

BIDS AND AWARDS COMMITTEE
BID BULLETIN No. 1

Procurement of Collaboration Suite and Email Software as a Service
(Rebidding)
PGC-BAC-2023-002G

This is to inform all prospective bidders of the following clarifications and amendments in the Bidding Documents:

QUESTIONS AND CLARIFICATIONS:

I. ON THE TECHNICAL SPECIFICATIONS:

1. On Item J, “Payment to the service provider for the 347 user licenses is thirty (30) Calendar Days upon acceptance”:

Q: Is this a one-time payment or a monthly payment?

A: The 347 user licenses for 12 months is billable upon issuance of NTP. The succeeding additional user licenses is billable on a monthly basis.

2. On Item D, “Option to add user licenses on demand”:

Q: The bidder has requested the end-user to elaborate on the said requirement.

A: The initial requirement is for 347 users, and once the bidder’s bid amount is accepted, there will be instances that PHILGUARANTEE may order additional user licenses due to the hiring of new employees and this will be continued for the contract duration. PHILGUARANTEE will place the additional orders to the winning bidder.

3. On Item E, “Option to add Archiving Feature licenses on demand”:

Q: Is this requirement on top of the current subscription required?

A: Yes, it is on top of the required subscription, the archiving feature license(s) in case there is a need for additional archiving space.

II. OTHERS:

1. Delivery lead time from the receipt of the Notice to Proceed (NTP)

Q: What is the delivery lead time from the receipt of the Notice to Proceed (NTP), and if it can be a forty-five (45) working day lead time to complete the delivery of the goods?

A: After the issuance date of the NTP, the license activation shall fall on the first day of the following month.

(example: NTP is issued within the month of July 2023, the activation shall be on August 1, 2023)

Melinda M. Adriano
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Chairperson, Bids and Awards Committee

25 May 2023