



# University of the Philippines



## **SPCMIS**

**Supplies, Procurement, and Campus Management  
Information System**



# GENERATION OF UP BAC Resolution Public Bidding (GOODS)

# **SPCMIS User Manual**

## *Purchasing*

Author: Mico Alfred Puño  
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Version: 1.0

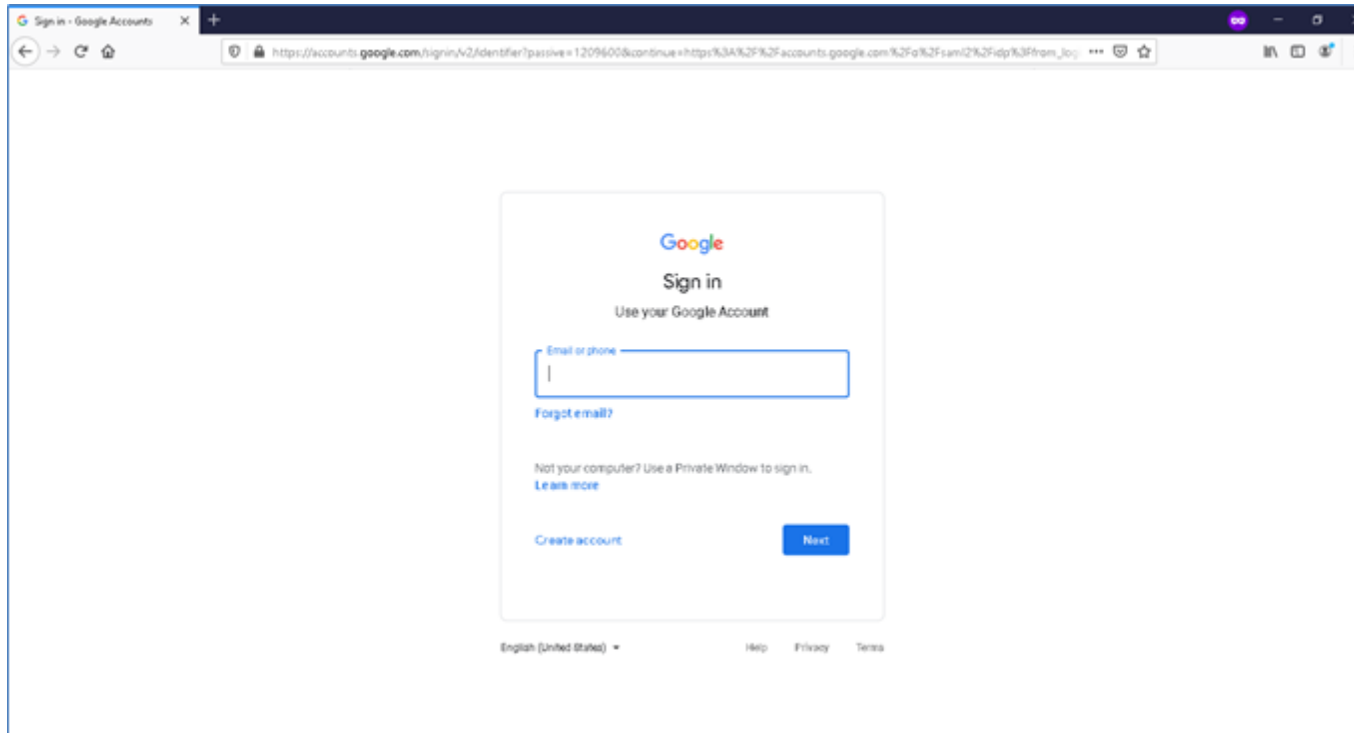
# 1. DOCUMENT CONTROL

## 1.1 Change Record

Date	Author	Ver sion	Change Reference
27 September 2021	Mico Alfred Puño	1.0	Initial

