

Republic of the Philippines

PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

INVITATION TO BID FOR THE

**PROCUREMENT OF 500 LICENSES OF MICROSOFT
OFFICE 2021 FOR WINDOWS UNITS OF PHOTOCOPYING
MACHINES FOR THE PUBLIC ATTORNEY'S OFFICE FOR
FY 2022**

Purchase Request No. 646-07-2022

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

1. The **PUBLIC ATTORNEY'S OFFICE**, through the *General Appropriations Act under fiscal year 2022* intends to apply the total amount of **SEVEN MILLION FIVE HUNDRED THOUSAND PESOS (Php 7,500,000.00)** being the ABC to payments under the contract for the subject procurement for the Public Attorney's Office, as described as follows:

500 LICENSES OF MICROSOFT OFFICE 2021 FOR WINDOWS		
APPROVED BUDGET FOR THE CONTRACT (Php 7,500,000.00) Delivery: 30 days from issuance of Notice to Proceed Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
QUANTITY	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
500 units	<ul style="list-style-type: none">• Microsoft Office Software• Compatible with windows operating system• Perpetual License• Version 2021 or later	(500 units) 30 days *For strict compliance. Subject to the rules on Liquidated Damages

2. The *Public Attorney's Office* now invites bids for the above Procurement Project. Delivery of the Goods is required to be accomplished within the schedule specified above within a period starting **fifteen (15) calendar days** upon receipt of notice to proceed/deliver. 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).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. 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 No. 5183.
4. Prospective Bidders may obtain further information from the PAO-Bids and Awards Committee and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **16 August 2022 Tuesday** from the given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php 10,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *PUBLIC ATTORNEY'S OFFICE* will hold a Pre-Bid Conference on **25 August 2022 THURSDAY Time: 10:30a.m.** at the PAO Central Office Library at PAO-Central Office, 5th Floor DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman Quezon City and/or through video conferencing or webcasting *via Zoom¹*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **08 September 2022 THURSDAY 9:30a.m.** 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 **08 September 2022 THURSDAY 10:30a.m.** at the given address below and/or *via Zoom²*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *PUBLIC ATTORNEYS OFFICE* 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 No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

¹ <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiOnRXSnpjekZTSEl4dz09> Meeting ID: 649 134 7597 Passcode: PBAC2022

² <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiOnRXSnpjekZTSEl4dz09> Meeting I: 649 134 7597 Passcode: PBAC2022

ATTY. MIGUEL NARCISO A. ILAGAN
PBAC, Head Secretariat

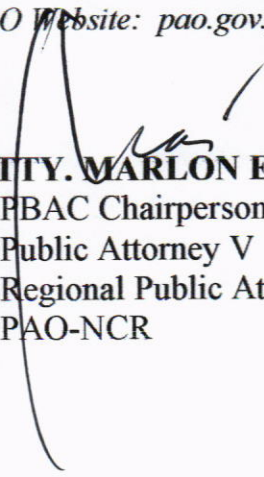
MR. CHRISTIAN BACAYCAY
PBAC, Secretariat Member

Public Attorney's Office
DOJ Agencies Building, NIA Road
corner East Avenue, Diliman, Quezon City
Telephone number 929-94-36 locals 121, 122, & 131

12. You may visit the following websites:

For downloading of Bidding Documents: *PAO Website: pao.gov.ph*

16 August 2022



ATTY. MARLON E BUAN
PBAC Chairperson
Public Attorney V
Regional Public Attorney
PAO-NCR