



INVITATION TO BID FOR THE Supply and Delivery of ICT Supplies and Equipment for the CSCRO IV Digitalization Project (Phase 1)

1. The Civil Service Commission Regional Office IV, through the Trust Fund intends to apply the sum of One Million Five Hundred Forty-Four Thousand Twenty-Five Pesos Only (Php 1,544,025.00) being the ABC to payments under the contract for Supply and Delivery of ICT Supplies and Equipment for the CSCRO IV Digitalization Project (Phase 1) with project reference number CSCROIV-TRU-2023-025 under the following lots:

Lot	ABC
Lot I - Desktop Computers and Peripherals	₱1,183,875.00
Lot II - Office Information and Communication Equipment and Devices	₱360,150.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Civil Service Commission Regional Office IV now invites bids for the above Procurement Project. Delivery of the Goods is required within thirty (30) days upon receipt of the Notice to Proceed. Bidders should have completed, within five (5) years prior to 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 Civil Service Commission Regional Office IV and inspect the Bidding Documents at the address given below during Monday to Friday, 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 7 – 27, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Lot	Amount of Bidding Documents Fee
Lot I - Desktop Computers and Peripherals	₱5,000.00
Lot II - Office Information and Communication Equipment and Devices	₱500.00
Both Lot I and II	₱5,000.00

6. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through e-mail.
7. The Civil Service Commission Regional Office IV will hold a Pre-Bid Conference on June 15, 2023 at 1:30 PM through video conferencing or webcasting via MS Teams (link: <https://bit.ly/CSCROIVPreBidConferenceJune2023>), which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before June 27, 2023 at 8:30 AM. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on June 27, 2023 at 9:00 AM via MS Teams (link: <https://bit.ly/CSCROIVBidOpeningJune2023>). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The Civil Service Commission Regional Office IV 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:

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ro04.procurement@csc.gov.ph
(02)8925-6562
<http://ro4.csc.gov.ph>
<https://www.facebook.com/cscregion4>

13. You may visit the following websites:

For downloading of Bidding Documents: <https://tinyurl.com/CSCROIV-ICT>

06 June 2023

sgd.

Director III RADNE B. JOMUAD
BAC Chairperson