



Republic of the Philippines
Professional Regulation Commission
Manila



INVITATION TO BID FOR
PROCUREMENT OF OFFICE PRODUCTIVITY SOFTWARE
(MICROSOFT OFFICE 2021)

1. The **PROFESSIONAL REGULATION COMMISSION (PRC)**, through the **Government of the Philippines (GOP)**, **General Appropriations Act (GAA) of 2021 Continuing Appropriations** intends to apply the sum of **Two Million Six Hundred Forty-Nine Thousand Two Hundred Thirty-Five Pesos and Twenty-Eight Centavos (Php2,649,235.28)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Office Productivity Software (Microsoft Office 2021) / ITB No. 2022-43**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PRC** now invites bids for the **Procurement of Office Productivity Software (Microsoft Office 2021)**. The Subscription of License Renewal with Upgrade and Maintenance Support for Existing Virtual Machine Software shall be completed within the duration of indicated in the Schedule of Requirements from the date of issuance of Notice to Proceed. Bidders should have completed, within the period from January 2018 up to the date of submission and opening of bids, a contract equivalent to at least fifty percent (50%) of the ABC that is 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) 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. Prospective bidders may obtain further information from **PRC** 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 address 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 Five Thousand Pesos (Php5,000.00)*.

The applicable fees paid previously for the same project may be used by the same bidder if the declaration of failure of bidding is pursuant to Section 41. Reservation Clause of RA 9184.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the

Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **PRC** will hold a Pre-Bid Conference at **1:30 PM of December 02, 2022** through video conferencing which shall be open to prospective bidders. For proper coordination, all interested bidders are hereby requested to submit their Letter of Intent to participate, including therein contract details, and send to bac@prc.gov.ph on or before December 01, 2022.
7. **Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the address indicated below on or before 9:00 AM of December 15, 2022. Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in the form of a Bid Securing Declaration.
9. Bid opening shall be at **2:00 PM on December 15, 2022** at the **BAC Conference Room, 4th Floor, PRC Annex Building, P. Paredes St., Sampaloc, Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity via video conferencing.
10. The **PRC** 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 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. Karen M. Magsalin
Bids and Awards Committee
BAC Office, 4th Floor, PRC Annex Bldg.
P. Paredes St., Sampaloc, Manila
Email address : bac@prc.gov.ph
Facsimile No. (632) 5310-0037
12. You may visit our website indicated below:

For downloading of Bidding Documents: <https://www.prc.gov.ph/2022-invitation-bid-central-office>

24 November 2022


ERWIN M. ENAD
Commissioner
BAC Chairman

