



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2014-005

March 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 ICT 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: "Procurement of Various ICT Equipment for the CSC Central and Regional Offices"

Approved Budget for the Contract: **Php 51,494,818.00**

Source of Fund : **ISSP Fund**

Specifications/ Requirements:

Item No.	Quantity / Unit	Item Description	Total Approved Budget
1	1 Lot	<p>"Procurement of Various ICT Equipment for the CSC Central and Regional Offices"</p> <p><u>ICT Equipment</u></p> <p>A. 500 units Desktop Computer with UPS, Brand-New, Intel Core i7 Processor with OS (Windows 7, 64bit)</p> <p>B. 77 units Laptop Computer, Brand-New, Intel 3rd Gen Core i7 3 i7 3520M / 2.9 GHz with Turbo Speed up to 3.6 GHz (Dual Core) with OS (Windows 7, 64bit)</p> <p>C. 577 sets Office Productivity Tools, MS Office 2013 Standard Volume License</p> <p>D. 9 units Multimedia Projector with screen and document camera</p> <p>E. 277 units Multifunction Laser Printer</p> <p>F. 34 units Colored Ink Jet Printer</p> <p>G. 3 units Laser Printer</p> <p>H. 1 unit Wide Format Printer</p> <p>I. 6 units Biometric Finger Scanner</p> <p><u>Requirements</u></p> <p>A. Bidders or Product Manufacturers must be certified to ISO 9001-2008 (QMS) and ISO 14001-2004 (EMS)</p> <p>B. Three (3) years warranty on all hardware products including free parts and labor onsite.</p> <p>C. Delivery of all equipment to CSC COs and ROs shall be within 60 calendar days. Delivery cost shall be shouldered by the winning bidder.</p> <p>D. Winning Bidder shall provide <u>free</u> training on the operations of equipment including meals, certificates and hand-outs.</p> <p>NOTE: Complete technical specifications, requirements and 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 Php 10,000.00.</u></p>	<p>Php 51,494,818.00</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 Ten Thousand Pesos (Php10,000.00) 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 **March 19, 2014 at 9:00 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 April 2, 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 (<i>Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places for at least 14 calendar days</i>)	March 7 to April 2, 2014	PhilGEPS Website, CSC Website and Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	March 7 to April 2, 2014	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference (<i>Note: Only Bidders which purchased Manual of Bid Documents shall be allowed to join in the Pre-Bid Conference</i>)	March 19, 2014 @ 9:00 A.M.	CSC-BAC Unit / OFAM Conference Room
d. <i>Deadline for Submission of Eligibility and Bid Requirements</i>	April 2, 2014 Strictly at 9:00 A.M.	CSC-BAC Unit / OFAM Conference Room
e. Eligibility Checking (<i>Opening of envelopes containing eligibility requirements</i>)	April 2, 2014 * @ 9:00 A.M	
f. Bid Opening (<i>Opening of envelopes containing bid proposal/requirements</i>)	April 2, 2014 * @ 9:00 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.

(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

CIVIL SERVICE COMMISSION

TERMS OF REFERENCE

Procurement of Various ICT Equipment
for the CSC Central and Regional Offices

VARIOUS ICT EQUIPMENT FOR CSC –CO AND RO’S

1. INTRODUCTION

The Civil Service Commission (CSC) is currently upgrading its ICT infrastructure based on the approved CSC Information Systems Strategic Plan for 2012-2014.

The upgrading includes the procurement of hardware and software components to replace outdated units with the latest technology.

This document shall provide the bidder with general understanding on the needed hardware and software specifications.

2. OBJECTIVE

To replace outdated computers, printers and other ICT equipment for faster processing of office outputs.

