



University of the Philippines



SPCMIS

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



GENERATION OF UP NOTICE OF AWARD

SPCMIS User Manual

Purchasing

Author: Riza Nequias
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Last Updated: 22 September 2021
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Version: 1.0

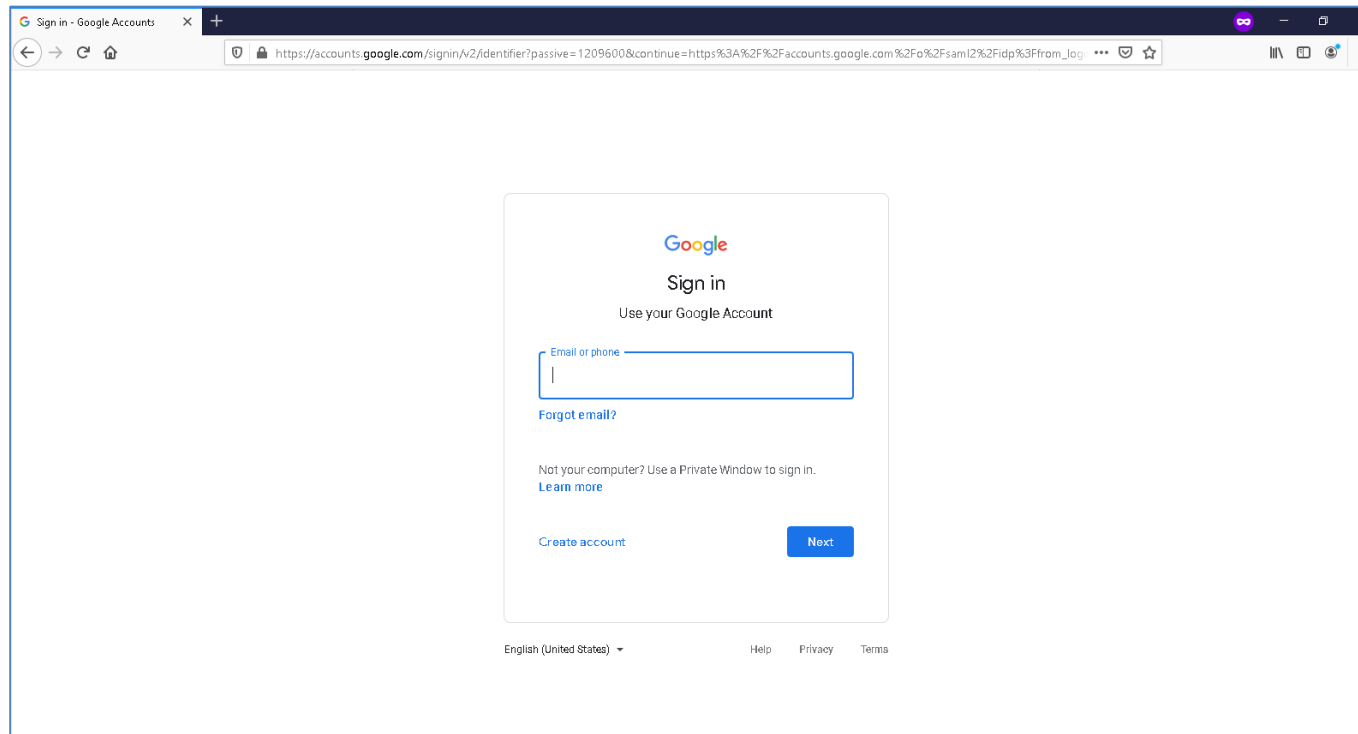
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Ver sion	Change Reference
22 September 2021	Nequias Riza	1.0	Initial

2. Description

Manual ID	
Manual Name	Generation of UP Notice of Award
Information System	Supplies, Procurement and Campus Management Information System
Functional Domain	Purchasing SPMO Buyer and Purchasing Manager
Purpose	To generate a Notice of Award for release to the winning bidder
Data Requirement	Approved Bid Number
Dependencies	Created Invitation to Bid Approved Bid Entered Notice of Award Date in the Bid Complete supplier contact details
Scenario	After Bid approval the SPMO Buyer or Purchasing Manager will enter the Notice of Award date in Bid PO Header and generate the UP Notice of Award report
Author	Riza Nequias



Step 1. Go to uis.up.edu.ph

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

University of the Philippines | Logged In As RANEQUIAS

University Information System Home Page

Navigator Personalize

- Purchasing Manager, UPS
- Purchasing SPMO Buyer, UPS
 - AutoCreate
 - Requests
 - Print Purchase Order (PO)
 - Buyer Work Center
 - Purchase Orders
 - RFQ/ITB and Quotations/Bids
 - RFQ/ITB
 - Quotations/Bids
 - Setup

