



CSC-CO BIDS AND AWARDS COMMITTEE

Project Code: **CSC-ITB No. 2015-21**
(ICT Equipment)
October 26, 2015

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/service providers on information and communications technology (ICT) equipment** 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 bid through **public bidding** for the following project:

Title of Project: "Procurement of ICT Equipment for Various CSC Project Development and Implementation"

Approved Budget for the Contract: Php 42,547,720.93

Contract Period: 45 calendar days

Source of Fund: ISSP Fund

Specifications/ Requirements:

Item No.	Qty./Unit	Item Description	Total Approved Budget
	1 Lot	<p>"Procurement of ICT Equipment for Various CSC Project Development and Implementation"</p> <p><u>Technical Specifications</u> <u>(The complete details are included in the Terms of Reference/ Manual of Bidding Documents)</u></p>	Php 42,547,720.93 (Inclusive of VAT/ Govt. Taxes/ Service Charges)
1		a. <u>100 units Desktop Computer</u> , Microtower, Linux OS, 4 th Gen Intel i5-4430 processor , 500GB 7200 RPM 3.5 HD, 18.5" LED monitor, 3 years Warranty on parts, labor and on-site support.	
2		b. <u>245 units Desktop Computer</u> , Microtower, Windows 8 Pro 64Bit, Microsoft Office 2013 Professional Volume License, 4 th Gen Intel Core i7-4770 processor , 2TB 7200 RPM 3.5 HD, 18.5" LED monitor; 650VA UPS and 3 years Warranty on parts, labor and on-site support	
3.		c. <u>5 units Desktop Workstation for Multimedia Graphics Editing</u> , Windows 8 Pro 64Bit, MS Office 2013 Prof. Volume License, 2 years subscription to Adobe Creative Cloud, 4 th Gen. Intel Core, i7-4770 processor , 500GB 7200 RPM 3.5 HDD, 18.5" LED monitor, 650VA UPS and 3 years warranty on parts, labor and on-site support.	
4.		d. <u>180 units Laptop Computer</u> , Intel Core M Processor, 8GB Memory, 13.3-inch HD WLED-backlit IPS Display Touchscreen, 512GB HD, Wireless bluetooth keyboard, Wireless mouse, Wireless LAN and Bluetooth, Windows 8 Pro 64Bit, MS Office 2013 Professional Volume License, with complete accessories, and 3 years warranty on parts, labor and on-site support.	
5.		e. <u>16 units Printer</u> , Inkjet, Hi-speed USB, with 1 set of ink cartridges and additional 3 more sets of ink cartridges, and 3 years warranty on parts and labor.	
6.		f. <u>2 units High Speed Document Scanner + Flatbed Scanner</u> , Automatic/Manual document feeding, Long Doc. Mode = Up to 118", with bundled software for scanning, flatbed scanner and 3 years warranty on parts and labor.	

