



CSC-CO BIDS AND AWARDS COMMITTEE

Project Code: CSC-ITB No. 2015-04
 (Video Conferencing)
 January 14, 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/distributors of I.T. products or services** 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, Delivery, Installation, Configuration, Testing and Implementation of Video Conferencing Facility for the Civil Service Commission”

Approved Budget for the Contract: Pph 6 Million

Source of Fund: ISSP Fund

Specifications/ Requirements:

Item No.	Quantity/ Unit	Item Description	Total Approved Budget
1	1 Lot	<p>“Supply, Delivery, Installation, Configuration, Testing and Implementation of Video Conferencing Facility for the Civil Service Commission”</p> <p><u>Specifications / Requirements:</u></p> <ul style="list-style-type: none"> ➤ 1 set High Definition Video Codec, 1080p with 1 year warranty ➤ 1 set Multipoint Control Unit (MCU) – 10 HD ports on VM Server with 1 year warranty ➤ 1 set Video Recording – 1 HD recording, 100 Web Streams on VM Server with 1 year warranty ➤ 1 set Mobile Video – 16 HD ports with 1 year warranty ➤ 40 units Tablet Computer with unlimited internet data plan for 1 year and with 1 year warranty <p><u>Inclusion</u></p> <ul style="list-style-type: none"> ➤ Supply, delivery, installation, configuration, testing and implementation of all equipment at the CSC Central Office and client access configurations of all tablet computer ➤ Unlimited Phone and Email Support with 4 hrs. Response Time ➤ Administrator and Users Training 	<p>Pph 6 Million (Inclusive of VAT/ Govt. Taxes/ Service Charges)</p>

	<p><u>Training Component</u></p> <ul style="list-style-type: none"> ➤ Provide training schedule and outline. It should immediately follow after the installation of the facility. ➤ Includes venue, supplies, materials and food for the duration of training in 2 batches (for Admin. Training and Users training). <p><u>Others</u></p> <ul style="list-style-type: none"> ➤ Bidder or Product Manufacturer must be ISO Certified 9001; ➤ 2 years warranty on Video Conferencing equipment and Tablet including free parts and labor on-site ➤ Delivery / installation period is within 30 GWDs <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 Php5,000.00.</u></p>	
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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).

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 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 **Three Thousand Pesos (Php3,000.00)** 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 **February 4, 2015 at 11:00 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 February 18, 2015 at 11:00 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 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 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]	January 26 to February 18, 2015 (Up to the date Of Bid Opening)	Newspaper; PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	January 26 to February 18, 2015 (Up to the date Of Bid Opening)	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference	February 4, 2015 at 11:00 a.m.	CSC-BAC / BAC- Secretariat (OFAM Conference Room)
d. Deadline for Submission of Eligibility and Bid Requirements	February 18, 2015 Strictly at 11:00 a.m.	
e. Eligibility Checking (Opening of envelopes containing eligibility and technical requirements)	February 18, 2015 * at 11:00 a.m.	CSC-BAC / BAC- Secretariat (OFAM Conference Room)
f. Bid Opening (Opening of envelopes containing financial / bid proposal requirements)	February 18, 2015 * at 11:30 a.m. * At least 12 days after Pre-Bid Conf.	

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 Telefax: 931-8029</p>
