



**CSC-CO BIDS AND AWARDS COMMITTEE**

CSC-ITB No. 2020- 08  
(Proc. of Laptops & Printers)  
June 29, 2020

**INVITATION TO BID**

*(Mode of Procurement: Public Bidding)*

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites **interested bidders/suppliers/manufacturers/dealers/distributors of ICT equipment particularly laptops and printers**, that are duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS)* (Website: <https://www.philgeps.gov.ph>) of the Department of Budget and Management (DBM), to bid through **public bidding** for the following project:

Title of Project	<b>Procurement of Laptops and Printers</b>
Approved Budget for the Contract (ABC)	<b>PHP18,949,654.50</b> (Inclusive of govt. taxes/applicable charges)
Delivery Schedule/Period	<b>Within forty-five (45) calendar days</b>
Source of Fund	<b>ISSP Fund</b>

**Technical Specifications/ Requirements:**

Item No.	Quantity/ Unit	Item Descriptions	Approved Budget for the Contract (ABC)
1	1 Lot	<p><b>Procurement of Laptops and Printers</b></p> <p><b><u>Highlights of the Project's Technical Specifications (TS)</u></b> <i>(The complete terms of reference/technical specifications and bidding requirements are included in the Manual of Bidding Documents)</i></p> <p><b>Technical Specifications (Minimum Specifications):</b></p> <p><b>A. Laptop (Development) – 30 units (Brand-New)</b></p> <p><u>Processor:</u> Core i7-8665U / AMD Ryzen 7 3700U  <u>Memory:</u> 32GB (2x16GB) DDR4 2400  <u>Storage:</u> 1TB PCIe NVMe Value SSD  <u>Display:</u> 13.3 inches diagonal Full HD (14 inches max); and Resolution of at least 1920 x 1080 @ 60 Hz  <u>Weight :</u> Max. of 1.5 kg.  <u>Network Connectivity:</u> Integrated Ethernet (10/100/1000);  Integrated WiFi (802.11b/g/n/ac); Bluetooth 5.0 capable  <u>Battery:</u> Lithium-polymer battery with at least 50Wh capacity  <u>Interfaces:</u> Two USB 3.1 Gen 1; 1 Thunderbolt (USB Type-C Connector); 1 RJ45; 1 Headphone/microphone combo; 1 HDMI 1.4; 1 Docking Connector; 1 AC Power; Security Lock Slot/Key Hole  <u>Other Features:</u> Keyboard must have Backlit/Backlight and it must be Spill Resistant; Pointing device must be Glass Surface Multi-touch Touchpad; With 720p webcam with Built-in Shutter/Cover; With built-in speaker; Included with Laptop AC adapter/charger (110-220 VAC, 50-60 Hz); Included with Bluetooth Wireless mouse (same brand of laptop); battery included; and included with laptop bag or carrying case; Included USB-C Dock/Docking Station (same brand) (Min. of 2 USB 3.1 Port, 1 Ethernet port, 1 VGA, 2 Display Port, Min. of 3 Simultaneous Display (including laptop), power button; Encryption; Main Drive Encrypted; Passphrase/password's length is 8 characters composed of alphanumeric</p>	<p><b>PHP18,949,654.50</b> (Inclusive of govt./ applicable charges)</p>

Operating System: Latest proprietary business/professional grade OS supported by the workstation  
Other Requirements: 3 years warranty including parts, labor and On-Site

