



INVITATION TO BID FOR THE PROCUREMENT OF ICT SUBSCRIPTION TO COPILOT FOR MICROSOFT 365

1. The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** through the **Government of the Philippines (GOP)**, the **General Appropriations Act (GAA) of 2024 (R.A. No. 11975 dated December 25, 2023)** intends to apply the sum **TWO HUNDRED FORTY-SEVEN THOUSAND FORTY PESOS (Php247,040.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF ICT SUBSCRIPTION TO COPILOT FOR MICROSOFT 365 / ITB No. 2024-44**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PRC-CO** now invites bids for the above Procurement Project. Delivery of the Goods is required within the duration indicated in the Schedule of Requirements from the receipt of Notice to Proceed. Bidders should have completed, within four (4) years specifically from January 2020 to the date of submission and opening of bids, a contract equivalent to at least 50% of the ABC that is 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 **PRC – CO Bids and Awards Committee (BAC) Secretariat** 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 on from the given address and website(s) 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 **FIVE HUNDRED PESOS (Php500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person at the address given below.
6. The **PRC-CO** will hold a Pre-Bid Conference on **DECEMBER 6, 2024 at 09:30 AM** via videoconferencing, which shall be open to prospective bidders. For proper coordination, all interested bidders are hereby requested to submit their Letter of Intent to participate, including contact details, and send to **bac@prc.gov.ph** on or before **DECEMBER 5, 2024**.
7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **DECEMBER 19, 2024 at 09:00 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 **Section II, Instructions to Bidders, Item No. 14**.
9. Bid opening shall be on **DECEMBER 19, 2024 at 10:30 AM** at the given address below. Bidders may attend the bid opening via videoconferencing or in person.
10. The **PRC-CO** 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:

ATTY. KYLIE KAUR M. DADO
Secretary, Bids and Awards Committee
BAC Office, 4th Floor, PRC Annex Building
P. Paredes Street, Sampaloc, Manila
bac@prc.gov.ph
+63 (2) 5310-0037

12. You may visit this website: <https://www.prc.gov.ph/procurement-page>

November 27, 2024

L. LOUIS P. VALERA
Chairperson, PRC – Central Office BAC

