Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)

P.R. No: 2022-11-0940
Fortimail Software Update

Reference No.: **IB 2022-042**
Date: **06 December 2022**

INVITATION TO BID (IB)

FOR THE

"Supply, Delivery and Installation of Fortimail Software Update and Support for One Year"

1. The **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)**, through the authorized appropriations under **2021 Continuing Appropriations (GAA)**, intends to apply the sum of **Nine Hundred Sixty Thousand Pesos (Php960,000.00) only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **"Supply, Delivery and Installation of Fortimail Software Update and Support for One Year".** Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PAGASA now invites bids for **"Supply, Delivery and Installation of Fortimail Software Update and Support for One Year"** as per Project specifications indicated in the Terms of Reference (TOR) / Technical Specifications. Delivery period shall be made within the period of **30 calendar days**. Price is inclusive of VAT and all other applicable taxes. Price Validity is one-hundred twenty (120) calendar days.

3. 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.

4. **Request for clarification/s and/or interpretation of any part of the Bidding Documents must be in writing, addressed to the BAC Chairperson and submitted before the scheduled Pre-bid Conference. Response to all clarificatory questions shall be issued by the BAC thru a Supplementary/Bid Bulletin (SBB).**

5. Pre-bid Conference is open to all prospective bidders. Bidder's duly authorized representatives must show proof of their authority to participate in the pre-bid conference, such as, duly signed authorization, notarized secretary's certificate or special power of attorney. **Maximum of Two (2) representatives per bidder shall be allowed during the pre-bid conference.**

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "**pass/fail**" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act".

7. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least 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 Sec 23.4.1.1 of the 2016 Revised IRR of R.A. 9184 in relation with RA No. 5183.

8. Interested bidders may obtain further information from **PAGASA-BAC Secretariat** and inspect the Bidding Documents at the address given below from **9:00 a.m. to 4:00 p.m**. It may also be downloaded at the PhilGEPS and PAGASA website free of charge, provided that Bidders shall pay the applicable fee for the bidding documents not later than the scheduled submission of bids.

9. A complete set of Bidding Documents may be purchased by interested Bidders from the address stated below and upon payment of a nonrefundable fee of **Five Hundred Pesos Only (Php500.00).**

10. Bids must be delivered to the address below **not later than 27 December 2022 / on or before 2:30 p.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 immediately follow and will be opened in the presence of the Bidders' representatives who choose to attend**.** Late bids shall not be accepted.

11. The Complete Schedule of Bidding Activities is summarized as follows:

Activities	Schedule/Time	Venue
1. Posting of Invitation to Bid	07-14 December 2022	n/a
2. Issuance of Bidding Documents	07-26 Dec 2022 / from 9:00 a.m. to 4:00 p.m.	Procurement Unit, 3/F PPGSS PAGASA CO
3. Pre-bid Conference	15 December 2022 / 2:30 p.m.	*Amihan Conference Room, 2/F PAGASA CO
4. Submission of Envelopes 1 & 2	27 December 2022 / on or before 2:30 p.m.	*Amihan Conference Room, 2/F PAGASA CO
5. Opening of Envelopes 1 & 2	27 December 2022 / 2:31 p.m.	*Amihan Conference Room, 2/F PAGASA CO

**** - subject to change***

12. The PAGASA reserves the right to: (a) accept or reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the government; (d) declare a failure of bidding; (e) not award the contract for valid cause; and (f) make no assurance that a contract shall be entered into as a result of this invitation, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

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