE (CUV)

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

“DO NOT OPEN BEFORE 20 OCTOBER 2020, 1:30 PM”

**Option 2: Online Submission using this link:** <https://forms.gle/iCzFHtUDctht6deF9>

**PROCEDURE:**

1. All bid documents should be in archive compression and password-protected portable document format (PDF). 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 strictly follow the following format:

**a. For Technical Component:**

Bidder's name Technical Component ITB No. 20 09 001  
(e.g. ABCD Company Technical Component ITB No. 20 09 001)

**b. For Financial Component:**

Bidder's name Financial Component ITB No. 20 09 001  
(e.g. ABCD Company Financial Component ITB 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.**

4. Failure to follow the required specifications of the electronic documents will automatically disqualify the bidder.
3. If Joint Venture Agreement (JVA) (UPOU BAC Form No. 9) is not applicable, a statement indicating “not applicable” should be submitted and attached to the bidding documents in lieu of UPOU BAC Form No. 9 and properly signed by the authorized signatory.

This supplemental bid bulletin shall be for inclusion in the submission of technical component.

For the guidance and information of all concerned bidders.

  
**Dr. PRIMO G. GARCIA**  
Chair, BAC

Received by the Bidder:

\_\_\_\_\_

Date: \_\_\_\_\_