



**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 for the Contract (ABC) to payments under the contract for the **Procurement of MS Exchange / MS SharePoint Upgrade and Migration Services, Lot No. 2020-15**. Bids received in excess of the ABC for such lot shall be automatically rejected at bid opening.
2. The **ERC** now invites Bids for the **Procurement of MS Exchange / MS SharePoint Upgrade and Migration Services**. Delivery of the Services **should be completed within forty-four (44) days from the receipt of the Notice to Proceed**. Bidders should have completed, within **the last 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) 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. Interested 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 **27 August 2020** from the address below and upon payment of in the amount of **One Thousand Pesos (PhP1,000.00)**.

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 **ERC-BAC** will hold the Pre-Bid Conference, which shall be open to prospective bidders, on **07 September 2020, 10:00 A.M. through videoconferencing via Zoom, which can be accessed through:**

**Zoom Meeting Link:**

<https://us02web.zoom.us/j/86972781861?pwd=UU4vNEg5bFhZRUpKVElVYlhuTFB4Zz09>

**Meeting ID: 869 7278 1861**

**Passcode: 672816**

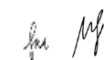
7. Bids must be duly received by the BAC Secretariat at the address below on or before **21 September 2020, 9:00 A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **21 September 2020, 10:00 A.M.** at the **Mezzanine Floor, Pacific Center Building, 33 San Miguel Avenue, Pasig City.** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. **Please see attached Annex "A" for the Terms of Reference.**
9. 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. 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.gov.ph / abcuanan.erc@gmail.com**  
*www.erc.gov.ph*

  
**HILDI VENEZIA R. BARROZO**  
*BAC Chairperson*



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