<p>7.</p> <p>8.</p> <p>9.</p>		<p>g. 16 units Document Scanner, Automatic or Manual document feeding, Long doc. Mode = Up to 118", with bundled software for scanning, flatbed scanner and 3 years warranty on parts, labor and on-site support.</p> <p>h. 17 units Projector, 3LCD, 3-chip technology project system, front/wall mount, Throw Ratio Range= 0.48 – 0.65, 16 W mono speaker, additional Projector Screen (70"x70"), and 3 years warranty on parts, labor and on-site support.</p> <p>i. 17 units Document Camera, 11.7"x 16.5" capture area, 10x digital zoom, auto focus, one-touch image freeze, and 3 years warranty on parts, labor and on-site support.</p> <p><u>Bidder's Qualifications</u></p> <ul style="list-style-type: none"> ➤ Must have vendor certification stating that all products are brand-new, up-to-date products and intended for Philippine market. ➤ Bidders or Product Manufacturers must be certified on ISO-2008 (Quality Mgt.) and ISO 14001-2004 (Environmental Mgt. System) <p><u>Warranty and Maintenance</u></p> <ul style="list-style-type: none"> ➤ Must provide 3 years warranty on all hardware products; ➤ Must have accredited service centers near the CSC Regional Offices ➤ Must guarantee the replacement of equipment within 48 hours in case of defects/problems during transit of equipment; and ➤ Must provide a service unit with the same or higher specifications during pull-out of defective units <p><u>Delivery Period</u></p> <ul style="list-style-type: none"> ➤ Desktop & Laptop Computers with Windows 7 and MS Office 2013 = (1st 50% Qty.= 30 calendar days (CDs); (2nd 50% Qty. = 45 CDs; ➤ Printers = 100% Qty. = 30 CDs ➤ Document Scanners = 100% Qty. = 30 CDs ➤ Projectors with screen & document camera = 100% Qty. = 30 CDs <p><u>Training Component</u></p> <ul style="list-style-type: none"> ➤ Must provide 3 days training (onsite/offsite) on operations of equipment, with max. 50 pax/day inclusive of meals, certificates and hand-outs. Resource person/s must be Certified Microsoft Office Specialists. <p>NOTE: The complete technical specifications/ requirements, details of the project and bidding requirements are included in the <u>Manual of Bidding Documents</u> which can be secured from the CSC-BAC Secretariat with a <u>non-refundable fee of Php 15,000.00.</u></p>	
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All particulars relative to the Eligibility, Technical and Financial Requirements/ Bid Proposal Checking, Bid Evaluation, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of the Revised Implementing Rules and Regulations (RIRR) of the R.A. 9184.

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 passed in the technical requirements shall be declared Passed/Compliant and allowed to participate in the next stage of bidding which is the Bid Opening. Bidders with bid offers/prices which are within the ABC shall be declared Complying Bidders. 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.

Interested parties/suppliers 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 submit or bring with them written authority/certification in representing their companies in the bidding.

The Manual of Bidding Documents which contains the complete terms of reference/scope of works/technical specifications/requirements, schedule of bidding activities, sample bidding forms and other details of the project can be secured from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of Fifteen Thousand Pesos (Php 15,000.00) to be paid to the *CSC Cashier Unit* located at the Pamathalaan Park, CSC Compound, Constitution Hills, Quezon City. Interested parties/suppliers may contact the CSC-BAC Secretariat in advance to ensure the availability of the Manual of Bidding Documents.

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 and bidding activities.

The **Pre-Bid Conference shall be conducted on November 12, 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, technical and financial requirements/bid proposals shall be dropped at the designated "Bid Box for Public Bidding" **on or before November 25, 2015 and shall be closed strictly at 9:00 a.m.** (*timepiece/ clock of OFAM-CSC*) located at the OFAM Room, Basement, CSC Mainbuilding, CSC Central Office, Quezon City and shall be opened on the same date for the **Eligibility Checking and Bid Opening.**

The eligibility, technical and financial requirements/bid proposals 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 the bidding activities for said project:

ACTIVITY	DATE / TIME	PLACE / VENUE
a. Invitation / Advertisement [<i>Publishing in the newspaper for one day and posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC for at least seven (7) calendar days</i>]	<i>October 26 to November 25, 2015 or up to the date of Bid Opening</i>	<i>Newspaper, PhilGEPS and CSC Websites and CSC Procurement Bulletin Board</i>
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	<i>October 26 to November 25, 2015 or up to the date of Bid Opening</i>	<i>CSC-BAC and BAC-Secretariat Unit</i>
c. Pre-Bid Conference (<i>Discussion/ clarification in the TOR, bidding requirements and other details of the project</i>)	November 12, 2015 <i>at 10:00 a.m.</i>	<i>CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)</i>
d. Deadline for Submission of Eligibility, Technical and Financial Requirements/Bid Proposals	November 25, 2015 <i>Strictly at 9:00 a.m..</i>	<i>CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)</i>
e. Eligibility Checking (<i>Opening of envelopes containing eligibility and technical requirements</i>)	November 25, 2015 <i>at 10:00 a.m.</i>	
f. Bid Opening (<i>Opening of envelopes containing financial requirements/bid proposal</i>)	November 25, 2015 <i>at 10:30 a.m.</i>	

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.

DAVID E CABANAG, JR
CSC Assistant Commissioner
CSC-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>
