

**PROCUREMENT OF ANNUAL SUBSCRIPTION OF THE BCDA EMAIL SYSTEM**

**BID BULLETIN NO. 1**

This Bid Bulletin clarifies the queries that were raised during the Pre-bid Conference on 16 November 2023 (Thursday) at 10:00 AM and from various queries received through email from the prospective bidders, as well as other matters relative to the above Project.

**A. Queries/Question from the Prospective Bidders**

QUERIES	CLARIFICATION/S
<p>1. Clarification on the purchase of bidding documents, whether per Lot basis or one for both Lots.</p> <p>Kindly provide the BCDA bank account for online transfer.</p>	<p>The bidder should purchase one bidding document only costing Php5,000. But the bidder is required to bid on both lots.</p> <p>Bidders should send an email to the secretariat requesting for the BCDA bank account details for online transfer.</p>
<p>2. Clarification on Section VII. Technical Specification/ Terms of Reference (TOR) - Google Workspace training sessions: Item no. 3. Each training session can accommodate up to 25 participants to maximize engagement .</p> <p>a. Can we clarify if the participants in the training session are max of 25 only (is it on the end-user side, not on the admin side)?</p> <p>b. Also, should the cost for the training session be included in the price schedule?</p>	<p>a. Participants for end-users training session is up to 25 pax; while training session for the administrator is separate and should also accommodate up to 25 pax too.</p> <p>b. Conduct of training is included as deliverables and does not have a separate cost. Training is packaged in the license subscription, so there is no need to include the cost in the price schedule.</p>
<p>3. Clarification on the submission of bids, how many copies?</p>	<p>One (1) original copy only with signature of authorized representative on every page</p>
<p>4. End date of the Email Subscription</p>	<p>Current email subscription will expire on December 14, 2023.</p> <p>A one month extension shall be processed if Notice of Award shall be issued beyond December 14, 2023, hence, the new email expiration should be January 14, 2024.</p>
<p>5. Is the Project billing/payment one-time or monthly?</p>	<p>One-time payment for the project.</p>
<p>6. How many copies are to be submitted in the bid kit?</p>	<p>In accordance with Item 15 of Section II. Instructions to Bidders of the Bidding Documents, to quote:</p>

	<p><i>"15. Sealing and Marking of Bids</i></p> <p><i>Each Bidder shall submit <b>one copy</b> of the first and second components of its Bid.</i></p> <p><i>The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification."</i></p>
7. Process for additional license request	If there is a need for an additional license, a Purchase order will be prepared.
8. Is the price schedule to be prepared separately for Lot 1 and 2?	<b>Yes.</b> The price schedule is separate for Lot 1 and Lot 2.

**B. General Reminders**

Please take note of the following schedule:

Activities	Date/Schedule
Issuance of Bid Bulletin, if any	Wednesday, 22 November 2023
Deadline for Submission of bid documents	Wednesday, 29 November 2023, 9:00 AM
Opening of Bids	Wednesday, 29 November 2023, 10:00 AM

The above changes further amend the bidding documents, accordingly. **The Opening of Bids will be conducted face-to-face** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City.** However, the bidders may opt to attend online via zoom. Meeting link will be provided upon a request by the prospective bidders to the BAC-G Secretariat through the e-mail address: [bacgsecretariat@bcda.gov.ph](mailto:bacgsecretariat@bcda.gov.ph)

For those attending in person, please consider the following guidelines:

- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

Issued on **22 November 2023.**

**BIDS AND AWARDS COMMITTEE FOR GOODS**

By: [Redacted]

**RICHARD BRIAN M. CEPE**  
Chairperson

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