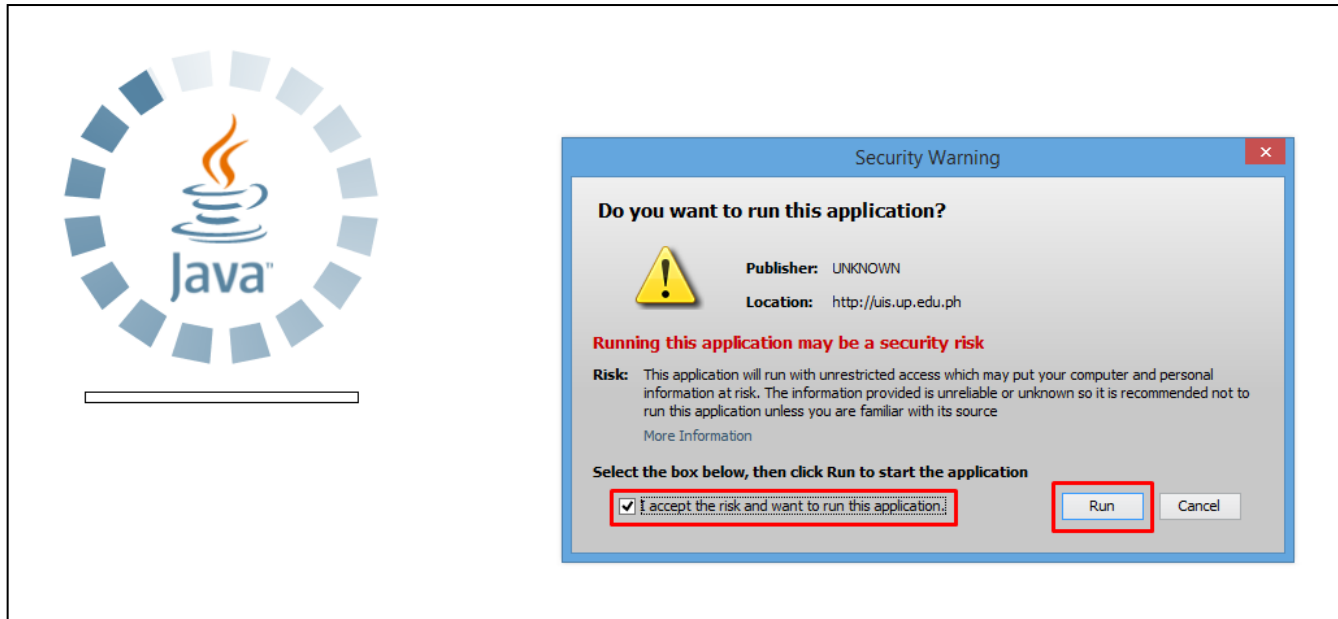
Worklist Full List

From	Type	Subject	Sent
There are no notifications in this view.			

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

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

The navigate to **RFQ/ITB and Quotations/Bid > Quotations/Bids**.



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

File Edit View Folder Tools Window Help

Quotations - [New]

Operating Unit: UP System

Number: [] Type: [] RFQ: []

Supplier: [] Site: [] Contact: []

Ship-To: University of the Ph Bill-To: University of the Ph Status: In Process

Description: [] Supplier Quote: []

