



INVITATION TO BID

1. The **PAROLE AND PROBATION ADMINISTRATION-CENTRAL OFFICE (PPA-CO)**, through the **FY 2023 General Appropriations Act** intends to apply the sum of *Four Million Five Hundred Seventeen Thousand One Hundred Pesos (Php 4,517,100.00)* being the ABC to payments under the contract for **“Supply, Delivery, and Installation of ICT Software Subscription Requirements for the Renewal of Licensed Email Collaboration System for the Caseload Management Information System”** with **Project ID No: PPA2023-02**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Deliverables:

Quantity	Unit	Description
1	lot	Renewal of Licensed Email Collaboration System SNS (Support and Services Subscription) with 1,260 accounts

2. The **PPA-CO** now invites bids for the above Procurement Project. Delivery of the Goods is required within **sixty (60) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within **two (2) 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 **PPA-CO BAC Secretariat** 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 on **October 5-25, 2023** and upon payment of the non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php 5,000.00)**. The bidder must present its Official Receipt as proof of payment for the fees to be presented before the bid opening.

It may also be downloaded free of charge from PhilGEPS website provided that the bidder shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **PPA-CO** will hold a **Pre-Bid Conference** on **October 13, 2023; 9:30AM** via **Zoom Application** with Meeting ID: **879 7790 2776** and Passcode: **PBC2023** which shall be open to prospective bidders.




7. Bids must be duly received by the **BAC Secretariat** through **manual submission** at the **2/F Administrative Division, DOJ Agencies Bldg., NIA Road, East Avenue, Diliman, Quezon City** on or before **October 25, 2023; 9:00AM**. 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 **October 25, 2023; 9:30AM** at the **3/F Multi-Purpose Hall, DOJ Agencies Bldg., NIA Road, East Avenue, Diliman, Quezon City**. Bids will be opened in the presence of the bidders' representative who chooses to attend the activity.
10. Other information for the schedule of procurement activities:

Activities	Schedule
Request for Clarification and/or Interpretation, if any	October 15, 2023
Issuance of Supplemental Bid Bulletin, if any	October 18, 2023

11. The **PPA-CO** 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.
12. For further information, please refer to:

Ricardo S. Arellano Jr. / BAC Secretariat
Parole and Probation Administration - Central Office
DOJ Agencies Bldg., NIA Road, East Avenue, Diliman, Quezon City 1101
probation.genservices@gmail.com / ricoarellanojr@gmail.com
(02) 8 927 00 04 / 0919 950 1084
13. For downloading the Bidding Documents, you may visit the following websites:
 - 1.) <https://probation.gov.ph>
 - 2.) <https://philgeps.gov.ph>


REY DANIEL N. GONZAGA
Chairperson, Bids and Awards Committee
Date Issued: October 5, 2023