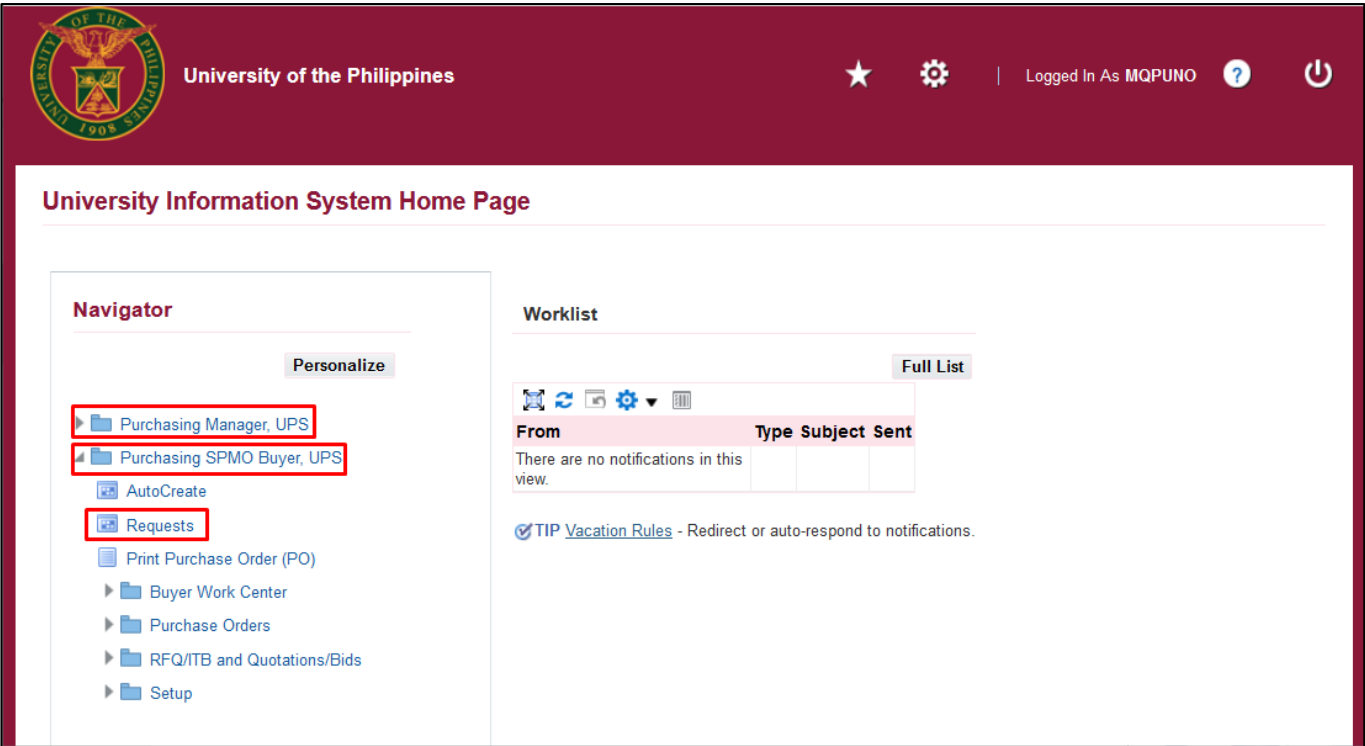
## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Generation of UP BAC Resolution Public Bidding (GOODS)
<b>Information System</b>	Supplies, Procurement and Campus Management Information System
<b>Functional Domain</b>	Purchasing SPMO Buyer and Purchasing Manager
<b>Purpose</b>	To generate a BAC resolution document for approval of the Vice President for Administration
<b>Data Requirement</b>	Approved Bid Number
<b>Dependencies</b>	Created Invitation to Bid Approved Bid Complete Supplier details
<b>Scenario</b>	After the approval of Bid and the recommendation of the Bids and Awards Committee the SPMO Buyer or Purchasing Manager will generate the UP BAC Resolution Public Bidding (GOODS) report.
<b>Author</b>	Mico Alfred Puño



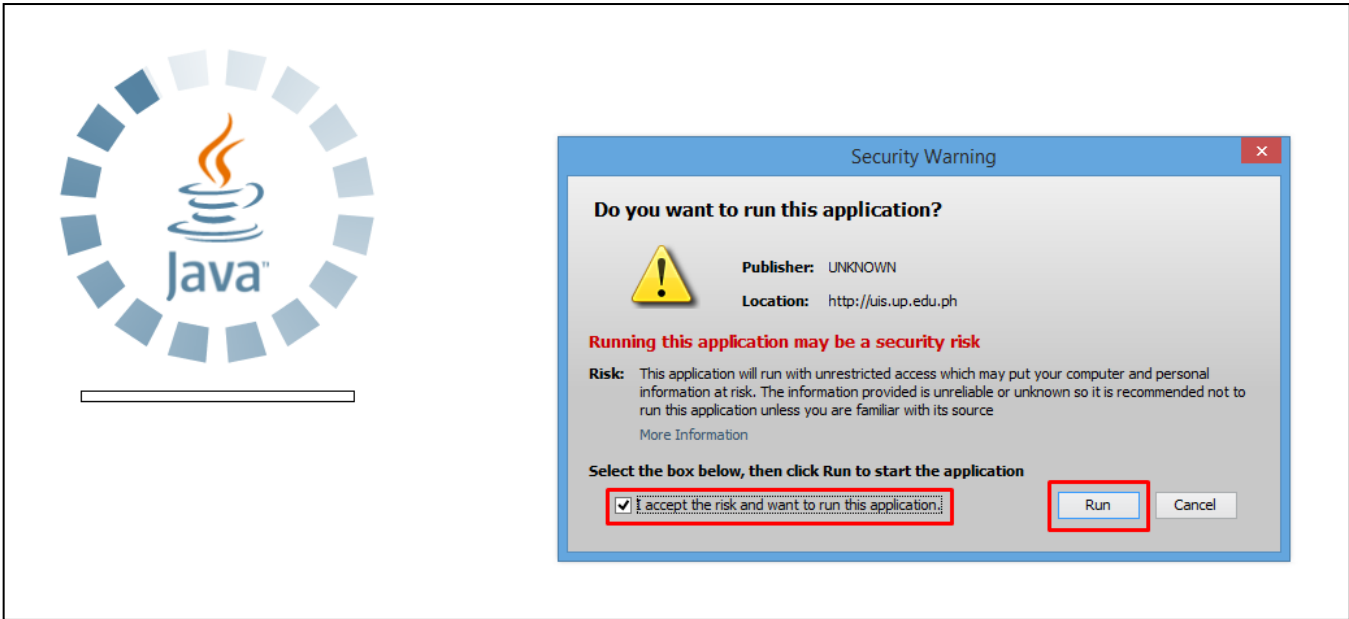
**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

