



CSC-CO BIDS AND AWARDS COMMITTEE

Project I.D. No. **2023 - 08**

(Neg. Proc.-Motor Vehicle for CSC Chairman)
April 4, 2023

INVITATION TO NEGOTIATE

(Mode of Procurement: Negotiated Procurement-Two Failed Biddings)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites **interested bidders/suppliers/dealers/distributors of motor vehicles** 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 participate in the "**Negotiated Procurement (Two-Failed Biddings)**" for the following project:

Title of Project: **Negotiated Procurement for the Supply and Delivery of One (1) Unit Motor Vehicle for the Use of CSC Chairman**

Approved Budget for the Contract (ABC): **Php 3,000,000.00** (Inclusive of Govt. Taxes/
Applicable Charges)

Technical Specifications and Requirements:

| Item No. | Quantity/ Unit | Item Description | ABC (Unit Cost) | Total ABC |
|----------|----------------|---|------------------|---|
| 1 | 1 Unit | <p>Supply and Delivery of One (1) Unit Motor Vehicle for the Use of CSC Chairman</p> <p><u>Technical Specifications:</u></p> <p>Model: 2023 Model, Brand-New</p> <p><u>Chassis:</u></p> <p>Body type : Van Seating Capacity: at least 10 persons Fuel Tank Capacity: 65 – 75L Wheels: at least 17 - 19" Alloy Wheels</p> <p><u>Dimensions:</u></p> <p>5200 – 5300 (L) x 1880 - 1995 (W) x 1990 – 2290 (H)</p> <p><u>Engine:</u></p> <p>Type: Diesel Displacement: at least 2,200cc not more than 2,800cc Transmission: Automatic Number of valves: 16</p> <p><u>Accessories/Features:</u></p> <p>Air-conditioning System: Automatic Climate Control With captain seats or similar comfortable seats With dual sliding door Push start button</p> | Php 3,000,000.00 | <p>Php 3,000,000.00 (Inclusive of Govt. Taxes/ Applicable Charges)</p> |

Hill Start Assist
 With Foglamps
 Headlamps – Bi-beam LED
 Side Turn Signal Lights
 Spare Tire – Full-size alloy wheel and tire
 Power Steering or similar or higher technology

Safety and Security:

Manufacturer's Standard

Color:

CSC reserves option to choose

Standard Inclusions:

Free Items (Minimum/whatever appropriate)

Tint, Matting, Seat Cover, Emergency Roadside Assistance (ERA)

Free LTO Registration and TPL Insurance

Warranty:

100,000 kms. or minimum of 3 years whichever comes first

Additional Conditions:

Prospective bidder must own and operate or has affiliate service stations nationwide

Note: specifications should be compliant with motor industry requirements and standards.

Delivery Period & Place:

Delivery of the vehicle to the CSC-Central Office shall be completed **within one hundred eighty (180) calendar days** after receipt of the approved Notice to Proceed.

A. Other Requirements

1. Bidder/supplier/company must be in existence for at least two (2) years and belongs to the automotive 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 bidding requirements of the project pursuant to the Revised Implementing Rules and Guidelines (IRR) of R.A. 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 to any of the vehicle manufacturer's service centers nationwide 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 a reasonable period.

BID VALIDITY

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

PAYMENT

To consummate the sale, payment, through a Landbank of the Philippines (LBP) Cheque, shall be made **within five (5) government working days (GWDs) after complete delivery of the motor vehicle** by the Winning Supplier and attachment of complete supporting documents as required for payment processing.

TAXES

Any and all taxes, fees, charges, imposts, and other legally imposable fees due or that may become due under the purchase shall be for the account of the supplier.

The Civil Service Commission, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

DELIVERY PERIOD

The winning bidder/supplier shall deliver the motor vehicle **within one hundred eighty (180) calendar days** upon receipt of the approved Notice to Proceed (NTP).

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.