Approval Required

Response Date: 22-SEP-2021

Effectivity: [] - [] Buyer: Nequias, Riza Abuzo

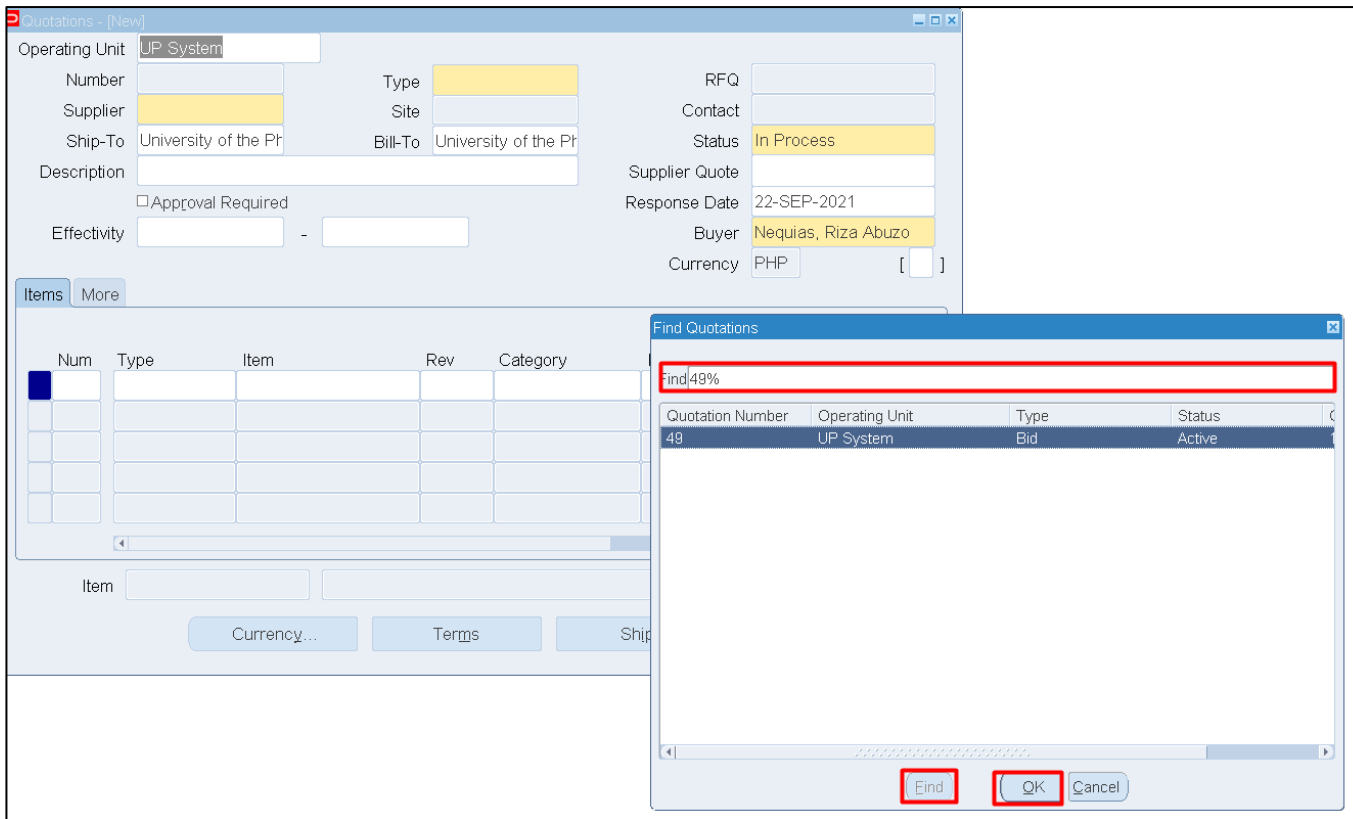
Currency: PHP []

Num	Type	Item	Rev	Category	Description	UOM	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]

Item: []

Currency... Terms Shipments Approve...

Step 5. On the **Quotations** window, click **Find**.



Step 6. On the Find **Quotations** window,

enter the **Bid** number or '**%**' (wildcard character).

Then, click **Find** and

select the **Bid** number.

Click **OK**.

Quotations - 49

Operating Unit: UP System

Number: 49 Type: Bid RFQ: 11

Supplier: Allied Appliances Site: LAGUNA Contact:

Ship-To: University of the Ph Bill-To: University of the Ph Status: Active

Description: Invitation to BID PR#137 Supplier Quote:

