



**INVITATION TO BID  
FOR THE**

**PROCUREMENT FOR THE SUPPLY, DELIVERY AND COMMISSIONING FOR ONE (1) YEAR  
SUBSCRIPTION OF EMAIL AND COLLABORATION TOOL  
FOR PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)**

**PUBLIC BIDDING NO. 006-2025**

*FUNDING SOURCE: PS REVOLVING FUND FOR FY 2025*

1. The **PROCUREMENT SERVICE**, invites PhilGEPS registered suppliers to bid for the following items in accordance with the provisions of the Revised IRR of R.A. 9184:

Lot No.	Item/ Description	Approved Budget for the Contract	Price of Bid Documents	Delivery Period
1	Supply, Delivery and Commissioning For One (1) Year Subscription of Email and Collaboration Tool For Procurement Service – Department Of Budget and Management (PS-DBM)	₱ 7,200,000.00	₱10,000.00	Please refer to Section VI. Schedule of Requirements

2. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	<b>Tuesday, 06 May 2025</b>
Issuance and Availability of Bid Documents	<b>Tuesday, 06 May 2025</b>
Pre-Bid Conference	<b>Tuesday, 13 May 2025; 10:00 AM</b>
Last day of Submission of Written Clarification	<b>Friday, 16 May 2025</b>
Last day of Issuance of Bid Bulletin	<b>Tuesday, 20 May 2025</b>
Deadline for Submission	<b>Tuesday, 27 May 2025; 10:00 AM</b>
Opening of Bids	<b>Immediately after the Deadline of Submission of Bids</b>

3. Bidding will be conducted in accordance with **APPENDIX 36. REVISED GUIDELINES FOR ELECTRONIC BIDDING (E-BIDDING)**, through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 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 the Procurement Service and inspect the Bidding Documents at the address given below during office hours.

5. A complete set of Bidding Documents may be acquired by interested Bidders from the PS Cashier's Office and upon payment of a nonrefundable fee in amounts pursuant to the Schedule.

It may also be downloaded free of charge from the website of the Procurement Service – DBM (PS-DBM), provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The PS-DBM will hold a Pre-Bid Conference on **Tuesday, 13 May 2025; 10:00 AM** via Google Meet through this link: [meet.google.com/ztb-efdf-jqf](https://meet.google.com/ztb-efdf-jqf) which shall be open to prospective bidders.
7. Bids must be duly received by the IBAC Secretariat via electronic submission through the **E-BIDDING FACILITY of the MODERNIZED PHILGEPS (mPhilGEPS)** (<https://www.philgeps.gov.ph>) on or before **Tuesday, 27 May 2025; 10:00 AM**.

**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 **Tuesday, 27 May 2025; 10:00 AM** at the PS Conference Room, PS Complex Cristobal St., Paco, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity in person or via Google Meet through this link: [meet.google.com/ntq-ajug-omq](https://meet.google.com/ntq-ajug-omq)
10. The PS-DBM 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 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*PS-Internal Bids and Awards Committee  
Secretariat, Internal BAC  
General Administrative Division  
2nd Floor, PS Complex  
Procurement Service-DBM  
Cristobal Street, Paco, Manila  
[internal-bacsec@ps-philgeps.gov.ph](mailto:internal-bacsec@ps-philgeps.gov.ph)*

For purposes of e-bidding facility clarifications, please refer to:

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**Signature Redacted**

**ENGR. DIANE T. ARBITRADO-VILLAFLOR**  
*Vice-Chairperson, Internal Bids and Awards Committee*