



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2014-016

December 10, 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/security printers** 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 Services of a Security Printer for the Printing and Packaging of Test Materials for the 2015 Civil Service Examinations"

Approved Budget for the Contract: Php 7,423,700.00

Source of Fund: FA Trust Receipts Fund

Specifications/ Requirements:

Lot	Item Description	Quantity	Date of Examination	Duration of Security Printing
1 Lot	Security Printing of the following:			
	A. Test Booklets		<u>CSE-PPT</u>	
	a. CSE- PPT	375,000	May 3, 2015	April 18 – May 3, 2015
	b. Other CS Examinations (FSOE, Pre-employment / Promotional tests and EOPT)	12,000	October 18, 2015	October 3 - 18, 2014
	B. Answer Sheets		<u>Other CS Exams</u>	Approximately 7 days
	a. CSE- PPT; FSOE; Pre-employment Promotional Tests	381,000	To be announced	
	b. EOPT	10,000		

Other Specifications / Requirements:

- a. Security Printer's Location
- b. Printing Machine/Equipment
- c. Printing and Other Secured Areas
- d. Printing Facilities/ Supplies/ Materials
- e. Packaging and Delivery of Test Materials
- f. Security, Health and Wellness of the Quarantined Staff
- g. Security Measures During and After Quarantine Period
- h. Other Provisions in the Contract

Note: The complete Terms of Reference (TOR) and other bidding requirements are included in the Manual of Bidding Documents which can be secured from the CSC-BAC Secretariat after payment of a **non-refundable amount of Php 5,000.00.**

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 **Five Thousand Pesos (Php5,000.00)** 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 **January 7, 2015 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 for public bidding **on or before January 21, 2015 and shall be closed strictly at 10:00 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)	December 15, 2014 to January 21, 2015 (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	December 15, 2014 to January 21, 2015	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference	January 7, 2015 at 10:00 a.m.	CSC-BAC Unit / OFAM Conference Room

d. <i>Deadline for Submission of Eligibility and Bid Requirements</i>	January 21, 2015 Strictly at 10:00 a.m.	
e. Eligibility Checking (<i>Opening of envelopes containing eligibility requirements</i>)	January 21, 2015 * at 10:00 a.m.	CSC-BAC Unit / OFAM Conference Room
f. Bid Opening (<i>Opening of envelopes containing bid proposal/ requirements</i>)	January 21, 2015 * 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.

(Signed)

DAVID E CABANAG, JR
CSC Assistant Commissioner
CSC-CO BAC Chairman

<p>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</p>
