



INVITATION TO BID FOR THE PROCUREMENT OF MS EXCHANGE / MS SHAREPOINT UPGRADE AND MIGRATION SERVICES

1. The *ENERGY REGULATORY COMMISSION (ERC)*, through the *Government of the Philippines (GOP)* intends to apply the sum of *One Million Pesos (PhP1,000,000.00)*, inclusive of all government taxes, and other fees and charges being the Approved Budget of Contract (ABC) to payments under the contract for *Procurement of MS Exchange / MS SharePoint Upgrade and Migration Services (Lot No. 2020-23)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *ERC* now invites bids for the above Procurement Project. Delivery of the Goods is required *to be completed Forty-four (44) days from receipt of Notice to Proceed (NTP)*. 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 *ERC BAC Secretariat* and inspect the Bidding Documents at the address given below during *Monday to Friday, 8:00 A.M. to 5:00 P.M.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *12 October 2020* 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 One Thousand Pesos (PhP1,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.
6. The *ERC BAC* will hold a Pre-Bid Conference, which shall be open to prospective bidders, on *19 October 2020, 01:00 P.M. through videoconferencing via MS Teams, which can be accessed through:*

<https://teams.microsoft.com/l/meetup-join/19%3ae19c0c5c1011464e8f73ae576cc7bc02%40thread.tacv2/1602158449718?context=%7b%22Tid%22%3a%2234a3c75d-10fe-482b-9220-04df09540e89%22%2c%22Oid%22%3a%221613a187-8a0f-4778-8f30-c1ed01f12e10%22%7d>

7. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below on or before 02 November 2020, 12:00 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 **02 November 2020, 01:00 P.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 **ERC** 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:

Atty. Arjay Louie Eu B. Cuanan
BAC Secretariat Chairperson
ENERGY REGULATORY COMMISSION
Mezzanine Floor, Pacific Center Building,
33 San Miguel Avenue, Pasig City
Telephone No. (02) 8689-5272 / 09088900988
procurement.erc@gmail.com / abcuanan.erc@gmail.com
www.erc.gov.ph

12. You may visit the following website for downloading of Bidding Documents: <https://erc.gov.ph/ContentPage/31061>

9 October 2020


HEIDI VENECIA R. BARROZO
BAC Chairperson



lma/asg/abc – Invitation to Bid (MS Exchange / MS SharePoint Upgrade and Migration Services)