



**CSC-CO BIDS AND AWARDS COMMITTEE**

CSC-ITB No. 2016-26  
(1,500 Anti-Virus)  
October 3, 2016

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

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites **interested bidders/suppliers/dealers/distributors of anti-virus software** 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 Anti-Virus Software (AVS) Licenses for 1,500 Workstations at the CSC Central and Regional Offices"

**Approved Budget for the Contract:** **Php 1,500,000.00** (inclusive of gov't. taxes & charges)

**Delivery Period:** **Within fifteen (15) government working days (GWD)**

**Specifications/ Requirements:**

Item No.	Quantity/ Unit	Item Description	Total Approved Budget
1	1 Lot	<p><b>"Procurement of Anti-Virus Software (AVS) Licenses for 1,500 Workstations at the CSC Central and Regional Offices"</b></p> <p><b>Deliverables (Highlights)</b></p> <p><i>[Note: The complete details of the deliverables, bidder qualifications and project estimates are included in the Terms of Reference (TOR)/ Manual of Bidding Documents]</i></p> <ul style="list-style-type: none"> <li>➤ The winning bidder shall provide a <b>3-year AVS license subscription for 1,500 workstations</b> with features/specifications as indicated in the TOR.</li> <li>➤ <b>Warranty and Technical Support:</b> Provide 3-year service warranty; standard technical support; local helpdesk support; on-site and on-call services; conduct of health-check activity on quarterly basis; and provide comprehensive service level agreement.</li> <li>➤ <b>Training and Demonstration:</b> Conduct Proof-of-Concept activity; conduct free training and demonstration; training venue/equipment/materials/meals/snacks/certificates shall be included; maximum of 40 participants (all IRMO-ITD and ICT focal persons from CSCROs); 2 training sessions with 20 pax. per session or 1 session with 40 pax; Resource Person must be certified by the AV company; and conduct of 1 AV awareness training per year during the subscription duration.</li> <li>➤ <b>Required Documents for Submission to End-User:</b> The winning bidder shall submit detailed project document in hard and soft copies - license keys, product media kit, user manual, troubleshooting and installation guide; and service level agreement.</li> </ul>	<p><b>Php 1,500,000.00</b> (Inclusive of govt. taxes/ charges)</p>

*In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*

- **Delivery Schedule:** Delivery of license key/s and product media kit/s shall be made **within fifteen (15) government working days (GWDs)** from receipt of the NTP, PO/Contract and complete requirements
- **Bidder Qualifications:** The winning bidder must have at least 2 of the following awards and recognitions for the last 2 semesters: Passed the VB0100 certification with at least 85 score from Virus Bulletin; Received Advance+ awards from AV comparatives; Recognized as Visionary or Leader in Gartner's Magic Quadrant for Endpoint Protection Platforms; and ICSA Labs certified under Anti-Virus category

**REMINDER:** **Bidders should refer to the Project's TOR and Supplemental Bid Bulletin (if any) for their technical specifications/bid proposal.** The complete TOR, instructions to bidders, invitation to bid, schedule of activities, ABC and sample bidding forms are included in the Manual of Bidding Documents which can be secured from the CSC-BAC Secretariat with a **non-refundable fee of Php1,000.00.**

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 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 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 bring/submit their **written authority/certification** in representing their respective companies in the bidding.

Bidder/s may secure the Manual of Bidding Documents which contains the terms of reference, instructions to bidders, bidding schedules, and sample bidding forms from the CSC-BAC Secretariat during office hours upon payment of a **non-refundable amount of One Thousand Pesos (Php1,000.00)** 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 and bidding activities.** Bidders should coordinate with the CSC-BAC Secretariat two (2) days prior to the Pre-Bid Conference for the availability of the bidding documents.

The **Pre-Bid Conference shall be conducted on October 17, 2016 at 2:00 p.m.** at the OFAM Conference Room, Basement, CSC Main Building, Civil Service Commission, IBP Road, Constitution Hills, Quezon City.

For the **eligibility checking and bid opening**, the eligibility requirements and bid proposals shall be dropped at the designated "Bid Box for public bidding" **on or before October 28, 2016 which 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.

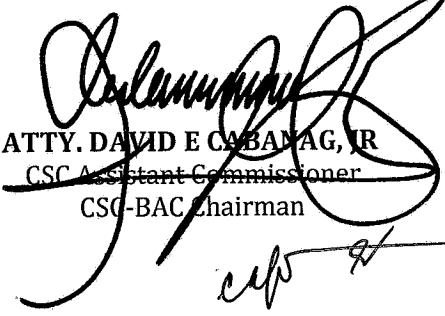
The eligibility requirements and bid proposal/requirements must be sequentially compiled in accordance with the checklist with index tabs and a table of contents for easy document browsing.

The following are the schedules of bidding activities for said project:

ACTIVITY	DATE / TIME	PLACE / VENUE
a. <b>Invitation / Advertisement</b> [Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC]	October 4, 2016 up to the date of the Bid Opening	PhilGEPS and CSC Websites, CSC Procurement Bulletin Board and Newspaper
b. <b>Registration of Bidders and Issuance of Bidding Documents</b> to interested bidders	October 4, 2016 up to the date of the Bid Opening	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
c. <b>Pre-Bid Conference</b> ( Discussion/clarification in the TOR, bidding requirements and other details of the project)	<b>October 17, 2016</b> at 2:00 p.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
d. <b>Deadline for Submission of Eligibility, Technical and Financial Requirements/Bid Proposals</b>	<b>October 28, 2016</b> strictly at 10:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
e. <b>Eligibility Checking</b> (Opening of envelopes containing eligibility and technical requirements)	<b>October 28, 2016</b> at 11:00 a.m.	
f. <b>Bid Opening</b> (Opening of envelopes containing financial requirements/bid proposal)	<b>October 28, 2016</b> at 11:30 p.m.	

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.

  
**ATTY. DAVID E. CABANAG, JR.**  
 CSC Assistant Commissioner  
 CSC-BAC Chairman

**CSC-BAC SECRETARIAT**  
 OFAM Room, Basement, CSC Main Building  
 Civil Service Commission – Central Office  
 IBP Road, Constitution Hills, Diliman, Quezon City  
 Trunkline: 931-7935 or 39 local 506, 545  
 Fax No.: 931-8029