Approval Required Response Date: 16-AUG-2021

Effectivity: 16-SEP-2021 - 16-OCT-2021 Buyer: Puño, Mr. Mico Alfred G

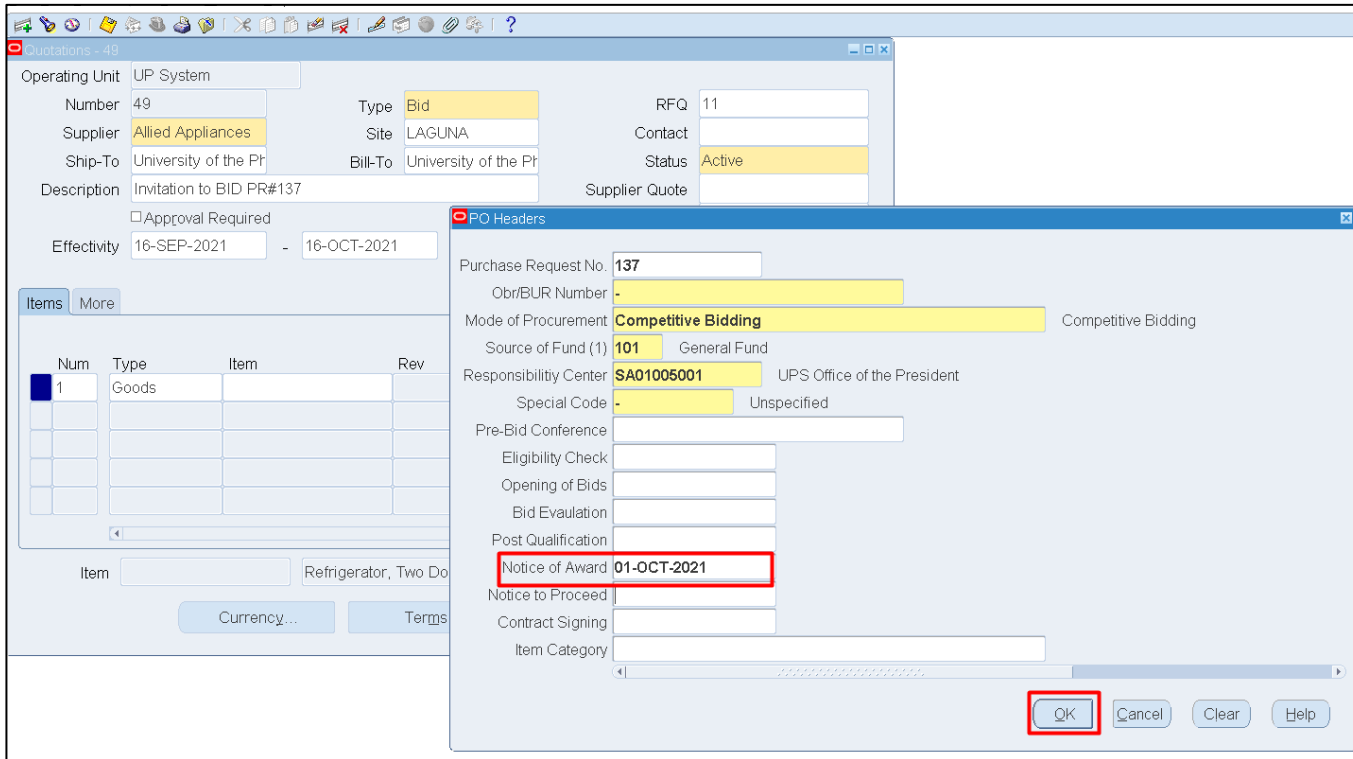
Currency: PHP [13]

Num	Type	Item	Rev	Category	Description	UOM	[]
1	Goods	Refrigerator, Two Door,		OTH MACHINERY		un	...

Item: Refrigerator, Two Door, nearly 6.5 cu ft to 7.5 cu ft, built-in stand, semi auto de

Buttons: Currency..., Terms, Price Breaks, Approve...

Step 7. On the **Quotations** Header, click on the **Others** field.



Step 8. *PO Headers* window will appear.

Enter the **Notice of Award** date.

Then, click **OK**

Step 9. Click Save.

A confirmation message that transaction has been saved will appear.

The screenshot displays the 'Quotations - 48' window. At the top, a red box highlights the 'Save' icon in the toolbar. The form contains the following fields:

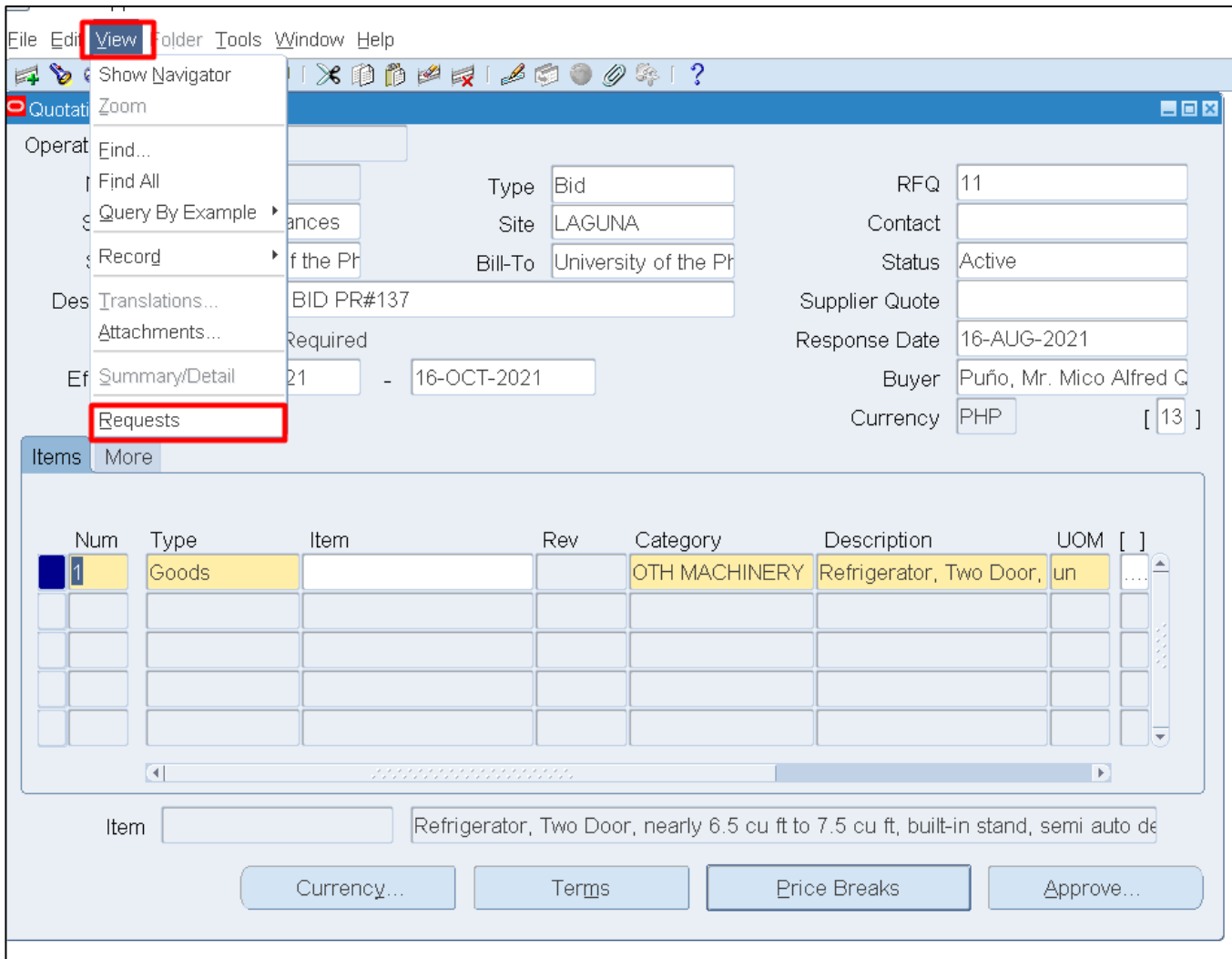
- Operating Unit: UP System
- Number: 49
- Type: Bid
- RFQ: 11
- Supplier: Allied Appliances
- Site: LAGUNA
- Contact: [Empty]
- Ship-To: University of the Ph
- Bill-To: University of the Ph
- Status: Active
- Description: Invitation to BID PR#137
- Supplier Quote: [Empty]
- Approval Required:
- Response Date: 16-AUG-2021
- Effectivity: 16-SEP-2021 - 16-OCT-2021
- Buyer: Puño, Mr. Mico Alfred C
- Currency: PHP [13]