3. TECHNICAL SPECIFICATIONS

Lot No.	Qty/ Unit	Item Description (Per “Lot” Basis)	Unit Cost	Sub Total & Grand Total
Lot 1 <i>(Note: With Bidding Fee)</i>		ICT EQUIPMENT * FOR THE CSC CENTRAL AND REGIONAL OFFICES		51,494,818.00
	500	DESKTOP COMPUTERS ** with UPS Brand-New Intel Core i7 Processor with OS (Windows 7, 64bit)		
	77	LAPTOP COMPUTERS ** Brand-New Intel 3rd Gen Core i7 3 i7-3520M / 2.9 GHz with Turbo Speed up to 3.6 GHz (Dual-Core) with OS (Windows 7, 64bit)		
	577	Office Productivity Tools (OLP) MS Office 2013 Standard Volume License		
		Multimedia Projector with screen and document camera		
	9	Multifunction Laser Printer		
	277	Printer, Colored		

	34	Brand-New ink jet (piezoelectric)		
		Laser Printer		
	3			
		Wide Format Printer		
	1			
	6	Biometric Finger scanner		

* Refer to attached detailed specifications of each ICT equipment

** Must be produced by those in the list of manufacturers in the leader quadrant of Gartner "Magic Quadrant for Global Enterprise Desktops and Notebooks" as of November 2013.

Website URL: <http://www.gartner.com/technology/reprints.do?id=1-1H2OV2C&ct=130710&st=sb>

4. BIDDER QUALIFICATION

Bidders or Product Manufacturers must be certified on ISO 9001-2008 (Quality Management) and ISO 14001-2004 (Environmental Management System).

Bidders must submit a vendor certification stating that all equipment to be supplied is brand new, up-to-date products and intended for Philippine market.

5. WARRANTY AND MAINTENANCE

Three (3) years warranty on all hardware products including free parts and labor onsite. It is required that bidder must have accredited service centers located near the CSC Regional Offices ([List of CSC Regional Offices can be found at URL: http://excell.csc.gov.ph/cscweb/dir_ro.html](http://excell.csc.gov.ph/cscweb/dir_ro.html)). Bidders must submit listing of accredited service centers and the CSC Regional Offices it can cater.

Warranty shall also cover the immediate replacement of equipment or defective parts free of charge.

Bidders shall also guarantee the replacement of equipment within 48 hours in-case of any defects/problems incurred during the transit of equipment to the Regional Offices.

6. DELIVERY

Equipment delivery at CSC Central and Regional Offices shall be shouldered by the winning bidder. The names and addresses of the CSC focal persons in the Regional Offices shall be provided by CSC before the scheduled delivery.

ICT Equipment	Quantity	Schedule of availability for inspection
1. Biometric Finger scanners	100%	20 calendar days
2. Desktop and Laptop Computers with Windows 7 and MS Office 2013	(1 st) 50%	20 calendar days
	(2 nd) 50%	35 calendar days
3. Multimedia Projector with screen and document camera	100%	20 calendar days
4. Multi-function Laser Printers, Laser Printers, Wide Format Printer and colored printers	100%	20 calendar days

Bidders must assign technical personnel to assist CSC in the inspection, installation and setup of the ICT equipment in the bidder's/product manufacturer's office/warehouse prior to the delivery at the CSC Central and Regional Offices.

On every inspection, bidders must setup at least 50 Desktop PCs, 15 Laptops, 30 Multi-function printers, 3 Multimedia projectors and 3 Colored printers. Activation of MS Windows and MS Office will be done by the CSC technical person during the inspection. All equipment that passed the inspection must be delivered to the respective CSC Central or Regional Office within 7 calendar days. Delivery of all equipment at the CSC Central and Regional Offices should not exceed 60 calendar working days upon receipt of Notice to Proceed by the winning Bidder.

7. TRAINING COMPONENT

The necessary training on the operations of these equipment shall likewise be provided by the bidder either onsite or offsite. It will be in **two (2) batches with a maximum of forty (40) pax inclusive of meals and snacks**. Certificates and hand-outs shall also be provided. (1st Batch – max 20 pax; 2nd Batch – max 20 pax)

8. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC for the abovementioned ICT equipment for the Central and Regional Offices is Php 51,494,818.00 inclusive of all applicable government taxes and charges and courier cost for the delivery of the equipment to the CSC Regional Offices.

