



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2014-13

September 17, 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/distributors of software licenses** and duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS)* (<http://www.philgeps.net>) of the Department of Budget and Management (DBM), to bid through **public bidding** for the following project:

Title of Project: "Procurement of Upgraded/Latest Version of Optical Mark Reader (OMR) Compatible with the Existing System Used by the CSC-Central Office and Regional Offices"

Approved Budget for the Contract: Php 1,193,000.00

Source of Fund: FA Trust Receipts Fund

Specifications/ Requirements:

Item No.	Quantity/ Unit	Item Description	Total Approved Budget
1	1 Lot (17 Licenses)	<p>"Procurement of Upgraded/Latest Version of Optical Mark Reader (OMR) Compatible with the Existing System Used by the CSC-Central Office and Regional Offices"</p> <ul style="list-style-type: none"> ❖ Technical Specifications: <ul style="list-style-type: none"> --- 4 Licenses of Upgraded OMR License with Dongle Key --- 13 Licenses of Latest Version OMR (for Windows) Dongle Key License ❖ Inclusion: 1 unit Scan, Copy Printer with one (1) year warranty on parts and labor for use in the conduct of demonstration testing and training. ❖ Other Technical Specifications: Email, Send Wizard, Delete Images after Renaming, Review Exceptions for More than One Exception; Logging of Changes; Recognition Improvements; Data Export; Freezing Columns/Rows; TWAIN Scan Ahead; Auto Check for Updates; OMR Quick Stats Improvements; and Template Bidder. ❖ Other Requirements: The upgraded software must be compatible or consistent with the existing system/ technology used by ERPO-CSC; Bidder must conduct product demonstration/exhibition or simulation process on September 25 or 26, 2014 or before the bid opening; Winning supplier must provide User Training Orientation. Bidder should provide thirty (30) days money back guarantee and thirty (30) days free technical support and 	<p>Php1,193,000.00 (Inclusive of VAT/ Govt. Taxes/ Service Charges)</p>

		<p>free basic training; and Bidder must submit a certification from the software developer that the company is an authorized distributor of the licensed software in the Philippines.</p> <p>NOTE: Complete technical specifications, requirements and details of the 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 Php1,000.00</u>.</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 representatives shall bring with them written authority/certification to represent in the bidding.

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 Pesos (Php1,000.00)** 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 **September 24, 2014 at 10:30 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 for public bidding on or before October 8, 2014 and shall be closed strictly at 10:30 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. Invitation / Advertisement (Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places for at least 7 calendar days)	September 17 to October 8, 2014 (Up to the date of Bid Opening)	PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	September 17 to October 8, 2014	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference	September 24, 2014 at 10:30 a.m.	CSC-BAC Unit / OFAM Conference Room
d. Deadline for Submission of Eligibility and Bid Requirements	October 8, 2014 Strictly at 10:30 a.m.	CSC-BAC Unit / OFAM Conference Room
e. Eligibility Checking (Opening of envelopes containing eligibility requirements)	October 8, 2014 * at 10:30 a.m.	
f. Bid Opening (Opening of envelopes containing bid proposal/ requirements)	October 8, 2014 * at 11:00 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.

By the Authority of the BAC Chairman:

(SIGNED)

CECILIA C. DELA FUENTE

Director IV, OFAM
Regular Member, CSC-BAC

CSC-BAC SECRETARIAT

OFAM , CSC Central Office
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