



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12708568
Procuring Entity NATIONAL WAGES AND PRODUCTIVITY COMMISSION
Title INVITATION TO BID FOR THE PROCUREMENT OF OFFICE PRODUCTIVITY WITH SECURITY AND PROTECTION SOFTWARE
Area of Delivery Metro Manila

Solicitation Number:	PB No. 2025-12-061	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	7
Category:	Information Technology	Date Published	24/12/2025
Approved Budget for the Contract:	PHP 2,145,982.50	Last Updated / Time	24/12/2025 00:00 AM
Delivery Period:	1 Year/s	Closing Date / Time	19/01/2026 13:00 PM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Procurement Unit Head 11th Floor Trium Square, 2183 Senator Gil Puyat Avenue, Pasay City Metro Manila Philippines 1300 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com		

Description

INVITATION TO BID FOR THE PROCUREMENT OF OFFICE PRODUCTIVITY WITH SECURITY AND PROTECTION SOFTWARE

1) The National Wages and Productivity Commission, through the General Appropriations Act FY 2025 intends to apply the sum of Php 2,145,982.50, being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Office Productivity with Security and Protection Software. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The National Wages and Productivity Commission now invites bids for Procurement of Office Productivity with Security and Protection Software . Delivery of the Goods is required from 01 February 2026 to 31 January 2027. Bidders should have completed, at least three (3) years from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

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) Interested Bidders may obtain further information from National Wages and Productivity Commission – Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below during work week from 8:00 A.M. to 5:00 P.M., including Friday. However, personnel on site during Fridays may not always be present, or would leave at around 3:30 P.M.

5) A complete set of Bidding Documents may be acquired by interested Bidders on December 24, 2025 to January 16, 2026 at 8:00 A.M. to 5:00 P.M., excluding Saturdays, Sundays and Holidays, and January 19, 2026 until 1:00 P.M. only 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 Thousand Pesos (Php5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

The payment of bidding document fee shall be made to the National Wages and Productivity Commission – Cashier located at the 11th Floor, Trium Square, Sen. Gil J. Puyat Avenue, Pasay City, 1306 Metro Manila.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6) The National Wages and Productivity Commission will hold a Pre-Bid Conference on January 05, 2026, at 2:30 P.M. at Administrative Meeting Room, 11th Floor, Trium Square, Sen. Gil J. Puyat Avenue, Pasay City, 1306 Metro Manila and/or through video conferencing via Zoom, which shall be open to prospective Bidders.

7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below on or before January 19, 2026, at 1:00 P.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 16.1.

9) Bid opening shall be on January 19, 2026, at 2:30 P.M. at Administrative Meeting Room, 11th Floor, Trium Square, Sen. Gil J. Puyat Avenue, Pasay City, 1306 Metro Manila and/or via Zoom. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

10) All documents shall be current and updated and any missing documents in the checklist is ground for outright rejection of the bid. The bidder shall submit one (1) sealed envelope containing two (2) separate sealed envelopes inside: one for the technical components and one for the financial components of its bid. Each envelope must contain only one original copy of the respective documents, properly sealed and labeled.

Facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an envelope, with documents bounded, tabbed and labeled accordingly.

11) The National Wages and Productivity Commission 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 Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

12) Any request for clarification(s) on any part of the Bidding Documents must be in writing and submitted to BAC Secretariat via email at least ten (10) calendar days before the deadline set for the submission and receipt of bids or before 12:00 P.M. on January 09, 2026. Should there be revisions in the Bidding Documents, a corresponding Supplemental/Bid Bulletin shall be issued not later than January 12, 2026.

13) Please be reminded of the "no contact rule" under Section 61.1 of the R.A. No. 12009, i.e., bidders whose bids are being evaluated are prohibited to make any communication with any member of Bids and Awards Committee, including its staff and personnel, as well as its Secretariat and Technical Working Group (TWG) until issuance of Notice of Award. On the other hand, a disqualified bidder may provide valid, reasonable and lawful information on matters pertaining to the bids being evaluated, provided that such bidder has no pending request for reconsideration or protest relative to his/her disqualification.

14) For further information, please refer to:

Mr. John Paulo S. Francisco
National Wages and Productivity Commission
11th Floor, Trium Square, Sen. Gil J. Puyat Avenue, Pasay City, 1306 Metro Manila
bac@produktiboatsahod.onmicrosoft.com
(02) 8527-5171 / 8527-5522
www.nwpc.dole.gov.ph

15) You may visit the following websites:

For downloading of Bidding Documents: www.nwpc.dole.gov.ph

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Software	Office Productivity with Security and Protection Software	1	Lot	2,145,982.50
Pre-bid Conference					
	Date	Time	Venue		
	05/01/2026	2:30:00 AM	Administrative Meeting Room, 11th Floor, Trium Square, Sen. Gil J. Puyat Avenue, Pasay City, 1306 Metro Manila		

Created by John Paulo Samonte Francisco

Date Created 23/12/2025

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