



IBP Road, Constitution Hills, Batasang Pambansa Complex  
1126 Quezon City, Philippines

## **Invitation to Bid For “Digitization of Human Resource (HR) Records (Service Cards)”**

1. The Civil Service Commission – Central Office through the ISSP Fund intends to apply the sum of **Two Million Nine Hundred Thousand Pesos (Php2,900,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the “**Digitization of Human Resource (HR) Records (Service Records)**” under Project Identification (ID) Number 2023-20. 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 Goods as specified in in Section VI (Schedule of Requirements) of the Bidding Documents. 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 R.A. 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 office hour.
5. A complete set of **Public Bidding Documents (PBD)** may be acquired by interested Bidders from November 29, 2023 and onwards from the [www.csc.gov.ph/procurement](http://www.csc.gov.ph/procurement) (CSC Website). Upon submission of bids, the bidder shall pay the fee in the amount of **Five Thousand Pesos (PHP5,000.00)**. The bidding documents may also be secured from the CSC BAC-Secretariat upon payment of the corresponding fee. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.

The CSC accepts manual payment at the CSC Cashier Unit located at the CSC Mainbuilding, or online payment with the Land Bank of the Philippines (LBP) through Deposit/Fund Transfer to the CSC Bids and Awards Committee Account at the LBP - Batasan Branch with the following details:

Account Name: CSC BIDS AND AWARDS COMMITTEE  
Account Number: 003122-1019-82

The Bidders shall submit and send through email at **csc.ofam.pmd@gmail.com** a scanned or screenshot image of the Transaction Receipt/ Deposit Slip/ Official Receipt as their proof of payment at least a day before the date of bid opening.

Bidders which previously purchased and paid fee for the Public Bidding Documents (PBD) during the first bidding may no longer required to pay the bidding documents fee during the second bidding and thereafter for the aforesaid project.

6. The Civil Service Commission – Central Office will hold a **Pre-Bid Conference** on **December 4, 2023 at 4:30 p.m.** through **videoconferencing** using **Microsoft (MS) Teams** as platform and shall be open to interested bidders. Below is the invitation link to the pre-bid conference:

Link here:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTk5NWRhYjQtZmMwNS00NDIxLWFjYjctYjU2MzYyNDk0Mjdk%40t%40hread.v2/0?context=%7b%22id%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTk5NWRhYjQtZmMwNS00NDIxLWFjYjctYjU2MzYyNDk0Mjdk%40t%40hread.v2/0?context=%7b%22id%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d)

7. **Bids** must be duly received by the CSC-BAC through its BAC Secretariat the **one (1) original copy (hardcopy)** and **one (1) softcopy/electronic copy (with password protection) of the bid documents** in the addressed indicated below and email address at [csc.ofam.pmd@gmail.com](mailto:csc.ofam.pmd@gmail.com) on or before **December 21, 2023 at 9:00 a.m.** Late bids shall not be accepted.
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 or Bid Securing Declaration (BDS).
9. **Bid Opening** shall be on **December 21, 2023 at 11:40 a.m.** through videoconferencing via Microsoft (MS) Teams using an invitation link below:

Link here:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YWRhMmUxMmMtMmFjYS00Y2EyLWFjYjltZDRjOTczOGQ0ODhm%40thread.v2/0?context=%7b%22id%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWRhMmUxMmMtMmFjYS00Y2EyLWFjYjltZDRjOTczOGQ0ODhm%40thread.v2/0?context=%7b%22id%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d)

Pursuant to Item 4.2 (B) of the GPPB Resolution No. 09-2020, Bidder must allow to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.

In case of technicality/error in opening of electronic bid documents using password or problem in the internet connection in the CSC, the BAC shall physically open and check the submitted hardcopy of bid documents and which shall serve as references of the BAC in the bidding.

10. On or before the conduct of Pre-bid Conference, Bid Opening and BAC meetings, the authorized representative(s) of prospective bidders must present Letter of Intent/ Authorization Letter from their company and must have a valid Identification Card (Company ID or any Government-issued ID) which may be done in person or through electronic means.
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) 8931-7990; Fax No. 8931-8029  
Email Address: [csc.ofam.pmd@gmail.com](mailto:csc.ofam.pmd@gmail.com)

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

***[www.csc.gov.ph/procurement](http://www.csc.gov.ph/procurement) or [www.philgeps.gov.ph](http://www.philgeps.gov.ph)***



**ATTY. ARIEL G. RONQUILLO**  
CSC Assistant Commissioner

*Chairperson, CSC CO Bids and Awards Committee (BAC)*

*Prayer*

November 27, 2023