

*Bids and Awards Committee for Goods (BAC-G)*

**PROCUREMENT OF ANNUAL CORPORATE EMAIL SUBSCRIPTION/MAINTENANCE**

**BID BULLETIN NO. 1**

This Bid Bulletin clarifies the queries raised during the Pre-bid Conference on **13 November 2024 at 10:00 AM** and other matters related to the above Project.

**A. QUERIES/QUESTIONS FROM THE PROSPECTIVE BIDDERS**

<b>QUERY</b>	<b>CLARIFICATION</b>
1. Can we clarify if this project is a renewal?	Yes.
2. Since this is a renewal, does the project consist part of the domain? Or only the licenses?	<i>The project will cover Google Workspace Licenses only.</i>
3. Clarification if the training of Google Workspace is included in this procurement?	<i>As per TOR - Google Workspace Training Session is included:</i> <ul style="list-style-type: none"> <li>• 2 x 4 hour Google Workspace Platform training</li> <li>• 1 x 4 hour Google Admin Console technical training</li> </ul>
4. Clarification regarding the Google Workspace Training Session  Can you provide pictures/portfolio of the training?	<i>For the Google Workspace Platform training, the outline of the training will cover the functionalities of Google Workspace applications (Gmail, Drive Docs, Sheets, Slides, Meet, Calendar, Chat, Contacts, Groups, etc.) including the updated features (if any), tips and tricks, best practices and recommendations to end-users.</i>  <i>For the Google Admin Console technical training, this will cover the Administration of the system using the Google Admin Console including the updated features (if any), tips and tricks, best practices and recommendations.</i>
5. Clarification on the Scope - no. 1 Assist for the maintenance of GW Email System and no. 3 Assist the schedule, actions, and issues/risks registers for the duration of the maintenance of Google Workspace Email System	<i>The scope of the project includes maintenance and support services and will follow the standard Google Workspace Service Level Agreement published in the website.</i>
6. May we know who your existing provider is?	<i>BCDA's existing provider is e-PLDT Inc.</i>

7. From the receipt of Notice to Proceed, how many days should we implement the project?	<i>The initial work may start upon the receipt of the Notice to Proceed (NTP). The implementation must be delivered on or before the expiration of the current contract which is on January 18, 2025.</i>
8. May we clarify the renewal date?	<i>For clarification, the January 13, 2025 expiration date that was mentioned during the pre-bid conference is incorrect, the expiration of the current contract is on January 18, 2025.</i>
9. Clarification on number of copies for the bid submission	<i>Bidders should submit one (1) mother envelope containing one (1) copy of the technical envelope and one (1) copy of the financial envelope.</i>
10. Clarification on the payment terms  Is this for one-time payment only?	<i>Yes, this procurement will be a one-time payment term.</i>

**B.** Please take note of the following schedule:

ACTIVITIES	DATE/SCHEDULE
<b>Deadline of Submission and Receipt of Bids</b>	<b>9:00 AM, 27 November 2024</b>
<b>Opening of Bids</b>	<b>10:00 AM, 27 November 2024</b>

The above changes further amend the bidding documents accordingly. **The Submission and Opening of Bids will be conducted face-to-face** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City**. Alternatively, bidders may opt to attend online via Zoom. The meeting link will be provided upon request by the prospective bidders to the BAC-G Secretariat through the email address [bacgsecretariat@bcda.gov.ph](mailto:bacgsecretariat@bcda.gov.ph).

For those attending in person, please consider the following guidelines:

- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are advised to attend online and will not be allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Issued on **20 November 2024 (Wednesday)** in **Taguig City**.

**BIDS AND AWARDS COMMITTEE FOR GOODS**

By: 

**RICHARD BRIAN M. CEPE**  
*Chairperson*