**B. Laptop – 217 units (Brand-New)**

Processor: Core i5-8365U / AMD Ryzen 5 3500U  
Memory: 8 GB (1x8GB) DDR4 2400  
Storage: 256GB PCIe NVMe Value SSD  
Display: 13.3 inches diagonal Full HD (14 inches max); and Resolution of at least 1920 x 1080 @60 Hz  
Weight : Maximum of 1.5 kg.  
Network Connectivity: Integrated Ethernet (10/100/1000; Integrated WiFi (802.11b/g/n/ac); Bluetooth 5.0 capable  
Battery: Lithium-polymer battery with at least 50Wh capacity  
Interfaces: At least 2 USB 3.1 Gen ; at least 1 Thunderbolt (USB Type-C Connector); 1 RJ45; 1 Headphone/microphone combo; 1 HDMI 1.4; 1 Docking Connector; 1 AC Power; and 1 Security Lock Slot/ Key hole  
Other Features: Keyboard must have Backlit/Backlight and it must be Spill Resistant; Pointing device must be Glass Surface Multi-touch Touchpad; With 720p webcam with Built-in Shutter/Cover; With built-in speaker; Included with Laptop AC adapter/charger (110-220 VAC, 50-60 Hz); Included with Bluetooth Wireless mouse (same brand of laptop); battery included; Included with laptop bag or carrying case; Included USB-C Dock/Docking Station (same brand) (Min. of 2 USB 3.1 Port, 1 Ethernet port, 1 VGA, 2 Display Port, Min. of 3 Simultaneous Display (including laptop), power button; Encryption; Main Drive Encrypted; Passphrase/password's length is 8 characters composed of alphanumeric  
Operating System: Latest proprietary business/professional grade OS supported by the workstation  
Other Requirements: 3 years warranty including Parts, Labor and On-Site

**C. PRINTER – 3 units (Brand-New)**

Print Specifications:  
 -- Printing Resolution – Max. of 4800 (Horizontal) x 1200 (vertical) dpi  
 -- Number of Ink Bottles – 4 bottles  
 -- Print Speed – 8.8 ipm for B/W. 50 ipm for Colour  
 -- Supports borderless printing up to A4  
 -- Paper tray that can accommodate A4/A5/B5/Letter/Legal  
System Requirements:  
 -- Supports Windows 10/8.1/7 SPI 1  
 -- Interface – 1 USB 2.0 Hi-Speed  
 -- Supports AC 100 – 24 – V; 50/60 Hz  
 -- Power Consumption – 11W (0.6W Standby)  
 -- Weight – Up to 4.8 Kg.  
Page Yield:  
 -- BK – Up to 6000 pages  
 -- C/M/Y – Up to 7000 pages  
Warranty:  
 -- With 3 years warranty on parts and labor  
 With 2 sets of consumables

**Bidder Responsibilities**

- The main storage of all laptops must be encrypted by the winning bidder using an open source or built-in or proprietary encryption tool. If licensed encryption tool will be used. CSC shall be the owner of the same. The encryption tool to be used shall be explicitly defined in the bid proposal. The winning bidder shall provide CSC the list of encrypted laptops' Serial Numbers and respective passphrase/password.
- The winning Bidder must install/ include the CSC logo through BIOS Loading.
- The winning Bidder must assign technical personnel who shall assist CSC personnel in the inspection of the ICT equipment. The winning bidder must be open for CSC inspection in the bidder/product manufacturer's office/warehouse prior to delivery to the CSC Central Office.

	<ul style="list-style-type: none"> <li>• Except for security, the bidder must ensure no additional software from the manufacturer is installed in the laptop.</li> </ul> <p><b><u>Bidder Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Bidder must submit a vendor certification stating that ll equipment to be supplied are brand-new, up-to-date products and intended for Philippine market.</li> <li>• Bidders must indicate their proposed brand and model in the Technical Requirements.</li> <li>• Bidders or Product Manufacturers must be certified to ISO 9001-2008 or later (Quality Management) and ISO 14001-2004 or later (Environmental Management System).</li> </ul> <p><b><u>Warranty and Maintenance</u></b></p> <p>There shall be three (3) years of warranty on all laptop products including free parts, labor, and on-site support. Warranty shall also cover the immediate replacement of equipment (service unit) with the same or higher specifications during pull-out of defective units or defective parts, free of charge.</p> <p>For other hardware products wherein warranty and maintenance were not mentioned in Section 3. Technical Specifications, there shall be at least one (1) year of warranty including free parts, labor, and on-site support.</p> <p><b><u>Delivery Period</u></b></p> <p>Equipment delivery to the CSC Central Office shall be shouldered by the winning bidder.</p> <p>Delivery of all equipment should not exceed <b>Forty-Five (45) calendar days</b> upon receipt of the Notice to Proceed by the winning Bidder.</p>	
	<p><b>NOTE:</b> <u><b><i>Bidders should refer to the Project's Technical Specifications/Terms of Reference and Supplemental Bid Bulletin (if there is any) for their technical specifications/bid proposal.</i></b></u> The complete TS/TOR, Instructions to Bidders, Invitation to Bid, Schedule of Activities, and sample bidding forms are included in the <u><b><i>Manual of Bidding Documents</i></b></u> which can be availed from the CSC-BAC Secretariat with a <u><b><i>non-refundable fee of One Thousand Pesos (Php10,000.00).</i></b></u></p>	

