



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2014-007

March 21, 2014

INVITATION TO BID (ITB)

(Mode of Procurement: *Public Bidding*)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites **interested bidders/suppliers/service providers for the catering services** and duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS)* ([http:// www.philgeps.gov.ph](http://www.philgeps.gov.ph)) of the Department of Budget and Management (DBM), to bid through **public bidding** for the following project:

Title of Project: “Procurement of Catering Services for the Conduct of the 2014 Civil Service Institute (CSI) Training Programs”

Approved Budget for the Contract: Php 1,501,500.00

Source of Fund: CSC Training Fund

Specifications/ Requirements:

Item No.	Quantity / Unit	Item Description	Approved Budget for the Contract
1	1 Lot	<p>“Procurement of Catering Services for the Conduct of the 2014 Civil Service Institute (CSI) Training Programs”</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> ➤ Buffet Lunch, AM & PM Snacks (33 programs, 35 pax/program) ➤ Budget: P500/head/day (inclusive of govt. taxes) for the 5, 4, 3, 2, and 1-day training program. ➤ Sample Meals, with desert, assorted sodas/juices ➤ Ice, running coffee/tea and drinking water ➤ Can accommodate special diet ➤ Buffer on food ➤ Dinnerware and glassware ➤ Presentable waiters/service personnel ➤ Buffet table with setting ➤ Clean linens with motif ➤ Chairs and round tables set-up ➤ Photos of events/seminars catered in the past year ➤ List of clients catered in the past year ➤ Other arrangements as agreed upon by the CSC and Caterer <p>NOTE: Complete technical specifications, requirements and details of the project are included in the <u>Terms of Reference / Manual of Bidding Documents</u> which may be secured from the CSC-BAC Secretariat with a <u>non-refundable fee of Php1,500.00</u>.</p>	<p>Php 1,501,500.00 (Inclusive of VAT/ Govt. Taxes/Service Charges)</p>

Eligibility of bidders shall be evaluated using "PASS/FAIL" criteria. Only those bidders rated "Passed" for all the eligibility requirements shall be declared eligible bidders and allowed to participate in the next stage of bidding which is the Bid Proposal Checking. Bids equal to or lower than the ABC shall be evaluated based on their responsiveness with the CSC's requirements subject to Post-Qualification Evaluation before an award is made. Bids higher than the ABC shall be rejected and returned outright. Applications/proposals/bids submitted after the deadline and/or incomplete applications shall not be accepted.

All particulars relative to the Eligibility Checking, Bid Proposal Checking, Bid Evaluation, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulation (RIRR).

Interested bidders shall register/apply first by submitting a Letter of Intent (LOI) to the CSC-BAC Secretariat with address and contact numbers indicated below.

Bidder/s may secure the Manual of Bidding Documents which contains the complete specifications/requirements and other components/details of the project from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of One Thousand Five Hundred Pesos (Php1,500.00) to be paid to the CSC Collecting Officer/Cashier with office located at the Pamathalaan Park, CSC Compound, Diliman, Quezon City.

As an internal CSC-BAC policy, only those who purchased the Manual of Bidding Documents shall be allowed to join in the Pre-Bid Conference.

The **Pre-Bid Conference** shall be conducted on **April 2, 2014 at 11:30 A.M.** at the OFAM Conference Room, Basement, CSC Main Building, Civil Service Commission, IBP Road, Constitution Hills, Quezon City.

The eligibility requirements and bid proposals shall be dropped at the designated Bid Box on or before April 21, 2014 and shall be closed strictly at 2:00 P.M. (timepiece/ clock of OFAM-CSC) located at the OFAM Room, Basement, Civil Service Commission, IBP Road, Constitution Hills, Quezon City and shall be opened on the same date for the **Eligibility Checking and Bid Opening**.

The eligibility requirements and bid proposal/requirements must be sequentially compiled in accordance with the checklist with index tabs and a table of contents for easy document browsing.

The following are the schedules of bidding activities for said project:

ACTIVITY	DATE / TIME	PLACE / VENUE
a. Invitation / Advertisement (Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places for at least 7 calendar days)	March 24 to April 21, 2014	PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	March 24 to April 21, 2014	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference (Note: Only Bidders which purchased Manual of Bid Documents shall be allowed to join in the Pre-Bid Conference)	April 2, 2014 @ 11:30 A.M.	CSC-BAC Unit / OFAM Conference Room
d. Deadline for Submission of Eligibility and Bid Requirements	April 21, 2014 * Strictly at 2:00 P.M.	CSC-BAC Unit / OFAM Conference Room
e. Eligibility Checking (Opening of envelopes containing eligibility requirements)	April 21, 2014 * @ 2:00 P.M.	
f. Bid Opening (Opening of envelopes containing bid proposal/ requirements)	April 21, 2014 * @ 3:00 P.M.	

	* At least 12 days after Pre-Bid Conference	
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The CSC reserves the right to reject any application for eligibility, or all bids for any reasonable and justifiable ground, waive any required formality therein, and to make an award to the bidder whose proposal is deemed most advantageous to the government.

Additional information shall be furnished upon request. All communications should be addressed to the undersigned through the CSC-BAC Secretariat.

(Signed)

DAVID E CABANAG, JR
CSC Assistant Commissioner
BAC Chairman

CSC-BAC SECRETARIAT

OFAM , CSC Central Office
Basement, CSC Main Building
IBP Road, Constitution Hills, Diliman, Quezon City
Trunkline: 931-7935 or 39 local 506, 545
Telefax: 931-8029