



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
TIN 000-784-336
Website: <http://www.sra.gov.ph>
Email Address: srahead@sra.gov.ph
Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

main lobby
May - 20, 2025
@ 13-29H

Annex Building
05/20/25
time: 1310H

Invitation to Bid for the Procurement of Subscription for Google Workspace of the Sugar Regulatory Administration (SRA)

1. The *Sugar Regulatory Administration (SRA)*, through the *2025 SRA Corporate Operating Budget (COB)* intends to apply the sum of *One Million Eight Hundred Thousand Pesos (Php 1,800,000.00)* being the ABC to payments under the contract for the **Procurement of Subscription for Google Workspace of the Sugar Regulatory Administration (SRA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *SRA* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Fifteen (15) Calendar Days from receipt of the Notice to Proceed (NTP)*. Bidders should have completed, within *Three (3) 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).

No.	Qty.	Item/Description	Approved Budget for the Contract	Cost of Bidding Documents
1	185 Licenses	Subscription for Google Workspace of the Sugar Regulatory Administration (SRA)	Php 1,800,000.00	Php 5,000.00

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.
 - a. 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 the **SRA BAC Secretariat** and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 21, 2025 to June 16, 2025** 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 **Php 5,000.00**. The Procuring Entity

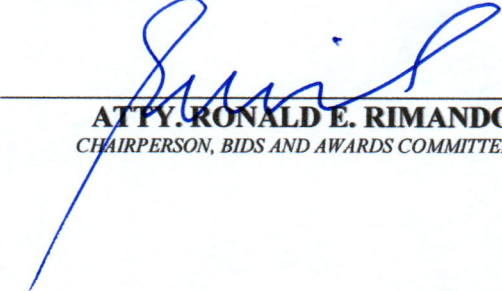
shall allow the bidder to present its proof of payment for the fees such as a copy of the Official Receipt (OR) issued by the SRA Cashier.

6. The **SRA** will hold a Pre-Bid Conference¹ on **June 02, 2025 @ 1:30 PM** at **SRA Social Hall, Sugar Regulatory Administration, North Avenue, Diliman, Quezon City** through physical or face-to-face, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **June 16, 2025**. 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 14.
9. **Bid opening** shall be on **June 16, 2025 @ 1:30 PM** at the given address below **SRA Social Hall, Sugar Regulatory Administration, North Avenue, Diliman, Quezon City** through Physical or Face-to-Face. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *No bidder shall "Deal Secretly" or give commission to any SRA Officers/Employees pursuant to SRA Memorandum dated September 8, 2016. Violation of this restriction shall be a ground for disqualification.*
11. The **SRA** 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.
12. For further information, please refer to:

Jenny Lou L. Flores
Head, BAC Secretariat
Sugar Regulatory Administration (SRA)
North Avenue, Diliman, Quezon City
Telephone No. (02) 82360063
Email Address: sra.bac@sra.gov.ph

13. You may visit the following websites:
For downloading of Bidding Documents: www.sra.gov.ph

[May 21, 2025]



ATTY. RONALD E. RIMANDO
CHAIRPERSON, BIDS AND AWARDS COMMITTEE

- 14.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



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MEMO-BAC-2025-MAY-032

JUSTIFICATION OF THE CORRECT POSTING AT SRA WEBSITE

May 20, 2025

Ms. Digna D. Gonzalez
Manage III
Planning, Policy & Special Projects Departments/MIS
North Avenue Diliman
Quezon City

Dear **Ms. Gonzales**:

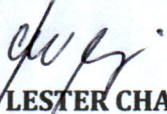
We would like to acknowledge and take responsibility for the error in the title of the Invitation to Bid. The original title was incorrectly stated as "*Procurement or Supply and Delivery of Various Agricultural Equipment*." The correct title should have been "*Invitation to Bid for the Procurement of Subscription for Google Workspace of the Sugar Regulatory Administration (SRA)*." However, the contents of the documents are correct; the error was only in the title. The error was unintentional and may have been caused by the use of a previous template. Moving forward, I will ensure that all titles and document details are thoroughly reviewed to prevent similar mistakes and to uphold accuracy in all procurement postings.


We have to post erratum at the SRA website of the procuring entity and at any conspicuous place following the guidelines under Section 3, Appendix 33 of the revised IRR of RA 12009:

"All PE's are reminded of the following transparency and accountability requirements under the Republic Act (RA) No.9184 and its 2016 revised Implementing Rules and Regulations (IRR), the General Appropriations Act (GAA), Resolutions issued by the Government Procurement Policy Board (GPPB) and other relevant laws, rules and regulations."

Further, Attached herewith with the erratum for the Project Procurement of the Subscription for Google Workspace of the Sugar Regulatory Administration (SRA).

Sincerely yours,


MICHAEL LESTER CHAVEZ
Alternate-Head BAC Secretariat

OFFICE OF THE MANAGER III	
PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)	
Received by	: 
Date	: 5/20/25
Time	: 3:23 PM
Tracking No.	: