



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2014-002

February 6, 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/dealers/distributors of various I.T. equipment*** 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: **“Supply and Installation of Hardware Infrastructure for the New Civil Service Commission (CSC) Website”**

Approved Budget for the Contract: **Php 3,200,000.00**

Source of Fund : **ISSP Fund**

Specifications/ Requirements:

Item No.	Quantity / Unit	Item Description	Total Approved Budget
1	1 Lot	<p>“Supply and Installation of Hardware Infrastructure for the New Civil Service Commission (CSC) Website”</p> <p>A. Hardware Requirements</p> <ul style="list-style-type: none"> ■ 1 unit Blade Server ■ 1 unit Blade Storage ■ 1 unit Blade Enclosure <p>B. 7 sets Installation & Configuration of Wi-Fi Access Solution</p> <p>C. 16 sets Virtual Private Network Appliance (VPN)</p> <p>D. Free training/seminar including venue, materials, food, and certificates to 10 CSC personnel</p> <p>E. Must be certified ISO 9001-2008 QMS and ISO 14001-2004 (EMS)</p> <p>F. Must have Vendor Certification on all equipment and products to be supplied</p> <p>G. Warranty and Maintenance - 3 years on hardware products and 2 years on workmanship; Installation/configuration of equipment to CSC Data Center; and Optimal performance of equipment for 2 years and availability of spare parts for 5 years</p> <p>H. Delivery Period – Within 30 calendar days upon receipt of the Notice to Proceed / Purchase Contract</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 Php3,000.00.</u></p>	<p>Php3,200,000.00</p> <p>(Inclusive of VAT/ Govt. Taxes/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 **Three Thousand Pesos (Php3,000.00)** 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 **February 19, 2014** at 10:00 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 March 3, 2014** and **shall be closed strictly at 9:00 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. Invitation / Advertisement (Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places for at least 7 calendar days)	February 7 to March 3, 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	February 7 to March 3, 2014	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference	February 19, 2014 @ 10:00 A.M.	CSC-BAC Unit / OFAM Conference Room
d. Deadline for Submission of Eligibility and Bid Requirements	March 3, 2014 Strictly at 9:00 A.M.	CSC-BAC Unit / OFAM Conference Room
e. Eligibility Checking (Opening of envelopes containing eligibility requirements)	March 3, 2014 * @ 9:00 A.M.	
f. Bid Opening (Opening of envelopes containing bid proposal/ requirements)	March 3, 2014 * @ 9:00 P.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
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IBP Road, Constitution Hills, Diliman, Quezon City
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