

Invitation to Bid

Annual Subscription of the BCDA Email System

1. The BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) (hereinafter also referred to as the Procuring Entity), through the 2023 BCDA's Corporate Operating Budget (for Lot 1) and through 2023 General Appropriations Act (GAA) (for Lot 2) intends to apply the following amounts being the Approved Budget for the Contract (ABC) for each lot:

Lot	Description	Qty	Tota ABC*
1	Coverage for BCDA domain bcda.gov.ph:		Php 2,840,000.00*
	a. Google Workspace Enterprise Starter - 1TB Storage	360 Lic	(Corporate Budget)
	b. Google Workspace Enterprise Standard - Unlimited Storage	7 Lic	
2	Coverage for SCRIP subdomain scrp.bcda.gov.ph:		Php 701,000.00*
	a. Google Workspace Enterprise Starter - 1TB Storage	50 Lic	(GAA Budget)
	b. Google Workspace Enterprise Standard - Unlimited Storage	1 Lic	
TOTAL			Php 3,541,000.00
*inclusive of VAT and all other applicable government taxes, fees, and charges.			

The bidder should bid for both Lot 1 and Lot 2. Bidders who bid with only one lot shall be automatically rejected at bid opening, and bids received in excess of the Approved Budget for the Contract (ABC) for each lot shall also be automatically rejected at bid opening.

2. The BCDA now invites bids for the Procurement of Annual Subscription of the BCDA Email System. Delivery of the Goods is required within thirty (30) calendar days from the receipt of Notice to Proceed. Bidders should have completed, within three (3) years prior to 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.

3. Bidding will be conducted through competitive bidding procedure using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is limited 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. Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during business hours from 8:00 AM – 5 00 PM and/or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, starting 09 November 2023 up to 28 November 2023 from 8:00 AM to 5:00 PM except Saturdays, Sundays and Holidays, and until 09:00 AM on 29 November 2023, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB, as follows:

The cost of the bidding documents is Php5,000.00.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in cash, manager's check or via online fund transfer to BCDA Account.*

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcda.gov.ph), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The BCDA will hold a Pre-Bid Conference on 16 November 2023 at 10:00 AM at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, and via video conferencing thru Google Meet/Zoom, which shall be open to prospective bidders. To be able to join the online pre-bid conference, a written request shall be made/e-mailed to the BAC-G Secretariat by the prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City on or before 09:00 AM, 29 November 2023
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 **29 November 2023 at 10:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the Bid Opening at the address mentioned in the preceding paragraph, and at the same time, via video conferencing through Google Meet/Zoom. An email invitation will be sent to bidders who purchased the bid documents.
10. Prospective bidders are expected to have read the bidding documents including the technical specifications prior to attending the pre-bid conference.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
12. The BCDA 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Mr. Daniel Carlo M. Fabila

Head, BACG Secretariat

bacgsecretariat@bcda.gov.ph

(02) 8575-1700

You may visit the website below for downloading of Bidding Documents:

<https://www.bcda.gov.ph/bids>

Issuance Date of Bidding Documents: **09 November 2023**

BIDS AND AWARDS COMMITTEE FOR GOODS

By:

RICHARD BRIAN M. CEPE

Chairperson