

# *Section I. Invitation to Bid*

## **INVITATION TO BID FOR RENEWAL AND UPGRADING OF SUBSCRIPTION FOR MICROSOFT OFFICE 365 AND ACTIVE DIRECTORY (G-2023-Subscription-06)**

1. The *Small Business Corporation (SBCorp)*, through the *Corporate Operating Budget for 2023*, intends to apply the sum of **PESOS: ELEVEN MILLION (P11,000,000.00)** being the ABC to payments under the contract for the *Renewal and Upgrading of Subscription for Microsoft Office 365 and Active Directory (Ref.: G-2023-Subscription-06)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *SB Corp* now invites bids for the above Procurement Project. Delivery of the Goods is required *within one hundred twenty (120) calendar days upon receipt of Notice to Proceed*. 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.
  - a. 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 *SB Corp* and inspect the Bidding Documents at the address given below during *office hours from 9:00a.m. to 4:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 12 to July 31, 2023** 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 P11,000.00*. The Procuring Entity shall allow the bidder to present the Official Receipt received from the *Cashier of SB Corp* as its proof of payment for the fees.
6. The *SB Corp* will hold a Pre-Bid Conference on **July 20, 2023 at 10:00a.m. at the 18F Conference Room** and/or through video conferencing *via Zoom* which shall be open to prospective bidders. Meeting link may be requested via email from the BAC Secretariat.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below *on or before August 1, 2023, 10:00a.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 *August 1, 2023, 10:00 a.m.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **SB Corp** 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:

***The BAC Secretariat***

***Julieta S. Calimlim – BAC Secretariat Head – jcalimlim@sbcorp.gov.ph***  
***Anthony F. Sampayo, Jr. – BAC Secretariat Member – asampayo@sbcorp.gov.ph***  
***Jolina T. Parpan – BAC Secretariat Member Staff – jparpan@sbcorp.gov.ph***

***Small Business Corporation***  
***17<sup>th</sup> & 18<sup>th</sup> Floors, 139 Corporate Center,***  
***139 Valero St., Salcedo Village***  
***Makati City***  
***Telephone No. 53281100 to 10***

12. You may visit the following websites:  
  
For downloading of Bidding Documents:  
  
<https://sbcorp.gov.ph/transparency-seal/>

*July 10, 2023*

  
**ROWENA G. BETIA**  
**BAC Chairperson** *p*  
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