



# University of the Philippines



## **SPCMIS**

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



# GENERATION OF UP Invitation to Bid



# **SPCMIS User Manual**

## *Purchasing*

Author: Riza Nequias  
Creation Date: 27 September 2021  
Last Updated: 17 November 2021  
Document Ref: SPCMIS User Manual – Generation of UP Invitation to Bid  
Version: 1.0

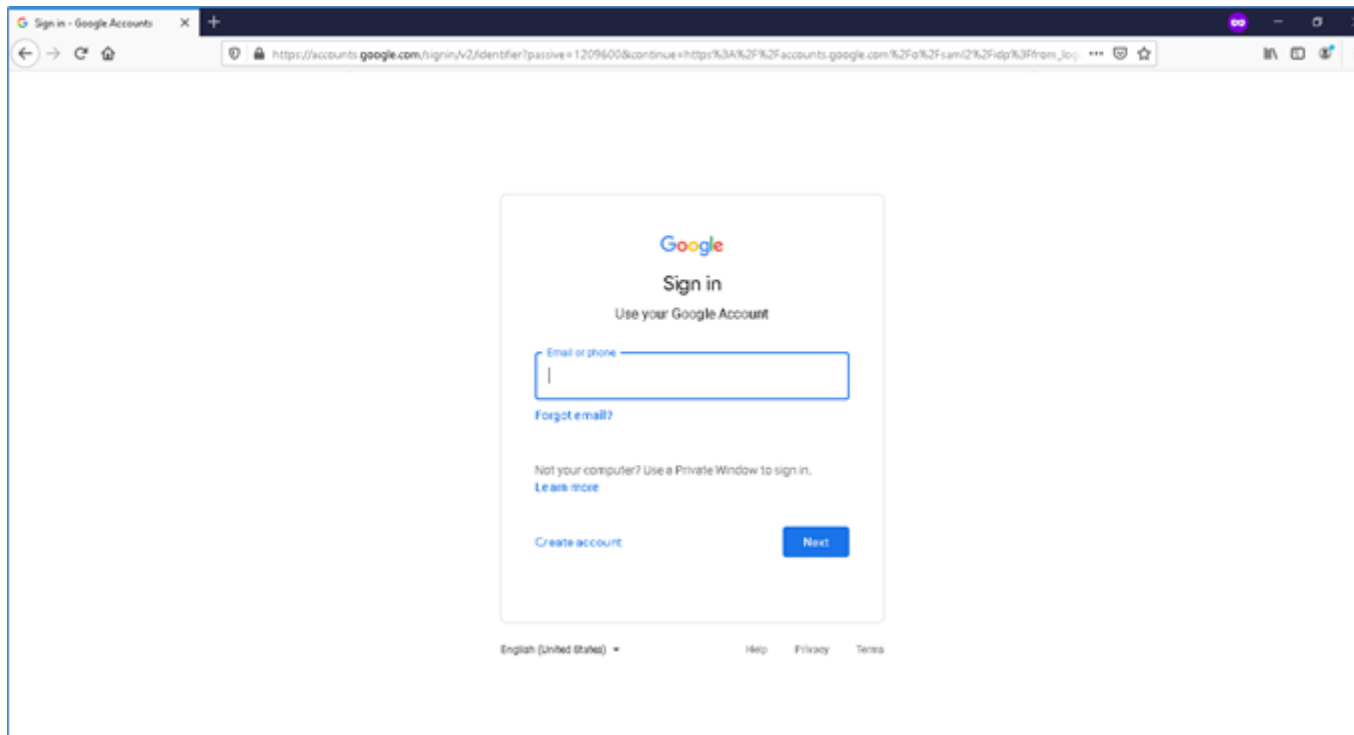
# 1. DOCUMENT CONTROL

## 1.1 Change Record

Date	Author	Version	Change Reference
27 September 2021	Riza Nequias	1.0	Initial

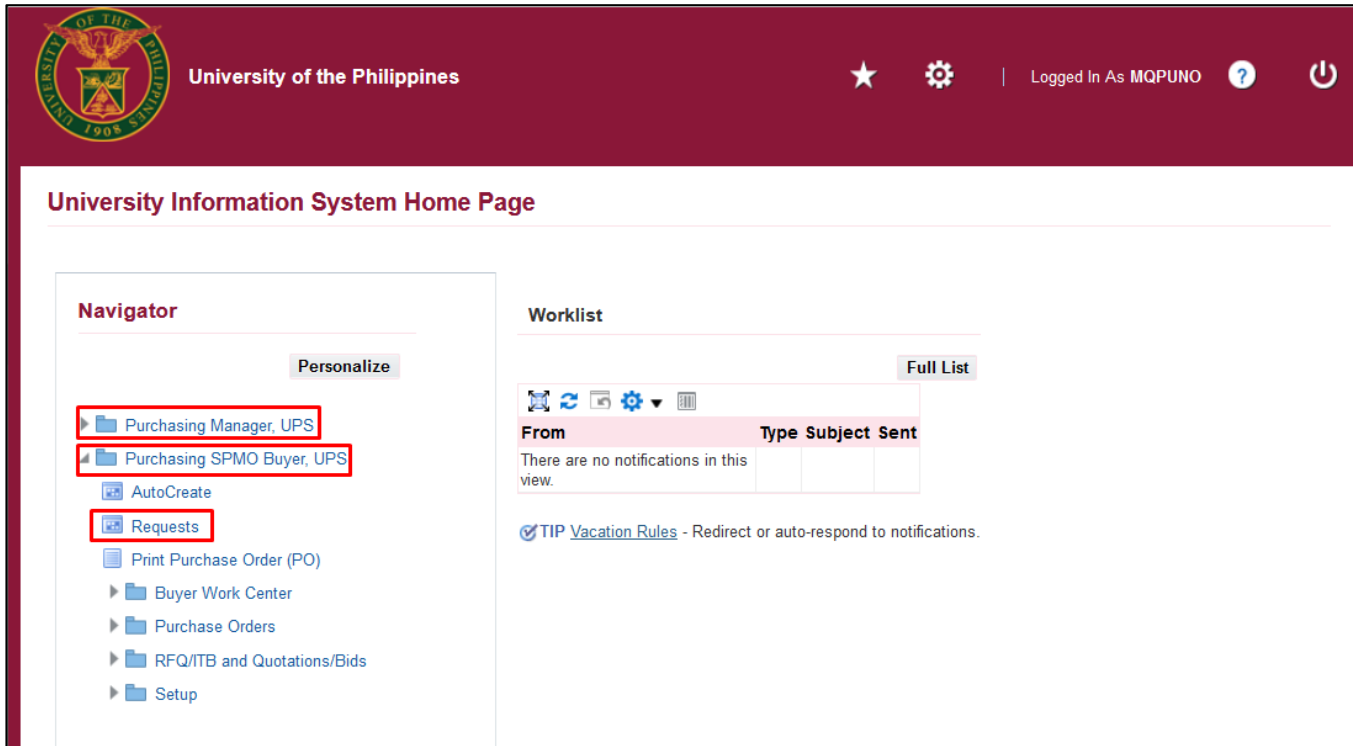
## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Generation of UP Invitation to Bid
<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 UP Invitation to Bid to be posted on PhilGEPS
<b>Data Requirement</b>	Approved PR
<b>Dependencies</b>	Created Invitation to Bid Complete Supplier details
<b>Scenario</b>	After creating the Invitation to Bid, the SPMO Buyer will generate the UP Invitation to Bid to be posted on PhilGEPS
<b>Author</b>	Riza Nequias



**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 Unit Buyer, <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...

Name **UP Invitation to Bid** ...

Operating Unit

Parameters

Language American English

Language Settings... Debug Options

Copy...

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files  Burst Output

Layout RTF\_ITB

Notify

Print to noprint

Options... Delivery Opts

Help (H) Submit Cancel