DELIVERY PLACE

The motor vehicle shall be delivered to the CSC Central Office, through the Office for Financial and Assets Management (OFAM), located at CSC Main Building, IBP Road, Constitution Hills, Diliman, Quezon City.

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In this light, may we invite authorized Car Dealers/Company Representative/s to participate in the following activities on the negotiated procurement of vehicle in the CSC Central Office:

| Date / Time | Activity | Place / Venue |
|--|--|--|
| <p>April 4 to April 13, 2023 (At least 7 days)</p> | <p>INVITATION / ADVERTISEMENT (Invitation to bidders and posting of procurement announcement/ bid bulletin in the PhilGEPS & CSC Websites/ conspicuous places in the CSC)</p> | <p>PhilGEPS Website; CSC Website, and CSC Procurement Bulletin Board</p> |
| <p>April 13, 2023 at 10:00 a.m.</p> | <p>NEGOTIATED PROCUREMENT CONFERENCE (Online)</p> <p>Discussion of the following:</p> <ul style="list-style-type: none"> • Technical Specifications of the Project (Annex A) • Documents to be submitted by the Bidder for Eligibility Component; Technical Component & Financial Component (Annex B) <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate (Platinum Certificate) (Annex C) 2. BIR Tax Clearance Certificate (Annex D) 3. Income & Business Tax Returns (Annex E) 4. Net Financial Contracting Capacity (NFCC) Computation (Annex F) 5. Technical Specifications Form (Annex G) 6. Best Offer Price or Price Schedule (Annex H) • Criteria/Rating for Best Offer Assessment (Annex I) • Other Concerns | <p>Thru Microsoft (MS) Teams Videoconference</p> <p>MS Teams Meeting Link:</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODkyZDc3YWI0MDI3Zj00NzhILtgyZmEtMjJhNDc0YTMyZy%40threadd.v2/0?context=%7b%22id%22%3a%22b18f772-1cac-4521-9a8b-f077b03a9db6%22%2c%22oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d</p> |
| <p>May 4, 2023 9:00 a.m. Deadline of Submission of Bids (Hardcopy and Softcopy)</p> <p>May 4, 2023 10:00 a.m.</p> <p>May 5, 2023</p> <p>May 8, 2023</p> <p>May 9, 2023</p> | <p>SUBMISSION OF BEST OFFER (Online)</p> <ul style="list-style-type: none"> • <i>Submission of <u>electronic/ softcopy</u> of Best Offer Documents thru email</i> • <i>Submission of one (1) set <u>hardcopy</u> of Best Offer Documents</i> <p>CHECKING OF ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS</p> <p>OPENING OF BEST OFFER (Pass / Fail)</p> <p>DETAILED BEST OFFER (DBO)</p> <p>BEST OFFER ASSESSMENT</p> <p>BEST OFFER RANKING</p> <p>PRESENTATION OF REPORT ON THE ASSESSMENT AND RANKING RESULTS</p> <p>DECLARATION OF BEST OFFER</p> <p>POST QUALIFICATION EVALUATION</p> | <p>CSC-BAC Secretariat at email address: csc.ofam.pmd@gmail.com</p> <p>BAC-Secretariat Unit, OFAM Room, CSC Main Building Central Office, IBP Road, Constitution Hills, Quezon City Tel. No. 8931-7990</p> <p>Thru Microsoft (MS) Teams Videoconference</p> <p>MS Teams Meeting Link:</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzQ0ZTg4MGhNzFk0C00NmYwLThmZGEtZTgzZmlxOTYzNmQ0%40thread.v2/0?context=%7b%22id%22%3a%22b18f772-1cac-4521-9a8b-f077b03a9db6%22%2c%22oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d</p> |

The **Manual of Bidding Documents** for the Negotiated Procurement consisting of the technical specifications, documentary requirements, criteria/rating, etc. can be secured, **free-of-charge**, upon request from the CSC-BAC Secretariat.



ATTY. ARIEL G. RONQUILLO
CSC Assistant Commissioner
CSC-BAC Chairperson



CSC-BAC SECRETARIAT

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