All particulars relative to the Eligibility, Technical and Financial Requirements/ Bid Proposal Checking, Detailed Bid Evaluation, Post-Qualification/Evaluation and Award of Contract shall be governed by the pertinent provisions of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act 9184 (Government Procurement Reform Act).

Eligibility documents of bidders shall be examined using "PASS/FAIL" criteria. Only the documents of bidders rated "Passed" for all the eligibility requirements shall be evaluated and if found compliant shall be declared Eligible Bidders. The technical and financial requirements shall likewise be examined using the "PASS/FAIL" criteria. The technical and financial documents of the eligible bidder/s whose technical and financial requirements were declared Passed shall undergo a Detailed Bid Evaluation (DBE) and will be ranked thereafter. Bids equal to or lower than the Approved Budget for the Contract (ABC) shall be evaluated based on their responsiveness with the CSC's requirements subject to Post-Qualification Evaluation (PQE) before an award is made. Bids higher than the ABC shall be rejected and returned outright. Applications/ proposals/bids submitted after the deadline and/or incomplete applications shall not be accepted.

Interested parties/bidders/suppliers whose line of business belongs to the industry covering the said procurement item may attend the Pre-bid Conference but shall first register/apply by submitting a Letter of Intent (LOI) at least the day before the Pre-bid Conference to the CSC-BAC Secretariat with address and contact numbers indicated below. Authorized representative/s shall submit written letter of authority/certification as authorized

representative/s of their respective companies as well as bring/present their valid **Identification Cards (ID Cards)**.

The following are the schedules of bidding activities for the said project:

ACTIVITY	DATE / TIME	PLACE / VENUE
<p>a. <b>Invitation / Advertisement</b>                      [Advertisement/Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC]</p>	<p>July 1 to 22, 2020                      (Or up to Bid Opening date)</p>	<p>PhilGEPS Website;                      CSC Website; and                      CSC Procurement Bulletin Board</p>
<p>b. <b>Registration of Bidders and Issuance of Manual of Bidding Documents</b> to interested bidders</p>	<p>July 1 to 22, 2020                      (Or up to Bid Opening date)</p>	<p>CSC-BAC Secretariat Unit, OFAM Room, Basement, CSC-Central Office</p>
<p>c. <b>Pre-Bid Conference</b> (Discussion/clarification of the project's TS/TOR, bidding requirements and other details of the project)</p>	<p><b>July 7, 2020</b>                      at 10:00 a.m.</p>	<p>CSC Resource Center Building, CSC Central Office</p>
<p>d. <b>Deadline for submission</b> of eligibility, technical and financial requirements/bid proposals)</p>	<p><b>July 22, 2020</b>                      at 10:00 a.m.</p>	
<p>e. <b>Eligibility Checking</b> (Opening of envelopes containing eligibility and technical requirements/documents)</p>	<p><b>July 22, 2020</b>                      at 10:00 a.m.</p>	<p>CSC Resource Center Building, CSC Central Office</p>
<p>f. <b>Bid Opening</b> (Opening of envelopes containing financial requirements/bid proposal)</p>	<p><b>July 22, 2020</b>                      at 10:15 a.m.</p>	

The CSC reserves the right to reject any application for eligibility, or all bids for any reasonable and justifiable ground, waive any required formality therein, and to make an award to the bidder whose proposal is deemed most advantageous to the government.

Additional information shall be furnished upon request. All communications should be addressed to the undersigned through the CSC-BAC Secretariat.

  
**ATTY. ARIEL G. RONQUILLO**  
 CSC Assistant Commissioner  
 CSC -BAC Chairman

**CSC - BAC SECRETARIAT**  
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