The 'Items' section contains a table with the following data:

Num	Type	Item	Rev	Category	Description	UOM	[]
1	Goods			OTH MACHINERY	Refrigerator, Two Door,	un	...

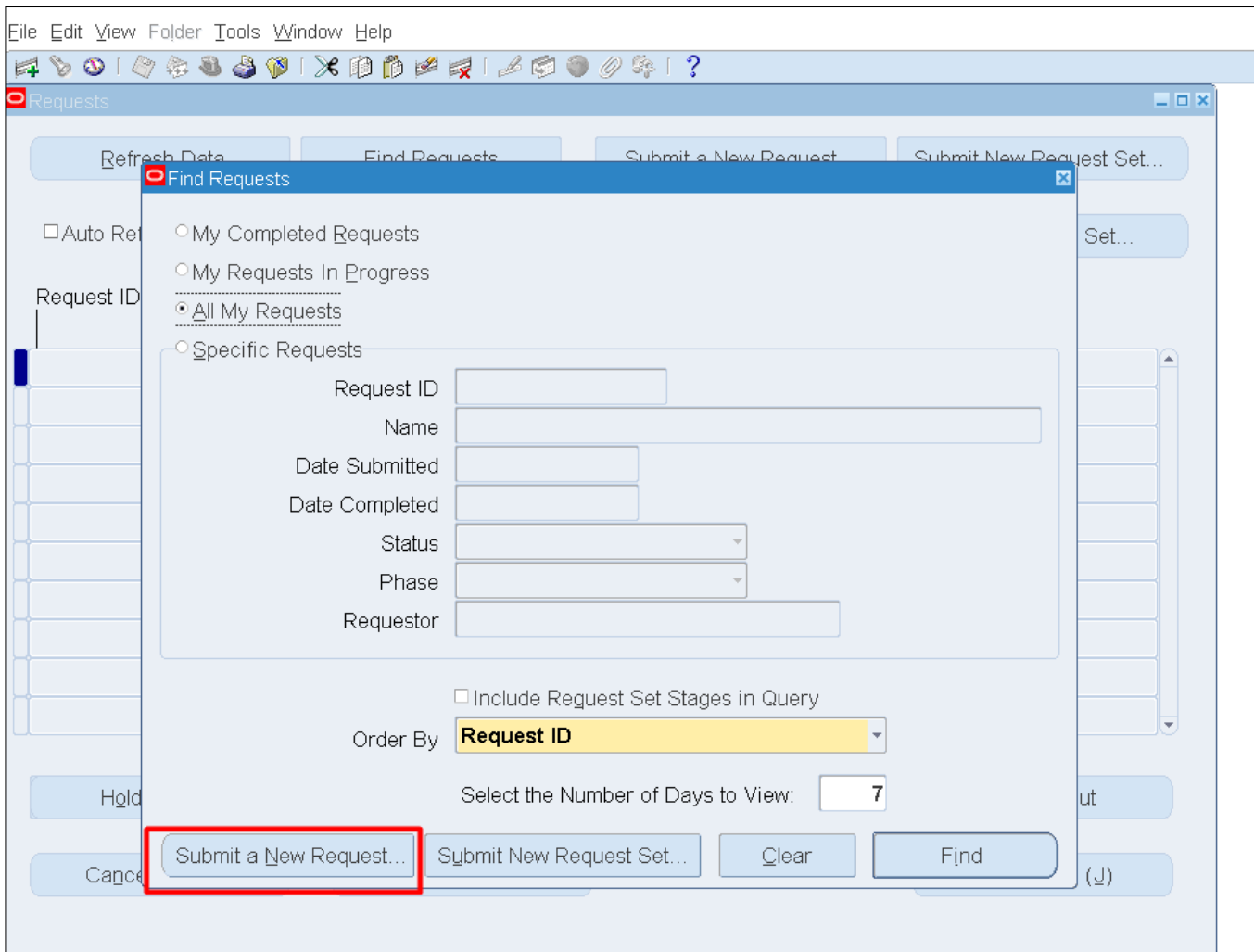
Below the table, the 'Item' field is populated with 'Refrigerator, Two Door, nearly 6.5 cu ft to 7.5 cu ft, built-in stand, semi auto de'. Buttons for 'Currency...', 'Terms', 'Price Breaks', and 'Approve...' are visible.