FRANCISCO T. DUQUE III, MD, MSc
Chairman
Civil Service Commission

VARIOUS ICT EQUIPMENT FOR THE CSC CENTRAL AND REGIONAL OFFICES

QUANTITY	ICT EQUIPMENT	DETAILED SPECIFICATIONS
500	DESKTOP COMPUTERS with UPS	Brand-New Intel Core i7 Processor 3.4GHz Intel H61 Express Chipset 4GB DDR3 1 TB 6.0 Gb/s SATA hard drive DVD SuperMulti Drive NVIDIA discrete graphics cards; 18.5" Wide Flat Panel LED Monitor; Wireless NIC 802.11b/g/n Mini Card (1x1) Integrated 10/100/1000 Gbit Ethernet; Rear I/O includes: (4) USB 2.0 ports, RJ-45 Ethernet Port, DVI-D and VGA video ports, audio in/out jacks (5.1 channel audio out) Front I/O includes: (2) USB 2.0 ports, dedicated headphone port, microphone jack VGA port, 3 USB ports; USB Multimedia Keyboard; USB Optical Scroll Mouse with pad; UPS, 650VA; Windows 7 Pro 64bit; and With 3-year warranty on parts and labor Inclusive of courier cost to CSC Regional Offices (minimum of 18 units per region)
77	LAPTOP COMPUTERS	Brand-New Intel 3rd Gen Core i7 3 i7-3520M / 2.9 GHz with Turbo Speed up to 3.6 GHz (Dual-Core) L3 cache - 4.0 MB Mobile Intel QM77 Express Chipset Intel vPro Platform Technology 4.0 GB RAM (can support up to 16 GB) DDR3 SDRAM Technology 1600.0 MHz / PC3-12800 speed 500.0 GB HDD / 7200.0 rpm Serial ATA-300 interface Optical Drive DVD±RW 14.0 inch LED Backlight Technology widescreen with HD and anti-glare features Camera with 1280 x 720 capture resolutions High Definition Audio Stereo speakers , Stereo microphone Input type: Pointing stick, Keyboard, Touchpad with spill-resistant features Wireless 802.11n, Bluetooth 4.0 EDR Bluetooth Class 2 Wireless Controller Intel Centrino Advanced-N 6205 Network Interface Gigabit Ethernet Ethernet Controller Intel 82579LM Windows 7 Pro 64bit; and With 3-year warranty on parts and labor Inclusive of courier cost to CSC Regional Offices (max of 3 units per region)
9	Multimedia Projector with screen and document camera	With 3-year warranty on parts and labor Resolution Native: XGA (1,024 x 768) Maximum: UXGA (1,600 x 1,200), 1080p (1,920 x 1,080) 4:3 (Native), 16:9 Aspect Ratio Contrast Ratio: 4500:1 1.07 billion colors 3,000ANSI lumens (Std), 2,400ANSI lumens (eco) brightness 40" (102cm) ~ 300" (762cm) projection screen size 1.6' (0.5m) ~ 12.2' (3.7m) projection distance Osram 230 W user replaceable P-VIP lamp 2,500 Hours (Standard), 4,000 Hours (ECO) lamp life With ceiling mounting capability 10 watts speaker (Two internal speaker with 5 watts output) IR remote control with laser pointer & PgUp/PgDn functions

