



Constitution Hills, Batasang Pambansa Complex
Diliman 1126 Quezon City, Philippines

INVITATION TO BID FOR Procurement of Services of a Private Security Printer for the Printing, Packaging and Delivery of Test Materials for the CY 2021 Civil Service Examinations

1. The Civil Service Commission – Central Office through the Fiscal Autonomy Trust Receipt Fund of CY 2021 intends to apply the sum of **Two Million Nine Hundred Twenty-Eight Thousand Thirty-Three Pesos and Ninety Centavos (PHP2,928,033.90)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Services of a Private Security Printer for the Printing, Packaging and Delivery of Test Materials for the CY 2021 Civil Service Examinations** under Project Identification Number 2021-05. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Civil Service Commission – Central Office now invites bids for the above Procurement Project. Delivery of the Services is required within One (1) month as specified in the requirement. Bidders should have completed within Five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Civil Service Commission – Central Office, through the CSC-BAC/Secretariat and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

Due to the implementation of strict quarantine protocols in the National Capital Region, Prospective Bidders are advised to coordinate first with the BAC Secretariat to schedule an appointment before conducting a visit.

5. A complete set of Bidding Documents may be acquired by interested Bidders from August 23, 2021 and onwards from the given address and website(s) below and upon payment of applicable **fee for the Bidding Documents**, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PHP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through a copy of Official Receipt (OR) to be presented by the Authorized Representative.
6. The Civil Service Commission – Central Office will hold a **Pre-Bid Conference on August 25, 2021 at 10:00 a.m. through videoconferencing** using Microsoft Teams as platform and shall be open to prospective bidders. Below is the invitation link to the pre-bid conference:

Link here: <https://bit.ly/Bidding-2021-0825>

7. Bids must be duly received by the BAC Secretariat through **online or electronic submission** at the email address indicated below on or before **September 9, 2021 at 9:30 a.m.** Late bids shall not be accepted.

Submission and opening of bids will be done pursuant to the guidelines set forth in GPPB Resolution No. 09-2020 and GPPB Resolution No. 12-2020. Bidders are requested to submit manually the original documents (hardcopy) which shall serve as reference of the BAC on or before September 9, 2021 at 9:30 a.m. in the address indicated below.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. **Bid opening** shall be on **September 9, 2021 at 10:15 a.m.** through videoconferencing via Microsoft Teams using an invitation link below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Link here: <https://bit.ly/2021-0909A-Bidding>

10. Representative(s) of prospective bidders must present an Authorization Letter from their company and must have a valid Identification Card (Company ID or any Government-issued ID).
11. The Civil Service Commission – Central Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

CSC-CO BAC Secretariat
Civil Service Commission – Central Office
IBP Road, Constitution Hills, Quezon City

Trunkline No. (02) 8931-7935 or 39, local 508
Direct Line: (02) 8931-7984; Fax No. 8931-8029
Email Address: csc.ofam.pmd@gmail.com

13. You may visit the following website for downloading of Bidding Documents.

www.csc.gov.ph/procurement or www.philgeps.gov.ph

August 12, 2021



ATTY. ARIEL G. RONQUILLO
*CSC Assistant Commissioner and
Chairperson, Bids and Awards Committee*