



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-ITB No. **2016-25**
(Mod.Wkstns.-CSI,IAS,HRPSO)
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/manufacturers/dealers/distributors of modular work stations** and 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: "Supply and Installation of Modular Work Stations for the Civil Service Institute (CSI), Internal Audit Service (IAS) and Human Resource Policies and Standards Office (HRPSO)"

Approved Budget for the Contract: **Php 3,305,000.00** (inclusive of government taxes)

Delivery Period: **Within sixty (60) calendar days**

Specifications/ Requirements:

Item No.	Quantity/ Unit	Item Description	Total Approved Budget
1	1 Lot	<p>"Supply and Installation of Modular Work Stations for the Office of the Civil Service Institute (CSI), Internal Audit Service (IAS) and Human Resource Policies and Standards Office (HRPSO)"</p> <p>General Work Requirements (Highlights)</p> <p><i>[The complete details of specifications/requirements are included in the Terms of Reference (TOR) / Manual of Bidding Documents]</i></p> <ul style="list-style-type: none"> ➤ Assessment of the area with initial layout of the modular with specifications; ➤ Conformance with the layout and specifications of the workstations; ➤ Cleaning of all areas affected by the works undertaken; ➤ Fixing/ replacement in case of work damages without additional charge; ➤ Partitions: 6cm aluminum capping and endtrim with aluminum skirting base, durable laminate finish partition with glass panels on top having a height of 45cm for partitions with a height of 135 – 150 cm and 30cm for partitions with a height of 120 cm; Provide 4 aluminum power pole for partitions with 650cm length ➤ Workstations: desk, side return and back table with stainless steel frame or aluminum in powder coat paint finish, Desktops/Tabletops: High-pressure laminate (HPL) finish; ➤ Acoustical panel: laminated finished with a minimum thickness of 6 cm, with equipped aluminum raceway with cover at the baseboard; ➤ Each work station shall have ready accessories – heavy duty 3 drawers mobile pedestal steel cabinet, center drawer and CPU holders; ➤ Tabletops shall be made of 25mm thick particle boards High-Pressure Laminate (PHL) finish with PVC edging and plastic grommets; ➤ All partitions and the peripherals should have 1-year warranty from manufacturer's defect; 	<p>Php 3,305,000.00 (Inclusive of Govt. Taxes)</p>

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

- **Visitor's Chair** in stainless frame, PVC backrest and fabric seat upholstered (varies);
- **Staff Office High back Chair**, mesh back and fabric seat upholstered, lumbar support and armrest, tilting mechanism, gas lift height adjuster, PVC star base with caster (varies);
- **Executive High back Chair** in leatherette finish with armrest, tilting mechanism, gas lift height adjuster and starbase with caster;
- Bidders may also present other alternative designs/specifications for the chairs, the price should be within the approved budget;
- Bidders are required to bring samples for approval;
- **Work Area/Stations Specifications/Measurement:** See Annex A - Approved Layout with Dimensions;
- **Warranty:** Winning Bidder shall issue a Certificate for a **one (1) year warranty** on any work slippage/replacement of parts which are found to be manufacturer's defect; and
- **Delivery Period:** Supply and installation of modular workstations to the CSI, IAS and HRPSO shall be completed within **sixty (60) calendar days** from receipt of the approved NTP and Letter Order/Contract.
- **Delivery Place:** CSI, IAS and HRPSO at CSC Central Office

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 Php3,000.00.**

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 **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 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 1:30 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. Invitation / Advertisement [Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC and newspaper of general circulation]	October 4, 2016 up to the date of the Bid Opening	PhilGEPS and CSC Websites, CSC Procurement Bulletin Board and Newspaper
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	October 4, 2016 up to the date of the Bid Opening	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
c. Pre-Bid Conference (Discussion/clarification in the TOR, bidding requirements and other details of the project)	October 17, 2016 at 1:30 p.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
d. Deadline for Submission of Eligibility, Technical and Financial Requirements/Bid Proposals	October 28, 2016 strictly at 10:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
e. Eligibility Checking (Opening of envelopes containing eligibility and technical requirements)	October 28, 2016 at 10:00 a.m.	
f. Bid Opening (Opening of envelopes containing financial requirements/bid proposal)	October 28, 2016 at 10:30 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
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