



CSC BIDS AND AWARDS COMMITTEE

Project Code: **CSC-CO ITB No. 2015-07**
 (Security Services)
 April 22, 2015

INVITATION TO BID (ITB)
(Mode of Procurement: Public Bidding)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites interested **private security agencies/service providers/bidders** duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS)* (<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 Security Services in the CSC Central Office” <u>Requirements/ Specifications:</u> <ul style="list-style-type: none"> ➢ Must be a private security agency; ➢ Must provide a total of fourteen (14) Blue Guards -- Nine (9) guards for day schedule and five (5) guards for night schedule for twelve (12) hours daily duty; ➢ Must have the qualifications of Blue Guards ➢ Must provide equipment and uniform requirements for the blue guards ➢ Must provide equipment requirements for the CSC Building and Grounds Facilities (25 units CCTV with colored monitor and accessories) and Visitors I.D. with lace); and ➢ Must have the following: (1) At least 3 years security agency experience requirements; (2) At least 100 security personnel; (3) With previous contract in any government entity/hospitals/malls/banks; (4) Maintains at least 10 regular personnel handling administrative functions; and (5) With adequate number of owned/registered/licensed firearms and ammunitions, two-way radios and other equipment.
Contract Duration	One (1) Year Contract (subject to multi-year contracts up to 3 years)
Approved Budget for the Contract (ABC)	Php 4,839,644.76 for one year-contract (Inclusive of govt. tax/other applicable taxes)
Source of Fund	CSC General Fund
Other Requirements	The complete Project's Terms of Reference (TOR), scope of services, specifications/requirements and bidding requirements are included in the <i>Manual of Bidding Documents</i> with a <u>non-refundable fee</u> of Php 4,000.00.

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 Regulation (RIRR) of 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 Passing Bidders and allowed to participate in the next stage of bidding which is the Bid Opening. 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 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 submit or bring with them written authority/certification in representing their companies to the bidding.**

Bidder/s may secure the Manual of Bidding Documents which contains the complete terms of reference, scope of services, technical specifications and requirements, bidding requirements, and other details of the project from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of **Four Thousand Pesos (Php4,000.00)** to be paid to the *CSC Cashier Unit* with office located at the Pamathalaan Park, CSC Compound, Constitution Hills, 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 May 14, 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 May 25, 2015 at 10:00 a.m. 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, technical and financial 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 Newspaper for one (1) day and in PhilGEPS and CSC websites, including CSC Bulletin Board and conspicuous places for at least seven (7) calendar days]	April 27 to May 25, 2015 (Bid Opening Date)	Newspaper; PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	April 27 to May 25, 2015 (Bid Opening Date)	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference (Discussion/ clarifications in the TOR, bidding requirements and other details of the project)	May 14, 2015 at 10:00 a.m.	CSC-BAC / BAC- Secretariat (OFAM Conference Room)

<p>d. <i>Deadline for Submission of Eligibility and Bid Requirements</i></p> <p>e. Eligibility Checking <i>(Opening of envelopes containing eligibility and technical requirements)</i></p> <p>f. Bid Opening <i>(Opening of envelopes containing financial / bid proposal requirements)</i></p>	<p>May 25, 2015 <i>Strictly at 10:00 a.m.</i></p> <p>May 25, 2015 <i>at 10:00 a.m.</i></p> <p>May 25, 2015 <i>at 10:30 a.m.</i></p>	<p>CSC-BAC / BAC- Secretariat (OFAM Conference Room)</p>

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-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 Fax No.: 931-8029</p>