**Step 2.** Log-in your UP Mail credentials  
(e.g. **username** and **password**)



**Step 3.** On the homepage, select ***Purchasing SPMO Buyer, <CU>*** or ***Purchasing Manager, <CU>***.

Navigate to ***Requests***.



**Step 4.** Java application will launch with **Security Warning**, tick the checkbox and click **Run**.



Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

**Submit a New Request...** Submit New Request Set... Clear Find

**Step 5.** *Find Requests* window will pop up.

Click **Submit a New Request.**

**Submit Request**

Run this Request... Copy...

**Name** UP BAC Resolution Public Bidding (GOODS) ...

Operating Unit

Parameters

Language Language Settings... Debug Options

At these Times... Schedule...

Run the Job As Soon as Possible

Upon Completion...  Save all Output Files  Byrst Output Options...

Layout Delivery Opts

Notify

Print to

Help (C) Submit Cancel

**Step 6.** On the **Name** Field, click the **ellipsis (...)** to search the **UP BAC Resolution Public Bidding (GOODS)**.

You may type **UP%** then press **Tab** button on your keyboard and select **UP BAC Resolution Public Bidding (GOODS)** from the list.

The screenshot shows a window titled "Parameters" with the following fields:

- BAC Resolution No. [ ]
- Bid Number [ ] (highlighted in yellow)
- Approved Date of BAC Meeting [ ]
- Chairperson [ ]
- Vice Chairperson [ ]
- Member [ ]
- Member [ ]
- Member [ ]
- Alternate Member [ ]
- Alternate Member [ ]
- Approved By [ ]

At the bottom of the window, there are four buttons: **OK** (highlighted with a red rectangle), **Cancel**, **Clear**, and **Help**.

**Step 7. Parameters** window will appear.

Fill out

- **BAC Resolution No.**
- **Bid Number**
- **Approved Date of BAC Meeting**
- **Chairperson**
- **Vice Chairperson**
- **Member**
- **Member**
- **Member**
- **Alternate Member**
- **Alternate Member**
- **Approved By**

then click **OK**.

Submit Request

Run this Request...

Copy...

Name UP BAC Resolution Public Bidding (GOODS)

Operating Unit

Parameters 01-2021:48:27-SEP-2021

Language American English

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files  Burst Output

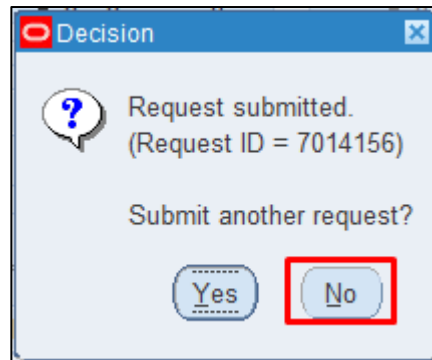
Layout UP BAC Resolution Public Bidding (GOODS) Options...

