



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

<http://www.cda.gov.ph> helpdesk@cda.gov.ph [f CDA](#) [@CDAPhis](#) [PH Cooperatives](#)



INVITATION TO BID

FOR THE SUPPLY AND DELIVERY OF A 1-YEAR CLOUD-BASED SERVICE OF AN EMAIL MANAGEMENT SERVICE & ONLINE PRODUCTIVITY SUITE WITH CONTRACT NO. CDA-GOODS-2020-01

1. The **COOPERATIVE DEVELOPMENT AUTHORITY (CDA) Central Office**, through the 2020 Budget intends to apply the sum of **ONE MILLION SEVEN HUNDRED SEVENTY THOUSAND PESOS (P1,770,000.00)** being the **Approved Budget for the Contract (ABC)** to payments under contract for the **Supply and Delivery of a 1-Year Cloud-Based Service of an Email Management Service & Online Productivity Suite**. *Bids received in excess of the ABC shall be automatically rejected at Bid opening.*
2. The **CDA through its Bids and Awards Committee (BAC)** now invites **eligible and interested Bidders for the Supply and Delivery of a 1-Year Cloud-Based Service of an Email Management Service & Online Productivity Suite**. **Duration of the project is one (1) year upon receipt of the Notice to Proceed**. Bidders should have completed a contract similar to the Project, within five (5) years from the date of submission and receipt of bids. The description of the eligible bidder is contained in Section II of the Bidding Documents, Instruction to Bidders (ITB).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (R.A. 9184), otherwise known as the **“Government Procurement Reform Act.”**

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, 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 Republic Act 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from **Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M., Mondays to Fridays.
5. A complete set of Bidding Documents may be purchased by interested Bidders starting January 23, 2020 from the address given below and upon payment of a non-refundable fee for the Bidding Documents in the amount of **TWO THOUSAND PESOS (P2,000.00)**.

It may also be **downloaded free of charge** from the website of the Philippine Government Electronic Procurement System (**PhilGEPS**) and the website of the **CDA**,

COOPERATIVE DEVELOPMENT AUTHORITY

provided that bidders shall pay the fee for the Bidding Documents not later than the submission and opening of bids.

6. The **CDA BAC** will hold a **PRE-BID CONFERENCE** on **JANUARY 31, 2020 (FRIDAY), 10:00 A.M.** at the CDA Conference Room, G/F, CDA Building, No. 827 Aurora Blvd. Service Road, Brgy. Immaculate Conception, Cubao, Quezon City which **shall be open to prospective bidders.**
7. Bids must be delivered/submitted to **the address below on or before FEBRUARY 12, 2020 (WEDNESDAY) until 9:30 A.M. only (cut-off-time).** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

BID OPENING shall be on FEBRUARY 12, 2020, Wednesday, at 10:00 A.M. to be held at the CDA Conference Room, G/F, CDA Bldg., No. 827 Aurora Blvd. Service Road, Brgy. Immaculate Conception, Cubao, Q.C. 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.**

8. The **CDA and/or its BAC** 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.
9. For further information, please refer to:

THE CDA BAC SECRETARIAT

Ground Floor, CDA Building, No. 827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, Cubao, Quezon City

Telephone/FAX No. (02) 8723-8306

j_marquez@cda.gov.ph/gss@cda.gov.ph



GIOVANNI T. PLATERO, CSEE
Chairman, Bids & Awards Committee

Date of Publication: January 23, 2020

Office of the Chairman : (02) 721-5325
(02) 721-5324

Office of the Executive Director : (02) 725-6450
Office of the Day : (02) 725-3764



Management System
ISO 9001:2015



www.tuv.com
ID 913504733