

BIDS AND AWARDS COMMITTEE

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC) invites accredited suppliers/dealers/manufacturers/distributors/bidders duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) of the Department of Budget and Management (DBM), to apply for eligibility and to bid through public bidding for the hereunder project:

Title of Project	“Supply and Delivery of Original Ink and Toner Cartridges for Computer Printers in the CSC-Central Office” Particulars: <i>273 pieces Original Ink/Toner Cartridges with Hewlett Packard (HP), Canon, Epson, Lexmark and Kyocera Brands</i>
Total Approved Budget for the Contract (ABC)	Php 681,031.60
Funding Source	MOOE of CSC-COs

The criteria for eligibility check, examination, evaluation of bids and post-qualification shall be in accordance with the provisions of R.A. 9184 and its Implementing Rules and Regulations.

Applications for eligibility shall be evaluated using “PASS/FAIL” criteria. Only those proponents rated “passed” for all the eligibility requirements shall be declared eligible and allowed to participate in the bidding. Bids equal to or lower than the ABC shall be evaluated based on their responsiveness to the bidding requirements subject to Post-Qualification before an award is made. Bids higher than the ABC shall be rejected and returned outright.

All interested suppliers/dealers/manufacturers/distributors/bidders should submit a Letter of Intent (LOI) on or before **July 14, 2008** to the BAC Secretariat, Basement, CSC Building, Constitution Hills, Batasan Pambansa Complex, Quezon City, with telefax no. 932-2710 or 931-8029. Upon receipt of LOI, the BAC Secretariat shall issue to the prospective bidder a *Checklist of Eligibility Requirements*.

The Eligibility Requirements/Documents shall be dropped at the Bid Box on or before **July 15, 2008** at **1:30 p.m.** located at OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City and shall be opened at 2:00 p.m. on the same day. The eligibility requirements/documents must be sequentially compiled in accordance with the *Checklist of Eligibility Requirements for Bidders* with index tabs and a Table of Contents.

Eligible bidders may secure the Bidding Documents from the BAC Secretariat Unit at the stated address during office hours upon payment of a non-refundable amount of **Five Hundred Pesos (Php 500.00)** with approved Order of Payment to be paid to the Cashier/Collecting Officer located at the Ground Floor, CSC Main Building, Constitution Hills, Quezon City. Applications/proposals/bids submitted after the deadline and/or incomplete applications shall not be accepted.

The following schedules of bidding activities for the above project shall be strictly observed:

Project: "Supply and Delivery of Original Ink and Toner Cartridges in the CSC-Central Office"

ACTIVITY	DATE / TIME	PLACE / VENUE
a. Advertisement in Phil-GEPS/ CSC Web/CSC Bulletin Board and Invitation to Bidders <i>(at least 14 calendar days)</i>	June 27 to July 14, 2008	Phil-GEPS / CSC Web/ CSC Bulletin Board
b. Submission of Letter of Intent (LOI)/ Issuance of Checklist of Eligibility Requirements to the Bidders	June 27 to July 14, 2008	BAC Secretariat Unit/ CSC-OFAM
c. Deadline for Submission of Eligibility Requirements	July 15, 2008 @ 1:30 p.m.	CSC-OFAM Conference Room
d. Opening of Envelopes on Eligibility Requirements	@ 2:00 p.m.	
e. Pre-Bid Conference for the Eligible Bidders	July 17, 2008 @ 2:00 p.m.	CSC-OFAM Conference Room
f. Deadline for Submission of Bid Proposals/Requirements	July 22, 2008 @ 1:30 p.m.	CSC-OFAM Conference Room
g. Opening of Bid Proposals/ Bid Requirements	@ 2:00 p.m.	

The CSC reserves the right to reject any application for eligibility, or all bids without offering any reason, 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 BAC Secretariat.

ATTY. ROGELIO C. LIMARE
Assistant Commissioner, CSC
Chairman, CSC-BAC

June 26, 2008

fn: BAC/Secretariat/IAEB-OFAM-Ink and Toner Cartridges.doc