A red box at the bottom of the window highlights the confirmation message: 'FRM-40400: Transaction complete: 1 records applied and saved. Record: 11 <OSC>'.



Step 10. Click **View**.

Then, click **Request**.



Step 11. *Find Requests* window will pop up.

Click **Submit a New Request** button

Requests

Submit Request

Run this Request...

Copy...

Name UP Notice of Award ...

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout Options...

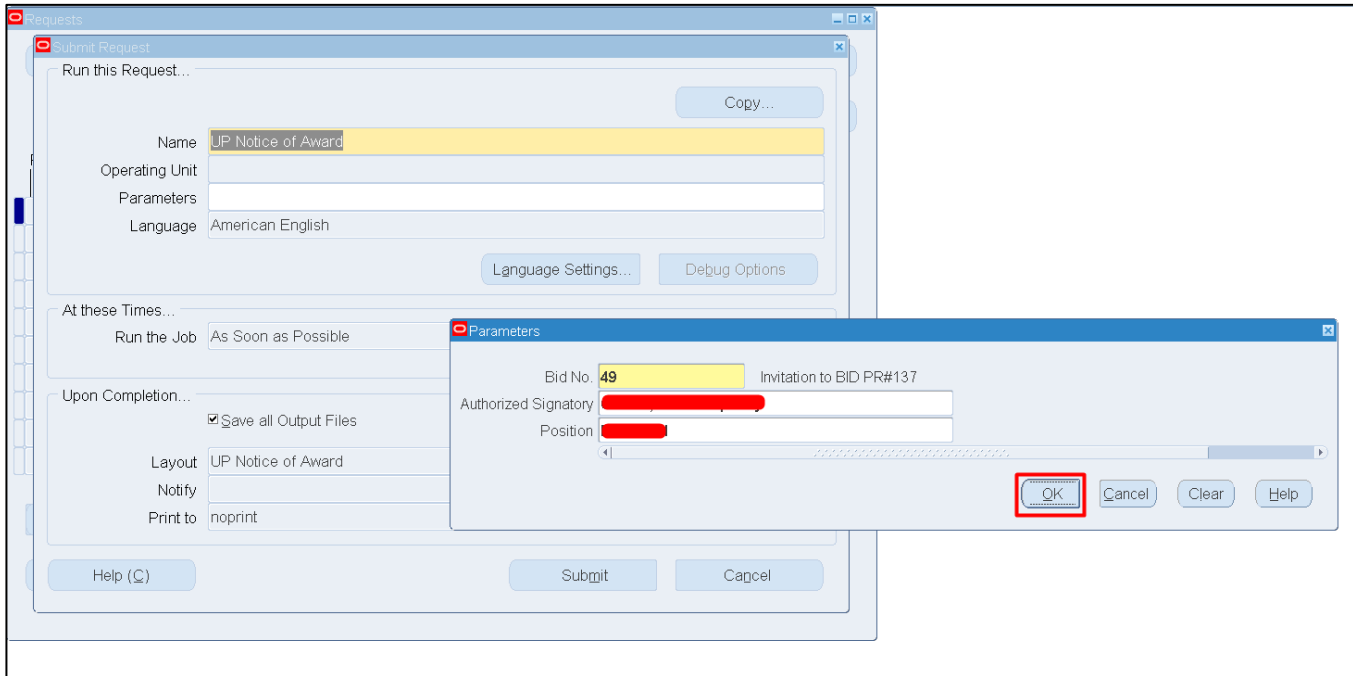
Notify Delivery Opts

Print to

Help (C) Submit Cancel

Step 12. On the **Name** Field, click the **ellipsis (...)** to search the **UP Notice of Award**

You may type **UP%** then press **Tab** button on your keyboard and select **UP Notice of Award** from the list.