**Step 6.** On the **Name** Field, click the **ellipsis (...)** to search the **UP Invitation to Bid**

You may type **UP%** then press **Tab** button on your keyboard and select **UP Invitation to Bid** from the list.

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

Fill out the parameter fields, then click **OK**.

Field Name	Description	Remarks
Public Bidding No.	The bidding activity number provided by the BAC	- Optional - Free Text
Invitation to Bid No.	The number generated by the system upon creation of the Invitation to Bid in the Purchasing module	- Required - List of Values
Delivery Period	Delivery Period in calendar days	- Numeric value
Posting of Invitation to Bid Date	Date of posting of Invitation to Bid on the PhilGEPS website	- Date - Format (DD-MON-YYYY)
Bid Opening Address	Address where the bidding will be conducted	- Free Text
Office	Name of the UP office where stakeholders may inquire regarding the procurement project	- Responsibility Center (RC) - List of Values
Office Address	Address of the RC identified	- Free Text
Email	Email address of the identified RC	- Free Text
Approver	Full Name of the Signatory	- List of Values
Position	Position of the Signatory	- List of Values

Requests

Submit Request

Run this Request...

Copy...

Name UP Invitation to Bid

Operating Unit

Parameters PBS 12-345:10:30:02-SEP-2021:Vidal A. Tan Hall UP Diliman Quezon City:UP Information

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

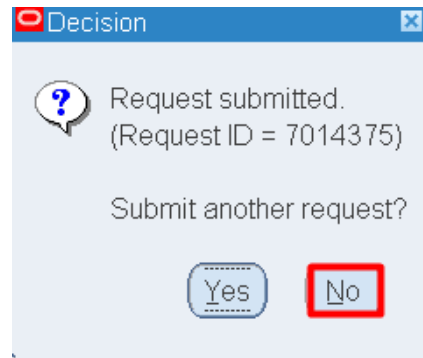
Layout RTF\_ITB Options...

