



REQUEST FOR PROPOSAL FOR THE

SELECTION OF FULFILLERS 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 LICENSING SOLUTION PROVIDERS (“LSPs”)** and **VOLUME LICENSE DISTRIBUTORS (“VLDs”)** (collectively referred to as **“FULFILLERS”**) 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	06 December 2022
Pre-Selection Conference	09 December 2022, 10:00 A.M.
Last day of Submission of Written Clarification	09 December 2022; 03:00 P.M.
Last day of Issuance of Proposal Bulletin	09 December 2022
Deadline for Submission and Opening of Proposals	12 December 2022, 10:00 A.M.
Contract Signing with the Fulfillers	14 December 2022 (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 on **09 December 2022 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 **12 December 2022 at 10:00 A.M.** Late proposals shall not be accepted.
8. Opening of proposals shall be on **12 December 2022 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