



CSC BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2016-12
(2nd Neg. Proc.- 1 Motor Vehicle)
June 15, 2016

INVITATION TO SUBMIT QUOTATION

(Mode of Procurement: **2nd Negotiated Procurement**)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites again **interested bidders/suppliers/dealers/distributors of motor vehicles** 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 participate in the **NEGOTIATION** under the “2nd Negotiated Procurement” mode for the following project:

Title of Project: **“Negotiated Procurement on the Supply and Delivery of One (1) Unit Motor Vehicle for the CSC Central Office”**

Approved Budget for the Contract: **Php 1,800,000.00**

Specifications/ Requirements:

Item No.	Quantity/ Unit	Item Description	Total Approved Budget
1	1 Unit	<p><u>2nd Negotiated Procurement on the Supply and Delivery of One (1) Unit Motor Vehicle for the CSC Central Office</u></p> <p><u>Technical Specifications</u> 2016 Model; Engine Displacement: 2.2 to 3.0; 4 x 2 A/T; Engine Type: Diesel Engine; Overall Length: 4785 to 4895mm; Overall Width: 1815 to 1865mm; Overall Height: 1800 to 1840mm; Suspension: (Front) Independent, Double Wishbone with Coil Over Shock; (Rear) Live Axle, 4 Bar Link, Coil Springs; Tires: Road; Wheels: 17 to 20" Alloy Wheel; and Brakes: (Front) Disc (Rear) Disc.</p> <p><u>Features</u> 6 Speed Automatic Transmission, 7 Seating Capacity, Power Steering, Headlamps, Front & Rear Fog Lamps, Front Bumper, Rear Bumper, Power Mirror, Heated Puddle Lamp, Defogger, Rear Wiper (R), Front & Rear Mud flaps, Lamp, Seats (Leather, Driver), 2-Way Manual (Passenger), 60/40 Tip & Slide, Fold-Flat (2nd Row), 50/50 Fold-flat (3rd Row), Leather Steering Wheel, Leather Gear Shift, Sunvisor (Driver & Passenger Sunvisors with Ticket Holder, Illuminated Mirror & Sliding Rod), Overhead Console with Map Lights, Ambient</p>	<p>P 1,800,000.00 (Inclusive of VAT/ Govt. Taxes)</p>

Lighting, Dome Lamp, Glove Box Lighting, Locking Glove Box Lid, Power Windows (One Touch Up/ Down Driver & Passenger), Power Door Locks, Rear AC Vent, Rear AC Control, Audio System, Cargo System, 6 Airbags, ABS, EBD, Front Seat Belt Pretensioners, Two Outboard 3-pt Rear Seat Belts, Child Proof Door Lock, Remote Keyless Entry, Alarm, Driver & Passenger Beltminder, Front & Rear Park Assist, Rear View Camera, Emergency Brake Light, Electronic Park Control, Cargo Management.

Free Items

Tint, Matting, Seat Cover (Leather), Emergency Roadside Assistance (ERA), 10L fuel, umbrella and tools.

Warranty

100,000 kms. or 3 years whichever comes first

Color

Shade of Grey or Silver

Inclusion

3 years LTO Registration, TPL and Comprehensive Insurance

Delivery Period and Place

Delivery of the vehicle to the **CSC-Central Office** shall be completed **within fifteen (15) calendar days** after receipt of the approved Purchase Order/Notice to Proceed.

OTHER REQUIREMENTS

1. Bidder/supplier/company must be in existence for at least two (2) years and belongs to the same market industry providing similar requirements and goods/machines for the same period.
2. Bidder/supplier/company must be an up-to-date registered member of the Philippine Government Electronics Procurement System (PhilGEPS) under the Department of Budget and Management (DBM).
3. Bidder/supplier/company must be able to comply with the technical specifications/requirements and Negotiated Procurement requirements of the project pursuant to Republic Act 9184 (Government Procurement Reform Act).
4. Bidder/supplier/company must be able to provide preventive/ maintenance/repair services for the vehicle in any of its branches or service centers within Metro Manila and regional areas within the specified time.

GUARANTEE / WARRANTY

The winning supplier/bidder shall guarantee the availability of the vehicle, including their parts, accessories, and other components) which are all original, brand-new and free from any manufacturing defects. Replacement of the defective vehicle or its part/accessory shall be performed within the specified period.

BID VALIDITY

The Bid shall be valid for one hundred twenty (120) calendar days upon submission of bid.

	<p><u>PAYMENT</u></p> <p>To consummate the sale, payment [through a Landbank of the Philippines (LBP)] <u>Cheque</u> shall be made within five (5) government working days (GWDs) after complete delivery of the motor vehicle by the Winning Supplier and attachment of the complete set of documents required for payment processing.</p> <p><u>TAXES</u></p> <p>Any and all taxes, fees, charge, imposts, and other legally imposable fees due or that may become due under the purchase shall be for the account of the supplier.</p> <p>The <u>Civil Service Commission</u>, as a government collecting agency for the Bureau of Internal Revenue, <u>shall deduct allowable government taxes.</u></p> <p><u>DELIVERY PERIOD & PENALTY</u></p> <p>The winning bidder/supplier shall deliver the motor vehicle <u>within fifteen (15) calendar days</u> upon receipt of the approved Purchase Order/Contract and Notice to Proceed.</p> <p>In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) based on the amount specified in the Purchase Order for every day of delay shall be imposed.</p> <p><u>DELIVERY PLACE</u></p> <p>The vehicle shall be delivered to the CSC Central Office, through the Office for Financial and Assets Management (OFAM), located at CSC Mainbuilding, IBP Road, Constitution Hills, Diliman, Quezon City.</p>	
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In this light, **may we invite authorized Company Representatives to participate in the following negotiation/procurement of the vehicle in the CSC Central Office:**

Period of Submission of Bid Proposal/Documents	Activities	Place / Venue
<p>From June 15, 2016 to June 23, 2016 (To be closed at 5:00 p.m.)</p>	<p>Submission of the following documents by the Bidders (Please see attached sample forms/documents and the CRITERIA/RATING for the bid evaluation)</p> <p><u>Eligibility Documents</u></p> <ol style="list-style-type: none"> 1. Copy of Latest Certificate of BIR Tax Clearance 2. Copy of the Latest Income and Business Tax Returns 3. Copy of the Latest Certificate of PhilGEPS Registration <p><u>Technical Document</u></p> <ol style="list-style-type: none"> 1. Technical Specifications Offer <p><u>Financial Document</u></p> <ol style="list-style-type: none"> 1. Bid Price/Price Quotation 	<p>OFAM Room, Basement, CSC Mainbuilding, CSC Central office</p>

<p>June 24, 2016 at 10:00 a.m.</p>	<p>Bid Opening (By the BAC/Bidders)</p> <ol style="list-style-type: none"> 1. Checking of eligibility, technical and financial documents 2. Bid evaluation using the CRITERIA/RATING 3. Declaration of the Winning Bidder 	<p>OFAM Room, Basement, CSC Mainbuilding, CSC Central office</p>
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The complete details of the technical specifications/requirements, criteria of bid evaluation, documentary requirements, and sample forms for the Negotiation can be secured upon request from the CSC-BAC Secretariat.

We are looking forward to your company's participation in the said negotiation.

(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
Tel. Nos. 931-7984; 931-7990; Telefax: 931-8029