



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2014-012

August 14, 2014

INVITATION TO BID (ITB)

(Mode of Procurement: Public Bidding)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites again interested ***bidders/suppliers/service providers*** on janitorial services and duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS)* (<http://www.philgeps.gov.ph>) of the Department of Budget and Management (DBM), to participate and bid through **public bidding** for the following project:

Title of Project: “Re-bidding on the Procurement of Janitorial Services in the CSC Central Office”

Approved Budget for the Contract: Php 5 Million

Contract Duration: One (1) Year

Specifications/ Requirements:

Item No.	Quantity/ Unit	Item Description	Total Approved Budget
1	1 Lot	<p>“Procurement of Janitorial Services in the CSC Central Office (CO)”</p> <p>a. To provide 27 Janitorial Personnel to CSC-CO consisting of:</p> <ul style="list-style-type: none"> • 23 Janitorial Personnel; • 1 Skilled Carpenter; • 1 Skilled Aircon Technician; • 1 Skilled Worker, preferably Electrician/Plumber; and • 1 Supervisor. <p>b. To provide supplies/materials and use of tools/ equipment for janitorial services on monthly and quarterly basis.</p> <p>c. To render janitorial and maintenance services at the office premises for a minimum of 8 hours per day and 6 days per week.</p> <p>d. To perform the daily, weekly, monthly and periodic activities/services and other miscellaneous services.</p> <p>NOTE: The complete Terms of Reference (TOR), technical specifications/requirements and other details of the bidding project are included in the <u>Manual of Bidding Documents</u> which may be secured from the CSC-BAC Secretariat with a <u>non-refundable fee of Php5,000.00.</u></p>	<p>Php 5 Million (Inclusive of VAT/ Govt. Taxes/ Charges)</p>

Eligibility of bidders shall be evaluated using “PASS/FAIL” criteria. Only those bidders rated “Passed” for all the eligibility requirements shall be declared eligible bidders and allowed to participate in the next stage of bidding which is the Bid Proposal Checking. Bids equal to or lower than the ABC shall be evaluated based on their responsiveness with the CSC’s requirements subject to Post-Qualification Evaluation 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.

All particulars relative to the Eligibility Checking, Bid Proposal Checking, Bid Evaluation, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulation (RIRR).

Interested bidders shall register/apply first by submitting a Letter of Intent (LOI) to the CSC-BAC Secretariat with address and contact numbers indicated below. Authorized Representative shall submit a written authority issued by the company certifying/authorizing that he/she will represent the bidding.

Bidder/s may secure the Manual of Bidding Documents which contains the complete Terms of Reference (TOR), specifications/requirements and other components/details of the bidding project from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of Five Thousand Pesos (Php5,000.00) to be paid to the *CSC Collecting Officer/Cashier* with office located at the Pamathalaan Park, CSC Compound, Diliman, Quezon City.

As an internal CSC-BAC policy, only those who purchased the Manual of Bidding Documents shall be allowed to join/participate in the Pre-Bid Conference and Bid Opening for the project.

The **Pre-Bid Conference** shall be conducted on **September 24, 2014 at 9:00 a.m.** at the OFAM Conference Room, Basement, CSC Main Building, Civil Service Commission, IBP Road, Constitution Hills, Quezon City.

The eligibility requirements and bid proposals shall be dropped at the designated Bid Box on or before **October 8, 2014** and shall be closed strictly at **9:00 a.m. (timepiece/ clock of OFAM-CSC)** located at the OFAM Room, Basement, Civil Service Commission, IBP Road, Constitution Hills, Quezon City and shall be opened on the same date for the Eligibility Checking and Bid Opening.

The eligibility requirements and bid proposal/requirements must be sequentially compiled in accordance with the checklist with index tabs and a table of contents for easy document browsing.

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

ACTIVITY	DATE / TIME	PLACE / VENUE
a. Invitation / Advertisement (Posting in the Newspaper of general circulation for one (1) day and in PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places for at least seven (7) calendar days)	August 15, 2014 to October 8, 2014 (Up to the Bid Opening)	Newspaper; PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board

<p>b. Registration of Bidders and Issuance of Bidding Documents to interested bidders</p>	<p>August 15, 2014 to October 8, 2014 (Up to the Bid Opening)</p>	<p>CSC-BAC and BAC-Secretariat Unit</p>
<p>c. Pre-Bid Conference (Discussion/clarification on the the legal/technical/financial requirements; TOR and Manual of Bidding Documents of the project)</p>	<p>September 24, 2014 @ 9:00 A.M.</p>	<p>CSC-BAC Unit / OFAM Conference Room</p>
<p>d. Deadline for Submission of Eligibility and Bid Requirements</p> <p>e. Eligibility Checking (Opening of envelopes containing eligibility requirements)</p> <p>f. Bid Opening (Opening of envelopes containing bid proposal/ requirements)</p>	<p>October 8, 2014 (Strictly to be closed at 9:00 A.M.)</p> <p>October 8, 2014 * @ 9:00 A.M.</p> <p>October 8, 2014 * @ 9:00 A.M.</p> <p>* At least 12 days after Pre-Bid Conference</p>	<p>CSC-BAC Unit / OFAM Conference Room</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.

(Signed)

DAVID E CABANAG, JR
CSC Assistant Commissioner
BAC Chairman

CSC-BAC SECRETARIAT
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