



## CSC-CO BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. **2014-011**

May 29, 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 on information, communication and technology (ICT)** 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 participate and bid through **public bidding** for the following project:

**Title of Project:** "Procurement of ICT Facility Maintenance Service for the CSC Central Office"

**Approved Budget for the Contract:** Php 754,000.00

**Contract Duration:** One (1) Year

**Specifications/ Requirements:**

Item No.	Quantity / Unit	Item Description	Total Approved Budget												
1	1 Lot	<p><b>“Procurement of ICT Facility Maintenance Service for the CSC Central Office”</b></p> <p>One (1) Year/12 Months -- I.T. Services for the Repair and Preventive Maintenance of CSC Central Office Computer and Network Resources</p> <table><tr><th>Equipment</th><th>Estimated Quantity</th></tr><tr><td>Desktop Computer</td><td>350</td></tr><tr><td>Notebook / Laptop</td><td>45</td></tr><tr><td>Printer</td><td>130</td></tr><tr><td>Scanner</td><td>18</td></tr><tr><td>Switches/Hubs</td><td>27</td></tr></table> <p><b><u>Requirements:</u></b></p> <ol style="list-style-type: none"><li>1. Conduct bi-monthly preventive maintenance for the abovementioned equipment.</li><li>2. Provide three (3) certified computer and network maintenance engineers</li><li>3. Provide troubleshooting activities per user request</li><li>4. Utilize the existing ITD Helpdesk system and ensure that all reported ICT problems are logged and acted upon</li><li>5. Provide monthly reports (hard and soft copies) to the IRMO on the remedial and preventive maintenance</li><li>6. Provide recommendations on the purchase of replacement for defective parts of equipment and equipment upgrades</li></ol>	Equipment	Estimated Quantity	Desktop Computer	350	Notebook / Laptop	45	Printer	130	Scanner	18	Switches/Hubs	27	<p><b>Php 754,000.00</b></p> <p><b>for the CSC Central Office”</b> (Inclusive of VAT Govt. Taxes/ Charges)</p>
Equipment	Estimated Quantity														
Desktop Computer	350														
Notebook / Laptop	45														
Printer	130														
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Switches/Hubs	27														

		<p>7. Assign one supervisor to visit the site once a month / on-call to assist or resolve any difficult problem and as focal person as well</p> <p>8. Provide consultation/assessment on ICT infrastructure and network management to improve the ICT services at CSC</p> <p>9. Provide service units, external HDD for backup purposes and ICT maintenance tools and network monitoring software</p> <p>10. Pull-out procedures within three (3) working days</p> <p>11. Provide free updated anti-virus software</p> <p>12. Provide free basic training on PC maintenance and troubleshooting to CSC employees</p> <p>13. Provide supplies needed for preventive maintenance</p> <p><b>NOTE: The complete Terms of Reference (TOR), technical specifications/requirements and other details of the bidding project are included in the <u>Manual of Bidding Documents</u> which may be secured from the CSC-BAC Secretariat with a <u>non-refundable fee of Php500.00</u>.</b></p>	
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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. **Authorized Representative shall submit a written authority issued by the company management certifying/authorizing that he/she will represent the bidding.**

Bidder/s may secure the Manual of Bidding Documents which contains the complete TOR, specifications/requirements and other components/details of the bidding project from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of Five Hundred Pesos (Php500.00) 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/actual bidding for the project.**

The Pre-Bid Conference shall be conducted on **June 18, 2014 at 11:00 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 **July 2, 2014** and shall be closed strictly at **11:00 A.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. <b>Invitation / Advertisement</b> (Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places for at least 7 calendar days)	June 2, 2014 to July 2, 2014 (Up to the Bid Opening)	PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board
b. <b>Registration of Bidders and Issuance of Bidding Documents</b> to interested bidders	June 2, 2014 to July 2, 2014 (Up to the Bid Opening)	CSC-BAC and BAC-Secretariat Unit
c. <b>Pre-Bid Conference</b>	<b>June 18, 2014</b> @ 11:00 A.M.	CSC-BAC Unit / OFAM Conference Room
d. Deadline for Submission of Eligibility and Bid Requirements	<b>July 2, 2014</b> Strictly at 11:00 A.M.	CSC-BAC Unit / OFAM Conference Room
e. <b>Eligibility Checking</b> (Opening of envelopes containing eligibility requirements)	<b>July 2, 2014 *</b> @ 11:00 A.M.	
f. <b>Bid Opening</b> (Opening of envelopes containing bid proposal/ requirements)	<b>July 2, 2014 *</b> @ 11:30 A.M.  * At least 12 days after Pre-Bid Conference	

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

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