



INVITATION TO BID

PROCUREMENT OF SUBSCRIPTION TO ADOBE CREATIVE CLOUD FOR  
TEAMS FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL  
RESOURCES (DENR)

Bid Ref. No. DENR-CO-2024-039

Approved Budget for the Contract: P3,200,000.00

1. The **Department of Environment and Natural Resources (DENR)** through the 2024 General Appropriations Act (GAA) intends to apply the sum of **Pesos: Three Million Two Hundred Thousand (3,200,000.00)** being the ABC to payments under the contract for **PROCUREMENT OF SUBSCRIPTION TO ADOBE CREATIVE CLOUD FOR TEAMS FOR THE DENR** under Bid Ref. No. DENR-CO-2024-039. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DENR now invites bids for the above Procurement Project. **Supply and delivery of Certificate of Subscription shall be completed within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP).** Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).  
  
*Similar project shall mean "Supply and Delivery of Adobe Creative Cloud Subscription"*
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 DENR and inspect the Bidding Documents at the address given below from Mondays to Fridays, 9:00 AM to 4:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders by requesting a copy of Order Form via email at [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) prior payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Five thousand (P5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	DATE & TIME	VENUE/MODE
1. Sale and Issuance of Bid Documents	<b>9:00 AM to 4:00 PM only Mondays to Fridays Starting 28 June 2024</b>	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, 2 <sup>nd</sup> flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
2. Pre-Bid Conference	<b>05 July 2024, (Friday) 11:00 AM</b>	Online via Google Meet Platform
3. Submission of Bid Documents	<b>19 July 2024 (Friday) 9:00 AM</b>	BAC Secretariat Office, 2 <sup>nd</sup> flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
4. Opening of Bids	<b>19 July 2024 (Friday) 10:00 AM</b>	Online via Google Meet Platform

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. A maximum of two (2) representatives per bidder shall be allowed to participate in the videoconference.

Registration is required prior to attending the videoconference. To secure the Google Meet Link for the Pre-Bid Conference, each representative must register and provide the required information by accessing the provided link or scanning the QR code below:

**LINK:** <https://forms.gle/S8kjWLiPjsfnixN1A>

**QR CODE:**



Bidders are encouraged to send their authorized representative/s or personnel who are familiar with the project's technical requirements and preparation of bidding documents.

9. The DENR 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.

10. For further information, please refer to:

**Dianne G. Ibias**

*Head, BAC Secretariat*

*BAC Secretariat Office, 2<sup>nd</sup> flr., Two-Storey Warehouse,  
DENR Compound, Visayas Avenue, Diliman, Quezon City*

**Email Address:** [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph)

**Telephone/Fax No.:** (02) 8926-2675

11. For downloading of Bidding Documents, you may visit: <https://denr.gov.ph/bid-type/invitation-to-bid/>

**27 June 2024**



**NORLITO A. ENERAN, LL.M.**

*Director, Legal Affairs Service &*

*Vice Chairperson, Bids & Awards Committee*