



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

INVITATION TO BID FOR THE PROCUREMENT OF AN EMAIL MANAGEMENT SERVICE

The Department of Foreign Affairs, through the authorized appropriations under the General Appropriations Act, intends to apply the sum of *Five Million Three Hundred Fifty Thousand Pesos (PhP 5,350,000.00)* only, being the Approved Budget for the Contract (ABC) to payments under the contract for the "Procurement of an Email Management Service". Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The Department of Foreign Affairs now invites bids for the "Procurement of an Email Management Service", described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	Procurement of an Email Management Service	PhP 5,350,000.00	PhP 10,000.00

Bidders should have completed, within the past five (5) 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.

2. Bidding will be conducted 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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
3. Interested bidders may obtain further information from the DFA-BAC Secretariat and inspect the Bidding Documents at the address given below, during office hours from 8:00 a.m. to 5:00 p.m.
4. A complete set of Bidding Documents may be acquired by interested Bidders on *01 February 2018*, from the DFA-BAC Secretariat Office upon payment of a non-refundable fee in the amount specified in item 1 at the DFA Cashier. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and from the DFA website, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
5. The DFA-BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post-Qualification
08 February 2018, Thursday, 2:00 p.m.	20 February 2018, Tuesday, 12:00 p.m.	20 February 2018, Tuesday, 2:00 p.m.	23 February 2018 Friday, 2:00 p.m.
Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City			

The DFA-BAC will hold a Pre-Bid Conference on the above-stated date, which shall be open to all interested bidders.

6. Bids must be delivered to and received by a designated member(s) of the BAC Secretariat at the BAC Secretariat Room, 12th floor, DFA Main Building, on or before 20 February 2018, 12:00 p.m. All bids must be accompanied by a bid security in any of the acceptable forms in the amount stated in Section 27.2 of the IRR of RA No. 9184.

Bid Opening shall be on 20 February 2018, 2:00 p.m. at the BAC Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay 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.

To facilitate the Bid Opening, bidders are requested to submit the documentary requirements of their Technical Component in the order indicated in **Annex "A"**. Bids should be prepared in accordance with this Invitation to Bid, as well as the Instructions to Bidders (Section II) and the Bid Data Sheet (Section III) of the Bidding Documents.

7. The DFA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

DFA-BAC Secretariat
Department of Foreign Affairs
12th Floor, DFA Main Building,
2330 Roxas Boulevard, Pasay City 1300
Tel. No. 834-4854; Fax no. 831-9584
Email address: bac.secretariat@dfa.gov.ph



PAULO V. SARET
BAC Vice-Chairperson

01 February, Pasay City.
PB-GS-02-2018