REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road, Diliman, Quezon City

INVITATION TO BID FOR SUPPLY AND DELIVERY OF 287 MICROSOFT OFFICE STANDARD PERPETUAL LICENSES

1) The **Land Registration Authority (LRA)**, through the FY 2025 General Appropriations Act (GAA), intends to apply the sum of **EIGHT MILLION THREE HUNDRED TWENTY-THREE THOUSAND PESOS ONLY (₱8,323,000.00), *inclusive of VAT***, being the Approved Budget for the Contract (ABC) to payments under the contract for **Supply and Delivery of Two Hundred Eighty Seven (287) Microsoft Office Standard Perpetual Licenses** with **Project ID No. LRABAC-2026-58**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The LRA now invites bids for **Supply and Delivery of 287 Microsoft Office Standard Perpetual Licences.** Delivery of the Goods shall be within **Ninety (90) calendar days** upon receipt of the Notice to Proceed (NTP), in accordance with the delivery schedule under Section VI, Schedule of Requirements. Bidders should have completed, *within 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 the **LRA-Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday, 8:00 AM to 5:00 PM**.

5) Schedule and Venue of Procurement Activities:

Activities	Schedule	Venue / Contact Person / Contact Number
a. Issuance of Bidding Documents	From **08 October 2026** to **27 October 2026**	BAC Secretariat Office, Room 307, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City, during office hours from 8:00 A.M. to 5:00 P.M.
b. Pre-Bid Conference	**15 October 2026, 9:00 A.M.** (Philippine Standard Time)	3rd Floor, Financial Service Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City and/or through videoconferencing via Zoom using the link indicated in the Bidding Documents

c. Deadline for Submission of Bids	**27 October 2026, 8:30 A.M.** (Philippine Standard Time)	BAC Secretariat Office, Room 307, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City
d. Opening of Bids	**27 October 2026, 9:00 A.M.** (Philippine Standard Time)	3rd Floor, Financial Service Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City and/or through videoconferencing via Zoom

6) A complete set of Bidding Documents may be acquired by interested Bidders from 08 October 2026 to 27 October 2026 from the **BAC Secretariat Office, Room 307, LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City,** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Eight Thousand Three Hundred Twenty-Three (Php 8,323.00)** to the LRA Cashier located at the One Stop Shop (OSS). The LRA shall allow the bidder to present its proof of payment in person, or through such other mode as may be allowed by the BAC Secretariat.

   It may also be downloaded free of charge from 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.

7) The Land Registration Authority will hold a **Pre-Bid Conference** on **15 October 2026**, **09:00 AM** at the **3rd Floor, Financial Service Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which shall be open to prospective Bidders and/or through video conferencing via ***Zoom application*** using the following:

   Zoom Link:
   https://zoom.us/j/91949575617?pwd=D3fuoleWhJ396PNZyE1MnTBSa9AEv4.1

   Meeting ID: 919 4957 5617
   Passcode: 174221

8) The Bidder shall submit two (2) separately sealed envelopes, each containing one (1) original copy and one (1) Copy 1, consisting of: (a) the **First Envelope containing the Technical Proposal,** including documents and information on: (i) technical competence and credible track record; (ii) approach and methodology; (iii) tools, equipment, and resources; (iv) organization, qualification, and experience of key personnel assigned to the project; (v) ongoing contracts and work commitments; (vi) environmental, safety, and quality assurance measures; and (vii) delivery schedule and project completion plan; and (b) the **Second Envelope containing the Financial Proposal** and other financial documents required under the Bidding Documents.

   Each envelope shall be properly sealed and labeled with the name of the project, project identification number, name of the bidder, and the words "FIRST ENVELOPE - TECHNICAL PROPOSAL" or "SECOND ENVELOPE - FINANCIAL PROPOSAL," as applicable. Both envelopes shall likewise be enclosed in one outer sealed envelope bearing the same project information and bidder identification. Failure to properly seal and label the envelopes may constitute a ground for rejection of the bid where such defect affects the integrity, confidentiality or proper identification of the bid during the procurement process.

9) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the **BAC Secretariat Office, Room 307, LRA Building, East Avenue, corner NIA Road, Diliman, Quezon City**, on or before **27 October 2026, 8:30 AM**. ***Late bids shall not be accepted.***

10) 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.

11) Bid opening shall be on **27 October 2026, 9:00 AM** at the **3rd Floor, Financial Service Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City** and through videoconferencing via *Zoom*, using the following:

Zoom Link:
https://zoom.us/j/94762159450?pwd=VIJaNIbvkBOBIwXQQY0a6kLJsLYaAz.1

Meeting ID: 947 6215 9450
Passcode: 840658

Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

For the purpose of constituting a quorum, either the physical or virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

12) The Land Registration Authority assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

13) The Land Registration Authority 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.

14) For further information, please refer to:

MS. MORIAH JOYCE S. PEREZ
Secretariat Member, Bids and Awards Committee
LRA BAC Secretariat Office,
Room 307, 3rd Floor, Land Registration Authority Building
East Avenue cor. NIA Road, Diliman, Quezon City
Email: bacnoninfra@lra.gov.ph
Mobile No.: 0968-4680-994

15) For viewing and downloading of Bidding Documents, you may visit:

http://notices.philgeps.gov.ph/
https://lra.gov.ph/bids-opportunities/

08 October 2026

[redacted]
ATTY. JAMES BENEDICT R. GUTIERREZ
Chairperson, LRA Bids and Awards Committee