



INVITATION TO BID
FOR THE

SUPPLY, DELIVERY, AND COMMISSIONING FOR ONE (1) YEAR
SUBSCRIPTION OF EMAIL AND COLLABORATION TOOL FOR
PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT
(PS-DBM)

PUBLIC BIDDING NO. 012-2023

FUNDING SOURCE: GOVERNMENT OF THE PHILIPPINES (GOP) THROUGH
2023 APPROVED BUDGET OF THE PROCUREMENT SERVICE (PS)

1. The **PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)** invites PhilGEPS registered suppliers to bid for the **Supply, Delivery and Commissioning for One (1) Year Subscription of Email and Collaboration Tool** in accordance with the provisions of the Revised IRR of R.A. 9184:

Lot No.	Qty	Item/ Description	Unit Price	Approved Budget for the Contract	Price of Bid Documents	Delivery Period
1	1 lot	One (1) Year Subscription of Email and Collaboration Tool	₱ 6,281,581.25	₱ 6,281,581.25	₱5,000.00	Please refer to Section VI. Schedule of Requirements

Bids received in excess of the total amount shall be automatically rejected.

Delivery of the Goods is required within the delivery period stated in Section VI Schedule of Requirements of the Bidding Documents. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

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

Advertisement/Posting of Invitation to Bid	Thursday, 20 April 2023
Issuance and Availability of Bid Documents	Thursday, 20 April 2023
Pre-Bid Conference	Thursday, 27 April 2023; 10:30 AM
Last day of Submission of Written Clarification	Tuesday, 02 May 2023
Last day of Issuance of Bid Bulletin	Thursday, 04 May 2023
Deadline for Submission	Thursday, 11 May 2023; 9:00 AM
Opening of Bids	Immediately after the Deadline of Submission of Bids

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “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”.

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.

4. Interested bidders may obtain further information from the Procurement Service and inspect the Bidding Documents at the address given below during office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders from the PS Cashier’s Office and upon payment of a nonrefundable fee in amounts pursuant to the Schedule.

It may also be downloaded free of charge from the website of the Procurement Service – DBM (PS-DBM), provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The PS-DBM will hold a Pre-Bid Conference on **Thursday, 27 April 2023; 10:30 AM**, at PS Complex, Cristobal St., Paco, Manila which shall be open to prospective bidders.
7. Bids must be duly received by the IBAC Secretariat through manual submission at the office address indicated below on or before **Thursday, 11 May 2023; 9:00 AM**.

Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall also be rejected.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **Thursday, 11 May 2023; 9:00 AM**. at the Conference Room, PS Conference Room, PS Complex Cristobal St., Paco, Manila. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity in person or via Google Meet.

Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall also be rejected.

10. 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 2nd Floor of the Procurement Service.
11. The PS-DBM reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

*PS-Internal Bids and Awards Committee
Secretariat, Internal BAC
General Administrative Division
2nd' Floor, PS Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila
internal-bacsec@ps-philgeps.gov.ph*

Signature Redacted

ENGR. JAIME M. NAVARRETE, JR.
Chairperson, Internal Bids and Awards Committee