Notify

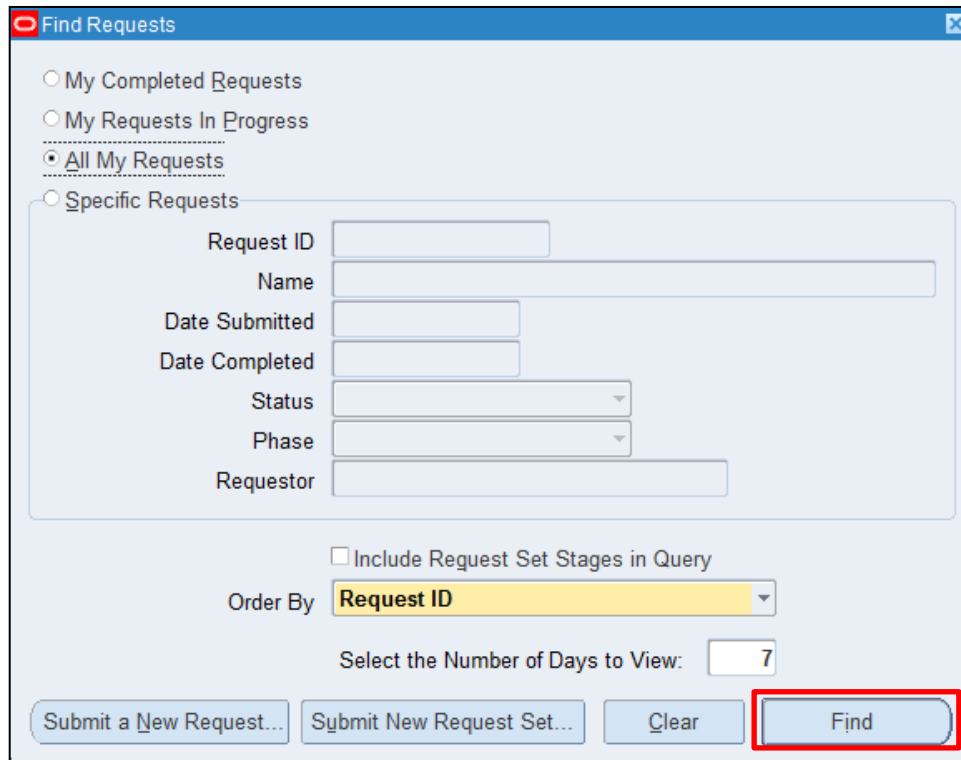
Print to noprint Delivery Opts

Help (C) Submit Cancel

**Step 8.** You will be redirected back to the **Submit Request** window, click **Submit**.



**Step 9.** On the decision to submit another request, click **No**.



**Step 10.** On the **Find Requests** window, click **Find**.

**Refresh Data** Find Requests Submit a New Request... Submit New Request Set...  
 Auto Refresh (K) Copy Single Request Copy Request Set...


Request ID	Name	Parent	Phase	Status	Parameters
7014156	UP BAC Resolution Public		Completed	Normal	276, 24471, 01-2021, 48, 2021
7014136	UP BAC Resolution Public		Completed	Normal	276, 24471, 1-2021, 48, 2021/0
7014039	UP Invitation to Bid		Completed	Normal	276, 123, 11, qwe, 2021/09/27
7014033	UP BAC Resolution Public		Completed	Normal	276, 24471, 1-2021, 64, 2021/0
7010942	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021
7010941	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021
7010934	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021
7010929	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021
7010919	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021
7010912	UP BAC Resolution Direct		Completed	Normal	276, 24471, 11-2021, 67, 2021

Hold Request View Details... Reryn Request **View Output**  
 Cancel Request Diagnostics View Log... (J)

**Step 11.** The **Requests** window will appear. Click **Refresh Data** until the **Phase** becomes **Completed** and Status, **Normal**.

Then, click **View Output**.

**Expected Result:**



**UNIVERSITY OF THE PHILIPPINES**  
**SYSTEM**  
**Bids and Awards Committee**  
 Diliman, Quezon City, Metro Manila, NCR  
 TIN: 000-864-006-0000


**BAC RESOLUTION NO.01-2021:  
 RECOMMENDATION FOR AWARD THROUGH PUBLIC BIDDING**


The Bids and Awards Committee (BAC), resolved to recommend for approval of the Vice President for Administration the award of the contract for the procurement through Public Bidding of:


Bid No. / Item	Supplier	Contract Amount
48:ITEM A, ITEM B	To <b>ABC Company</b> with office address at <b>Unit 1, ABC Avenue, Barangay DEF, GHI City</b>	With a contract amount of <b>One Hundred Twenty-Four Thousand Pesos (Php124,000.00)</b>


Based on supplier's (1) compliance with all eligibility requirements; (2) bid tender being the responsive bid; (3) passing the post-evaluation of the offered technical specifications and single largest contract made by the end-user; and (4) passing of the post-qualification of the financial aspect made by the Technical Working Group.


Done this **27th** day of **September 2021, Diliman, Quezon City.**


  
 \_\_\_\_\_  
 Chairperson


  
 \_\_\_\_\_  
 Member


  
 \_\_\_\_\_  
 Vice Chairperson

  
 \_\_\_\_\_  
 Member

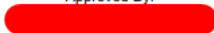
  
 \_\_\_\_\_  
 Member

  
 \_\_\_\_\_  
 Member

  
 \_\_\_\_\_  
 Alternate Member

  
 \_\_\_\_\_  
 Alternate Member

Approved By:

  
 \_\_\_\_\_  
 Vice President for Administration

DISCLAIMER: The screenshots in this document are for illustration purpose only and may not be the same as the final user interface.