		<p>2x digital zoom Separate USB wireless adapter AC input 100~240V auto-switching power supply 352 Watts (Operation), <1 Watts (Standby, LAN off) 33 dBA (Standard mode), 28 dBA (ECO mode) noise level</p> <p>Additional Features: Ultra-Short Throw Distance Interactive Projection Through the Interactive Projection technology, user can either operate the projected Windows OS or applications just like using a mouse or draw a line/circle just like using a marker pen. With the included Acer SmartPen, user can interact with the projected image by either direct touching on the projected surface or remote accessing/drawing in a distance.</p> <p>Display over USB (DoUSB) Except for the display via traditional analog and digital video connectors, e.g. VGA and HDMI, the projector offers additional USB display capability. Image can be displayed directly as soon as the USB cable is connected to the projector from a PC.</p> <p>True 24p With True 24p feature, the projector can display a true 24 fps1080p video content from a Blu-ray Disc (BD) player via HDMI interface. The True 24p delivers the film-like image for perfect visual enjoyment just like seeing a movie in the theatre.</p> <p>Accessories -Digital Connectivity-HDMI™ -Loop Through and Multi-PC Connectivity -Multimedia Screen (70"x 70") -Document Camera (Display Hard copy print out on screen) -USB wireless adapter</p> <p>Inclusive of courier cost to CSC Regional Offices (1 unit per region)</p>
277	Multifunction Laser Printer	<p>Brand-New</p> <p>Printing: 23 print speed (black) 1200 dpi resolution 9 first print out time (black)</p> <p>Copy: 23 copy speed (black) 1200x1200 resolution</p> <p>Scan: Color CIS scan method ITU-T G3, ECM compatibility 1200 optical resolution 4800 enhanced resolution Scan to PC</p> <p>Fax: 33.6 kbps modem speed ITU-T G3, ECM compatibility 4mb (up to 320pages) memory</p> <p>Display: 2 lines x 16 characters</p> <p>General: System Memory – 4 USB 2.0 interface 12000 monthly duty cycle Compatible w/ Windows 2000/XP/Vista/2003 Server/2008 Server, Mac OS X 10.3 ~ 10.6, Various Linux OS With 2 high yield toner (approx.. 2500 pages)</p> <p>With 3-years warranty on parts and labor With extra 2 sets of Toner</p> <p>Inclusive of courier cost to CSC Regional Offices (max of 9 units per region)</p>

34	Printer, Colored	<p>Brand-New ink jet (piezoelectric) 90 nozzles Black, 90 nozzles, each colour (Cyan, Magenta, Yellow, Light Cyan, Light Magenta) Bi-directional printing, Uni-directional printing 5760x1440 dpi (with Variable-Sized Droplet Technology) Approx. 34ppm – Memo (A4) -Black and color Draft Text MAX PHOTO DRAFT - 10X15CM/4X6IN- Approx. 11 sec per photo (W/Border) Approx. 13 sec per photo (Borderless) PHOTO DEFAULT - 10X15CM/4X6IN, Approx. 27 sec per photo (Borderless) Friction feed 1 paper tray Input Capacity - 120 sheets, A4 Plain paper (75g/m2) 20 sheets, Premium Glossy Photo Paper Output Capacity - 50 sheets, A4 Plain Paper (Default mode Text) Paper size A4, A5, A6,B5, 10x15cm (4x6in),13x18cm (5x7in),16:9 wide size, Letter (8 1/2x11in), Legal (8 1/2x14in). Half Letter (5 1/2x8 1/2in), 9x13cm (3.5x5 in),13x20cm (5x8in), 20x25cm DL (110x220mm), C6 (114x162mm)(8x10in), 100x148mm. Envelopes: #10 (4 1/8x9 1/2in), maximum of 8.5"x44" Print margin: 0mm top, left, right, bottom via custom settings in printer driver Color matching: ICM Profiles (Windows), Adobe RGB (Windows) NOISE LEVEL LWAD : 5.0 B(A); LPAM : 34.7 DB(A) AC 220 – 240V, 60Hz Energy Star Certified Hi-Speed USB - Compatible with the USB 2.0 Specification Input data buffer : 64kb Compatible with Windows® 7 (32-bit, 64-bit) / Windows Vista® (32-bit, 64-bit) / Windows XP SP1 or higher (32-bit) / Windows XP Professional x64 edition With 1 set of ink cartridges, and additional 3 more sets of ink cartridges With 3-years warranty on parts and labor Inclusive of courier cost to CSC Regional Offices (1 unit per region)</p>
3	Laser Printer	<p>Brand-New First page out (ready): as fast as 8.5 sec Print quality black (best): Up to 600 x 600 x 2 dpi (1200 dpi effective output) Duty cycle (monthly, A4): Up to 5000 pages Connectivity, standard: 1 USB 2.0 1 Ethernet 1 Wireless 802.11b/g/n Paper handling input, standard 150-sheet input tray Paper handling output, standard 100-sheet output bin Memory, standard 2 MB Compatible w/ Windows 2000/XP/Vista/7/8/2003 Server/2008 Server, Mac OS X 10.4 ~ 10.6, Various Linux OS With 2 standard yield toner (approx.. 1600 pages) With 3-years warranty on parts and labor With extra 2 sets of Toner</p>

