



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

## **Invitation to Bid for the “Onsite Digitization of Masterlists (List of passers/takers of various CSC-conducted examinations)”**

1. The Civil Service Commission – Central Office through the General Appropriations Act (GAA) of FY 2022 intends to apply the sum of **One Million Two Hundred Pesos (PHP1,200,000.00)** being the Approved Budget for the Contract (ABC), to payments under the contract for the **“Onsite Digitization of Masterlists (List of passers/takers of various CSC-conducted examinations)”** under **Project Identification Number 2022-14**. 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 abovementioned Procurement Project. Delivery of the Goods as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed a contract similar to the Project within **Five (5) years** from the date of submission of bids for this 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 (RIRR) 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 additional 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 hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **September 14, 2022** and onwards from [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

require 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 Main building, or by 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 Bidder shall submit and send through email (**csc.ofam.pmd@gmail.com**) a scanned or screenshot image of the Transaction Receipt/ Deposit Slip/ Official Receipt as proof of payment, at least a day before the date of bid opening.

Bidders which previously purchased and paid fees for the Public Bidding Documents (PBD) during the first bidding are 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 September 19, 2022 at 2:00 p.m. through videoconferencing using Microsoft Teams** as platform. The Pre-Bid 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\\_NDliNjA5ZTltMzdhZS00NTI4LTgwNTMtY2UzNWlxZGE0Nzdk%40thread.v2/0?context=%7b%22Tid%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_NDliNjA5ZTltMzdhZS00NTI4LTgwNTMtY2UzNWlxZGE0Nzdk%40thread.v2/0?context=%7b%22Tid%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 BAC Secretariat through **online or electronic/email submission of one (1) set copy of bid documents (softcopy in archived format with password protection)** at the email address indicated below on or before **October 3, 2022 at 9:30 a.m.** Late bids shall not be accepted.

Bidders shall **submit manually one (1) set copy of original bid documents (hardcopy) on or before October 3, 2022 at 9:30 a.m.** in the address indicated below. 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.

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 **October 3, 2022 at 1:30 p.m.** through video conferencing via **Microsoft Teams** using an invitation link below:

Link here:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YWBOWUzNWYtOWU3Yy00MGVILWExMWYtNDFmNmU2N2RhOGZl%40thread.v2/0?context=%7b%22Tid%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_YWBOWUzNWYtOWU3Yy00MGVILWExMWYtNDFmNmU2N2RhOGZl%40thread.v2/0?context=%7b%22Tid%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, Bidders must submit 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 the opening of electronic bid documents using password, the BAC shall open and check the submitted hardcopy of bid documents and which shall serve as references of the BAC in the bidding.

10. During BAC meetings, 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 presented 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 Section 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
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 and  
Chairperson, Bids and Awards Committee*

September 6, 2022

Date