



IBP Road, Constitution Hills, Batasang Pambansa Complex
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 2022 CIVIL SERVICE
EXAMINATIONS”**

1. The Civil Service Commission – Central Office through the Fiscal Autonomy Trust Receipts (FATR) Fund of CY 2022 intends to apply the sum of **Ten Million Four Thousand Two Hundred Forty Nine Pesos and 38/100 (PHP10,004,249.38)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Services of a Private Security Printer for the Printing, Packaging and Delivery of Test Materials for the CY 2022 Civil Service Examinations** under Project Identification Number 2022-01. 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 **Seven (7) 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 office hour.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **March 7, 2022** 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 **Ten Thousand Pesos (PHP10,000.00)**. 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 of the Transaction Receipt/ Deposit Slip/ Official Receipt as their proof of payment at least a day before the date of bid opening.

6. The Civil Service Commission – Central Office will hold a **Pre-Bid Conference on March 10, 2022 at 9:30 a.m. through videoconferencing** using Microsoft Teams as platform and shall be open to prospective bidders. Below is the invitation or link to the pre-bid conference:

Link here: <https://bit.ly/BACMeeting03102022>

7. Bids must be duly received by the BAC Secretariat through **online or electronic submission** at the email address indicated below on or before **March 25, 2022 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 **March 25, 2022 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 **March 25, 2022 at 1:30 p.m.** through videoconferencing via Microsoft Teams using an invitation link below:

Link here: <https://bit.ly/BACMeeting03252022>

Bidder representative must attend the bid opening.

10. 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) 8931-7984; 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

March 1, 2022


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