Notify

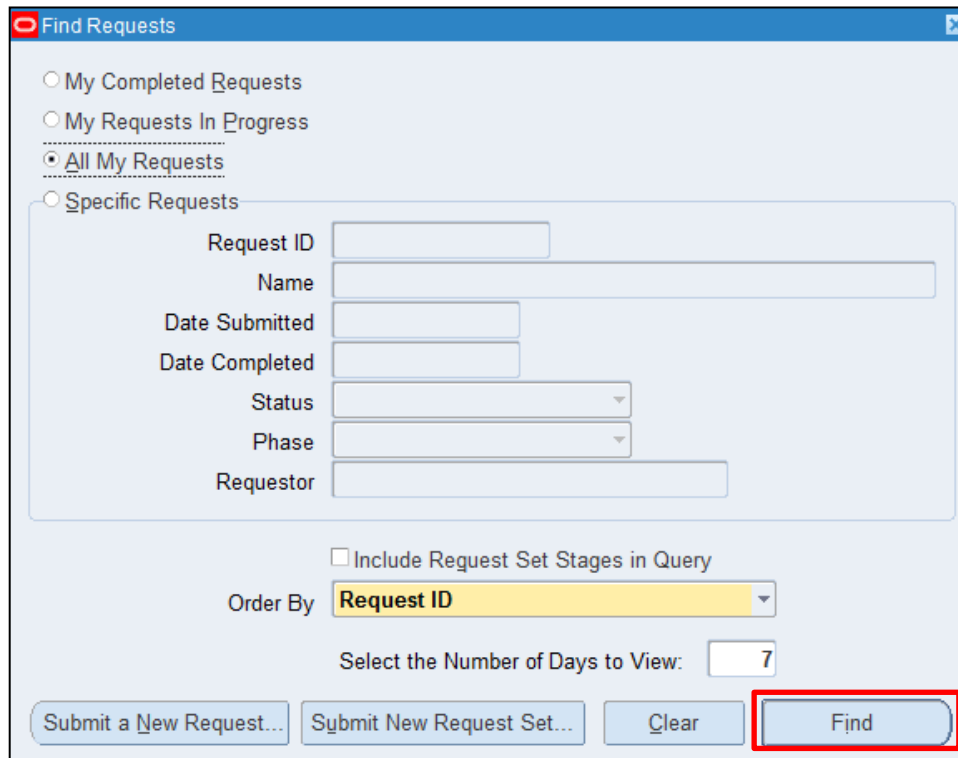
Print to noprint Delivery Opts

Help (Q) 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**.



**Expected Result:**



**UNIVERSITY OF THE PHILIPPINES  
SYSTEM**  
Diliman, Quezon City, Metro Manila, NCR  
VAT Reg. TIN: 000-884-006-00000

**Invitation to Bid**  
Service Laptops  
PUBLIC BIDDING NO. PBS 12-345  
FUNDING SOURCE: 01-General Fund

1. The UPS Office of the Vice President for Academic Affairs invites PhilGEPS registered suppliers to bid for the following items:

Lot No.	QTY	Item/Description	Approved Budget for the Contract	Price of Bid Documents	Delivery Period
1	2 pc	Laptop 15 incg screen I7 Processor 16 gb RAM 1TB SSD with CD Drive	128,000.00	500.00	30

Bidders should have completed, within five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project.

2. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	September 02, 2021
Issuance and Availability of Bid Documents	September 02, 2021
Pre-Bid Conference	September 15, 2021 10:30
Deadline of Submission of Request for Clarification	September 18, 2021
Last Day of Issuance of bid Bulletin	September 22, 2021
Deadline for Submission of Bids	September 29, 2021

3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".


4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

A complete set of Bidding Documents may be acquired by interested Bidders from the PROCUREMENT OFFICE (see address below) and upon payment of a nonrefundable fee for the Bidding Documents, in amounts pursuant to the Schedule.

The Bidding Documents may also be downloaded free of charge from the website of the PhilGEPS provided that Bidders shall pay the non-refundable price not later than the submission of their bids.

Report generated with UP e-Bidding II Suite Release 12 on September 27, 2021 12:41:12

Page 1 of 2

 **UNIVERSITY OF THE PHILIPPINES  
SYSTEM**  
Diliman, Quezon City, Metro Manila, NCR  
VAT Reg. TIN: 000-864-006-00000

Interested bidders may inspect the Bidding Documents and obtain further information from the BAC Secretariat at the address given below.


5. The UPS Office of the Vice President for Academic Affairs will hold a Pre-Bid Conference on September 15, 2021 @10:30 which shall be open to all interested parties.
6. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

Bid opening shall be conducted on September 16, 2021 @10:00 at the Vidal A. Tan Hall UP Diliman Quezon City Bids will be opened in the presence of the Bidders' representatives who choose to attend the opening.

7. Bidders shall drop their duly accomplished eligibility requirements, technical and financial proposals in two separate sealed envelopes in the designated bid box located at the Bidding Room.
8. The UPS Office of the Vice President for Academic Affairs reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. Bidders shall read the bidding documents carefully and strictly comply with the requirements indicated in the bidding documents. Failure to comply may lead to disqualification of the bid.
10. Bidders are encouraged to properly use tabs and identify the documents submitted for ease of reference in the opening of the bids.
11. For further information, please refer to:

UP Information Technology Development Center  
Vidal A. Tan Hall UP Diliman Quezon City  
upitdc@up.edu.ph

---



Report generated with UP eBUSINESS Suite Release 12 on September 27, 2021 15:41:12

Page 2 of 2

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