Step 13. *Parameters* window will appear.

Fill out

- ***Bid no.***
- ***Authorized Signatory***
- ***Position***

then click **OK**.

Requests

Submit Request

Run this Request...

Copy...

Name UP Notice of Award

Operating Unit

Parameters 49: [redacted]

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 Notice of Award Options...

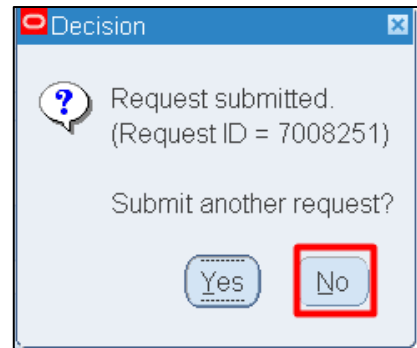
Notify

Print to noprint Delivery Opts

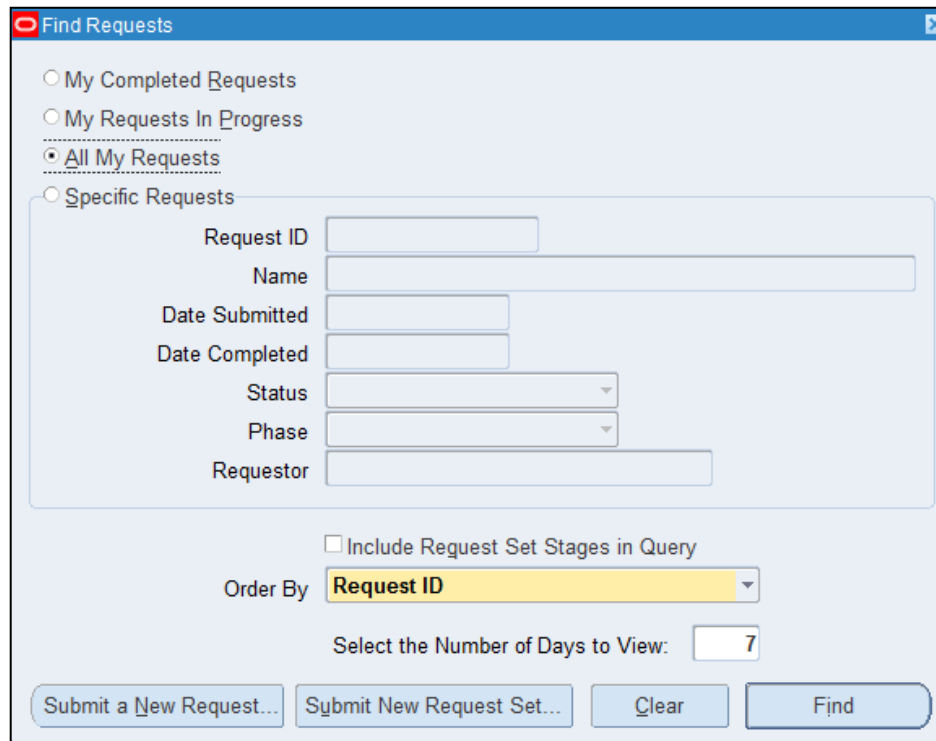
Help (C) Submit Cancel

Step 14. You will be redirected back to the **Submit Request** window.

