



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines  
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA Philippines



## INVITATION TO BID

### For the PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD BASED ELECTRONIC MAIL SYSTEM FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2025-2026 WITH PROJECT ID NO. CDA-GOODS-2025-01

1. The **COOPERATIVE DEVELOPMENT AUTHORITY (CDA) Head Office**, through the **General Appropriations Act FY 2025**, intends to apply the sum of **TWELVE MILLION SIX HUNDRED FIFTY-FIVE THOUSAND THREE HUNDRED SEVENTY PESOS & 4/100 (Php12,655,370.04)** being the **Approved Budget for the Contract (ABC)** to payments under contract for the **PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD BASED ELECTRONIC MAIL SYSTEM FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2025-2026**. 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 above Procurement Project**. **Delivery of Services is required as specified in Section VI (Schedule of Requirements) of the Bidding documents**. Bidders should have completed a contract similar to the Project, within the last one (1) year 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 (IB).
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.

4. Prospective Bidders may obtain further information from CDA Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below during office hours and as posted on the website of the CDA and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be purchased by interested Bidders starting **January 23, 2025** from the address given below and upon payment of a non-refundable fee for the Bidding Documents in the amount of **TWENTY-FIVE THOUSAND PESOS ONLY (Php 25,000.00)**. The payment for the bidding documents shall be in cash, and through the CDA-HO Cashier. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

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, 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 **February 4, 2025, Tuesday, 10:00 AM** through video conferencing **via Google Meet** which shall be open to all

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prospective bidders. Interested bidders must accomplish a form to be given a link to join the Pre-Bid Conference virtually. To access the form, please find the link and/or scan the QR code provided on page 11.

7. Bids must be duly received by the BAC Secretariat through online or electronic submission via [bacsecretariat@cda.gov.ph](mailto:bacsecretariat@cda.gov.ph) on or before **February 18, 2025** or at **the latest one (1) hour before the deadline of the opening of bids (or at 9:00 AM of February 18, 2025)** Late bids shall not be accepted.

The submission shall contain the following:

- a. Bidders shall submit their bid proposal in a clear PDF format: 1 zip folder (password protected) containing the First/Technical Component of the Bid; and 1 zip folder (password protected) containing the Second/Financial Component of the Bid.

In case the total file size of the bid proposal is more than the allowable size of email attachment, the bidder may upload the bid proposal in Google Drive and send the link to the BAC Secretariat.

Bidders are strictly advised not to include the passwords in the emailed bid proposals. Passwords to access bid submissions shall be disclosed during the opening of the bids. The BAC Secretariat shall access the bid submissions with a maximum of five attempts, after which, the inaccessible bid proposal shall no longer be considered.

- b. All pages must be either digitally signed, or manually signed and scanned, and is arranged/numbered accordingly based on the Eligibility Checklist using standard file name.

Note: It is the responsibility of the Bidders to ensure that their submissions are duly received by the CDA-BAC Secretariat prior to the deadline of submission and receipt of their bids.

**Bid proposals submitted along with their corresponding passwords and/or not in compressed folders and not password protected, shall be rejected.**

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 February 18, 2025, Tuesday at 10:00 AM via videoconferencing.** The bids shall be opened in the presence of the bidders or their duly authorized representatives who choose to attend the virtual meeting. Interested bidders must accomplish a form to be given a link to join the Opening of Bids virtually. To access the form, please find the link and/or scan the QR code provided on page 11.
10. The CDA 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. The Cooperative Development Authority does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the Office of the Administrator or the National Bureau of Investigation for entrapment and proper investigation.

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12. 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

**Email address:** [bacsecretariat@cda.gov.ph](mailto:bacsecretariat@cda.gov.ph)

13. You may visit the following website to download the bidding documents:

<https://cda.gov.ph/bids-and-awards>

(SGD)

**JOSELITO O. HALLAZGO**

Chairman, Bids & Awards Committee

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