1	Wide Format Printer	<p>Brand New</p> <p>Print speed black: ISO Laser comparable up to 15 ppm</p> <p>Print speed color: ISO Laser comparable up to 8 ppm</p> <p>Print quality black (best) :Up to 600 x 1200 dpi</p> <p>Print quality color (best): Up to 4800 x 1200 optimized dpi color</p> <p>Duty cycle (monthly, A4): Up to 12,000 pages</p> <p>Connectivity, standard:</p> <ul style="list-style-type: none"> 1 USB 2.0 1 Ethernet 1 Wireless 802.11b/g/n <p>Paper handling input, standard 250-sheet input tray</p> <p>Paper handling output, standard 75-sheet output tray</p> <p>Memory, standard 16 MB (ROM); 128 MB (DDR RAM)</p> <p>Automatic Duplex printing</p> <p>Media sizes supported:</p> <p>A4, A5, A6, B5 (JIS), 6 x 8 in, Executive, Index card 3 x 5 in, Index card 4 x 6 in, Index card 5 x 8 in, Index card A4, Index card Letter, 3 x 5 in, 4 x 6 in/10 x 15 cm, 5 x 7 in/13 x 18 cm, 8 x 10 in, 10 x 15 cm, L, Photo 2L, 8.5 x 13 in, Legal, Letter, Statement, Ofuku Hagaki, Hagaki Card 100 x 148 mm/Japanese Postcard, Envelope #10, Envelope A2, Envelope C5, Envelope C6, Envelope DL, Envelope Monarch, Card envelope 4.4 x 6 in, JIS Chou #3, JIS Chou #4, 11 x 14 in, 12 x 12 in, B4 (JIS), Tabloid, Super B, A3, A3+ 330 x 483 mm</p> <p>Compatible w/ Windows 2000/XP/Vista/7/8/2003 Server/2008 Server, Mac OS X 10.4 ~ 10.6, Various Linux OS</p> <p>With 1 set of ink cartridges, and additional 3 more sets of ink cartridges</p> <p>With 3-years warranty on parts and labor</p>
6	Biometric Fingerscanner	<p>Brand new</p> <p>32 Bit RISC CPU, 22,000 template capacity, 55,000 event log, 400 bytes per template (template size)</p> <p>128 X 64 graphic display LCD</p> <p>Communications: TCP/IP, 2 RS-232C, 1 Wiegand, 1 RS-485</p> <p>With door phone interface</p> <p>2 ports control motor lock</p> <p>or 1 port control EM/Strike/Deadbolt lock</p> <p>Max DC 12V ~ 24V / 450mA</p> <p>Operation environment: -20 ~ +50C / Lower than 90% RH (Non-condensing)</p> <p>Optical sensor type</p> <p>Sensing area: 13 X 15 mm</p> <p>500dpi</p> <p><.5 sec verification time (1:1) ; <1 sec identification (1:N) Time</p> <p>FRR/FAR: .1% / .0001%</p> <p>Available S/W: Access control, Time & Attendance</p> <p>Dimension: 181mm(W)x109mm(H)x47mm(D)</p> <p>With 3-year warranty on parts and labor</p> <p>Compatible with SQL database</p> <p>Can be readily integrated with the National Computer Center's (NCC)-developed HRMIS (Human Resource Management Information System)</p> <p>Includes the installation/implementation of the Biometric Finger Scanner at the CSC Central Office</p>

**Bidder must have accredited service centers located near the CSC Regional Offices for immediate replacement of equipment or repair of defective parts.*