



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City

**BID SUPPLEMENT**

**Date:** August 11, 2023

**Title:** IB-2023-08-08 SUPPLY, DELIVERY & INSTALLATION FOR SMART CLASSROOM & AUDIO-VISUAL ROOM EQUIPMENT (ICT)

**Reference No.:** 10011501

**SUPPLEMENTAL/BID BULLETIN No. 1**

**GUIDELINES FOR ELECTRONIC SUBMISSION AND RECEIPT OF BIDS**

**I. POLICY STATEMENT**

To promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedures. Pursuant to Section 8, Republic Act 9184 (RA 9184) in relation to Section 8.2.4.3 Rule III of the Revised Implementing Rules and Regulations (Revised IRR), the Philippine Government Electronic Procurement System (PhilGEPS) shall support the implementation of Electronic Bid (e-Bid) submission processes, which includes creation of electronic bid forms, delivery of bid submissions, notification to supplier of receipt of bids, bid receiving and electronic bid evaluation.

**II. SCOPE AND PURPOSE**

These Guidelines are formulated to provide necessary rules and procedures that shall apply in the procurement of goods and consulting services through electronic means.

**III. DEFINITION OF TERMS**

For purposes of these Guidelines, the following terms, or words and phrases shall mean or be understood as follows:

- a. *On-line Bidder* – refers to a Certified Member participating electronically in bidding.
- b. *Bidder's On-line Nominee* – refers to the person duly authorized by an On-Line Bidder to create and/or electronically submit electronic documents comprising the eligibility documentary requirements, and the technical and financial proposals, and who is issued a Pass Phrase as the digital signature.
- c. *Bid Notice Creator* – refers to a member of the Bids and Awards Committee (BAC) or its Secretariat specifically designated by the BAC to be responsible for creating the electronic Bid Notices/Supplements, or by the Head of the Procuring Entity in creating notices of award.
- d. *Portable Document Format (PDF)* – refers to a file format that has captured all the elements of a printed document as an electronic image that can be viewed, navigated, printed, copied but cannot be edited or changed.

**IV. GENERAL GUIDELINES**

1. The rules and regulations governing the manual method of procurement shall apply whenever the rules in these Guidelines are silent.

2. The provisions under Section 13 of the IRR on Observers shall apply without prejudice to full compliance with the requirement under Section 8.7 of the IRR.
3. Only bidders who pay the Bid Document Fee shall be allowed to participate in the e-bidding activities and submit a bid.
4. A procurement process or activity which is suitable for automatic evaluation by electronic means, without any intervention by the Procuring Entity, shall be the preferred modality.
5. These guidelines shall also apply when procuring entities resort to any of the Alternative Modes of Procurement specifically Shopping under Section 52.1(b) and Negotiated Procurement under Section 53.1 (two-failed biddings) and Section 53.9 (small value procurement), subject to the prior approval of the Head of the Procuring Entity in order to promote economy and efficiency, and whenever justified by the conditions provided in RA 9184 and its IRR.

## **V. SUBMISSION OF BIDS**

1. On-line Bidders or the Bidder's On-line Nominee must submit a soft copy of their bids through e-mail (*evsu.bacsecretariat@evsu.edu.ph*) at any time before the closing date and time specified in the bidding documents.
2. In the online submission of bids, the two-folder system will be utilized – one folder contains the documents of the technical component and is labeled “TECHNICAL COMPONENT” and the second folder contains the documents of the financial component and is marked “FINANCIAL COMPONENT”. The documentary requirements shall be segregated and labelled according to the type of document (e.g. PhilGEPS Registration, Ongoing and Completed Project, SLCC, etc.) and each shall be in Portable Document Format (PDF).
3. The electronic bid shall be compressed in zip, rar or 7z format with password protection. Submitted bidding documents that are not in compressed archive format and are not password protected, will be automatically rejected.
4. The password for accessing the file shall be disclosed by the Bidders during the submission of the bid which may be done in person or face-to-face through videoconferencing, webcasting, e-mail or similar technology.
5. Upon receipt of the electronic bid, the Bid Notice Creator shall generate a bid receipt that can be printed by the On-line Bidder. This contains the recorded “submission time” indicated on the e-mail which shall be considered as the Official Submission Time of the bidder.
6. Bidders, who submit their bids electronically, must submit as well a hard copy of the bids as this shall be the basis for the evaluation and assessment during the Post-Qualification. Any bid modifications shall likewise be submitted electronically, provided that this is done before the deadline for submission and receipt of electronic bids.
7. The bidder shall send the original legal documents for perusal with proper tabbing (labelled according to the document attached) of the technical and the financial components signed each and every page. Non-submission of the hard copy on the day of Post-Qualification will be grounds for the disqualification of the bidder.
8. The Bidder shall send a scanned copy of the delivery slip to the EVSU BAC Secretariat e-mail as proof of delivery.

9. Bids must be duly received by the BAC Secretariat at the address below on or before the Post-Qualification date (EVSU BAC Office clock time). All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.
10. An On-line Bidder may withdraw its bid before the deadline for the submission and receipt of bids.
11. For further information, please refer to:

For guidance and information of all concerned.

For further information, please refer to:

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Noted:

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