

**INVITATION TO BID FOR THE
Procurement of Cloud Email and Collaboration
Software as a Service
(PGC-BAC-2022-003G)**

1. The **PHILIPPINE GUARANTEE CORPORATION**, through the **2022 Corporate Operating Budget** intends to apply the sum of **Pesos: Two Million Nine Hundred Eighty-Eight Thousand (Php2,988,000.00), inclusive of applicable taxes**, being the ABC to pay the contract for **Procurement of Cloud Email and Collaboration Software as a Service/PGC-BAC-2022-003G**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PHILIPPINE GUARANTEE CORPORATION** now invites bids for the above Procurement Project. Delivery of the Goods required is **for twelve (12) months from the date of activation of subscription support**. Bidders should have completed, within **three (3) 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).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 No. 5183.

4. Prospective Bidders may obtain further information from **PHILIPPINE GUARANTEE CORPORATION** and inspect the Bidding Documents at the address given below from **9:00 A.M. to 4:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on [*insert date of availability of Bidding Documents*] from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Five Thousand (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person**.
6. The **PHILIPPINE GUARANTEE CORPORATION** will hold a Pre-Bid Conference¹ on **March 2, 2022; 2:00 P.M. through video conferencing or webcasting via webex**, which shall be open to prospective bidders.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **March 14, 2022; 1:45 P.M.** Late bids shall not be accepted.
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 **March 14, 2022; 2:00 P.M.** at the given address below and/or via **webex**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PHILIPPINE GUARANTEE CORPORATION** 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 No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MS. ROSEMARIE N. PRINCIPE
BAC Secretariat
PHILGUARANTEE JADE BUILDING OFFICE
3F, Jade Building, 335 Sen. Gil J. Puyat Avenue
Makati City, Philippines
8897-3292/bacsecretariat@philguarantee.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: philguarantee.gov.ph / philgeps.gov.ph

22 January 2022



IAN A. BRIONES
BAC Chairperson