



REQUEST FOR PROPOSAL FOR THE

SELECTION OF FULFILLER FOR THE PROVISION OF MICROSOFT SOFTWARE AND LICENSES FOR GOVERNMENT AGENCIES AND ACADEMIC INSTITUTIONS

1. The **PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT (“PS-DBM”)** invites **MICROSOFT CERTIFIED AND AUTHORIZED VOLUME LICENSE DISTRIBUTORS (“VLDs”)** (referred to as **“FULFILLER”** for the consignment of Microsoft licenses, software, solution technologies, and subscription services (**“MS Software and Licenses”**) in PS-DBM.
2. The schedule of the selection proceedings activities is as follows:

Posting of Request for Proposal	30 January 2023
Pre-Selection Conference	01 February 2023, 10:00 A.M.
Last day of Submission of Written Clarification	01 February 2023; 03:00 P.M.
Last day of Issuance of Proposal Bulletin	01 February 2023
Deadline for Submission and Opening of Proposals	03 February 2023, 10:00 A.M.
Contract Signing with the Fulfillers	10 February 2023 (tentative)

3. Selection will be conducted through competitive screening procedures using a non-discretionary “pass/fail” criterion consistent with the requirements of PS-DBM. Under the non-discretionary “pass/fail” criterion, Fulfillers who submit the required document shall be rated “passed” for that particular requirement. Proposals that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed.”
4. The interested Fulfillers may obtain further information from the PS-DBM and inspect the Selection Documents through the designated BAC Secretariat (Barby Ann Villamor or Czarina Christine Pelayo) at the 2nd Floor of PS-DBM Main Building, PS-DBM Complex, Cristobal St., Paco, Manila.
5. A complete set of Selection Documents may be acquired by the interested Fulfillers for free from the designated BAC Secretariat. It may also be downloaded from the official website of the PS-DBM.
6. PS-DBM will hold a Pre-Selection Conference **01 February 2023 at 10:00 A.M.** which shall be open only to Microsoft certified and authorized Fulfillers.

7. Proposals must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **03 February 2023 at 10:00 A.M.** Late proposals shall not be accepted.
8. Opening of proposals shall be on **03 February 2023 at 10:00 A.M.**, at the PS-DBM Conference Room. Proposals will be opened in the presence of representatives from the Fulfillers who choose to attend the activity.
9. PS-DBM reserves the right to reject any and all proposals or not to enter into a Consignment Contract without incurring any liability to the affected Fulfillers.
10. For further information, please refer to:

*Bids and Awards Committee III/
Bids and Awards Committee Secretariat
2nd Floor, PS-DBM Main Building,
RR Road, Cristobal St., Paco, Manila
8290-6300 loc. 8033/8060
bvillamor@ps-philgeps.gov.ph
cpelayo@ps-philgeps.gov.ph*

SIGNATURE REDACTED

*ENGR. JAIME M. NAVARRETE, JR.
Chairperson, Bids and Awards Committee III*