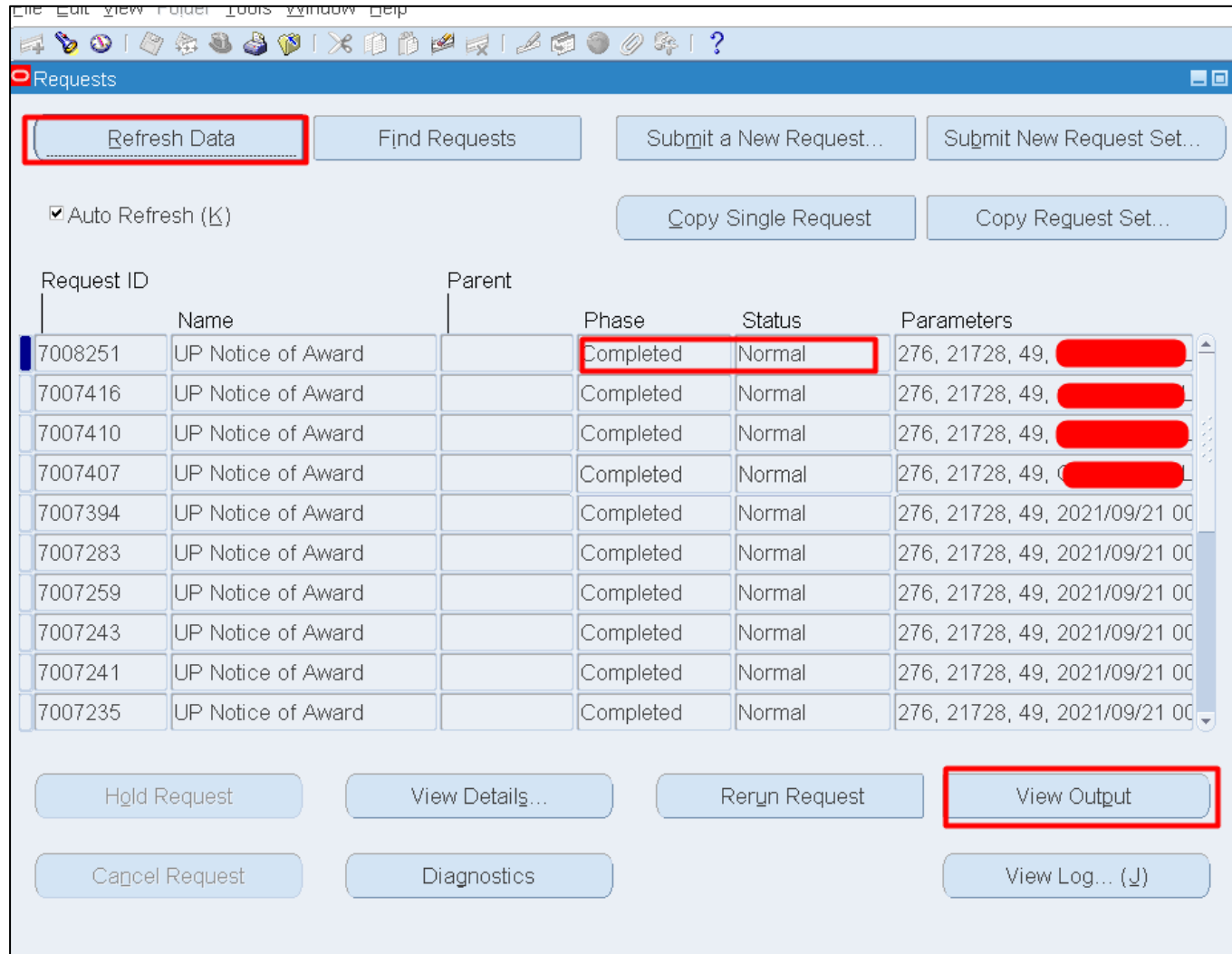
Click **Submit**.



Step 15. On the decision to submit another request, click **No**.




Step 16. On the **Find Requests** window, click **Find**.



Step 17. 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**
Diliman, Quezon City, Metro Manila, NCR
VAT Reg. TIN: 000-864-006-00000

Notice of Award

Peter D. Ramos
Authorized Representative
Peter D. Ramos doing business under the name & style of **ABC Company**
Brgy. Batong Malake, Los Baños, Laguna, PH
abc@gmail.com
123-4567


Dear **MR. RAMOS**:

Pursuant to the approval of the **UP System** Bids and Awards Committee (**UP System-BAC**) Resolution No. 0359-21 dated and for submitting the Single Calculated and Responsive Quotation via Negotiated Procurement **Competitive Bidding**, **Peter D. Ramos** doing business under the name & style of **ABC Company** is hereby awarded the contract under 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, viz,

Description	BID NO.49 Invitation to BID PR#137
Requesting Unit	UPS Office of the President
Approved Budget for the Contract	Fourteen Thousand Nine Hundred Ninety-Nine Pesos (14,999.00)
Contract Amount	Thirteen Thousand Nine Hundred Ninety-Nine Pesos (13,999.00)

Failure to enter into the said contract and/or to submit the additional documents required under Section 37.1 in relation to Section 40.1 of the Revised Implementing Rules and Regulations of the Republic Act No. 9184 (Rules) within the period of ten (10) days as prescribed under Section 37.2.1 under the same Rules, shall constitute sufficient ground for cancellation of this award **Peter D. Ramos** doing business under the name & style of **ABC Company** is not required to submit a performance bond.

Very truly yours,



Peter D. Ramos
Authorized Representative
Peter D. Ramos doing business under the name & style of **ABC Company**
Date: _____

276-21729-700-0251
Report generated with UP e-Bidding System v. 12 on September 22, 2021 10:47:40
Page 1 of 1

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