

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/distributors/bidders of airconditioning machines 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 following project:

Title of Project:	"Supply and Installation of Six (6) Units Airconditioning Machines in the CSC Central Office" (Public Bidding)
Approved Budget for the Contract (ABC):	Php 400,000.00
Source of Fund:	CSC Capital Outlay

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/Evaluation before an award is made. Bids higher than the ABC shall be rejected and returned outright.

All interested suppliers/dealers/distributors/bidders should submit a Letter of Intent (LOI) on or before **August 4, 2008** to the BAC Secretariat, Basement, CSC Building, Constitution Hills, Quezon City, with telefax nos. 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 **August 5, 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 said project shall be strictly observed:

Project: “Supply and Installation of Six (6) Units Airconditioning Machines in the CSC-Central Office”

ACTIVITY	DATE / TIME	PLACE / VENUE
a. Advertisement in Phil-GEPS/ CSC Web/CSC Bulletin Board and Invitation to Prospective Bidders <i>(at least 14 calendar days)</i>	July 14 to August 5, 2008	Phil-GEPS / CSC Web/ CSC Bulletin Board
b. Submission of Letter of Intent (LOI)/ Issuance of Checklist of Eligibility Requirements to the Bidders	July 14 to August 4, 2008	BAC Secretariat Unit/ CSC-OFAM
c. Deadline for Submission of Eligibility Requirements	August 5, 2008 @ 1:30 p.m.	CSC-OFAM Conference Room
d. Opening of Envelopes on Eligibility Requirements <i>(Eligibility Checking)</i>	@ 2:00 p.m.	
e. Pre-Bid Conference for the Eligible Bidders	August 12, 2008 @ 2:00 p.m.	CSC-OFAM Conference Room
f. Deadline for Submission of Bid Proposals/Requirements	August 19, 2008 @ 1:30 p.m.	CSC-OFAM Conference Room
g. Opening of Bid Proposals/ Bid Requirements <i>(Bid Opening)</i>	@ 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.

(Signed) **ATTY. ROGELIO C. LIMARE**
Assistant Commissioner, CSC
Chairman, CSC-BAC

July 9, 2008

fn: BAC/Secretariat/IAEB- 6 units Airconditioners.doc