

## REQUEST FOR EXPRESSION OF INTEREST

The Civil Service Commission (CSC) through its Bids and Awards Committee (BAC), invites bidders/suppliers/manufacturers/distributors/contractors registered with the Philippine Government Electronic Procurement System (PhilGEPS) ([www.philgeps.net](http://www.philgeps.net)) of the Department of Budget and Management (DBM), to bid **(inclusive of VAT and Govt. Tax)** for the hereunder project:

**Learning Service Provider for the conduct of Leadership Series**

### **REQUIREMENTS / SPECIFICATIONS:**

**Interested parties may submit proposal based on the details provided under the Terms of Reference hereto attached**

*For further details/copy of the **Terms of Reference (TOR)** please contact **Mr. Mark Anthony Malitan** with Tel. No. 931 7935/39 loc. 301-304*

**Approved Budget P300,000.00**

Prospective bidders should have experience in undertaking a similar project within the last five (5) years with an amount at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

The complete schedule of activities is listed, as follows:

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|---|----------------------------|
| <b>1) Issuance of Request forms (Canvass stage)</b> | <b>: May 6 to 13, 2015</b> |
| <b>2) Opening of Bids / Quotations</b>              | <b>: May 14, 2015</b>      |
| <b>3) Evaluation of Bids /Quotations</b>            | <b>: May 14, 2015</b>      |
| <b>4) Awarding of Bids / Notice of Award</b>        | <b>: May 15, 2015</b>      |

The Civil Service Commission assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of bid.

### **General Conditions/ Requirements:**

1. Bid prices/proposal higher than or above the stated CSC's approved budget for the contract (ABC) shall be disqualified.
2. Prospective bidders should have experience in undertaking a similar project within the last five (5) years with an amount at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.
3. Bidders may send their Price Quotation/Bid Proposal to the CSC-BAC through facsimile (fax) at telefax numbers 931-8029 / 931-7984, or drop it personally in the Bid Box located at the General Services Division-OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City.
4. Bidders shall indicate in their price quotation/s the corresponding Solicitation No./ Reference No. found in the PhilGEPS Bid Notice of Abstract, for the identification of the project/items.

5. **If applicable, all items shall be delivered first before the payment is made by the CSC within the prescribed dates. Delivery time shall from 8:30 to 11:30 am and 1:30 to 3:00 pm** at the General Services Division-OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City, to have time for inspection/acceptance/audit of the items by the CSC Inspectors/End-User/COA Auditor.
6. **The CSC, as a collecting agency for the Bureau of Internal Revenue (BIR), shall deduct allowable government taxes.**
7. Bidders who are first timer to participate in the CSC's procurement/bidding, shall submit a copy of their "PHILGEPS REGISTRATION CERTIFICATE" upon submission of the price quotation.
8. Bidders must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".

You may submit your Bid Proposal / Price Quotation to the following:

<p><b>SAM V. MANGLICMOT</b> Head, CSC-BAC Secretariat Civil Service Commission – Central Office IBP Road, Constitution Hills, Quezon City Tel. No. 931-7984; Fax No. 931-8029</p>
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Buyer Coordinators: Ms. Gemma F. Oxciano  
Address: Civil Service Commission  
National Government Center,  
Constitution Hills, Diliman,  
District, City/Town: Quezon City  
Province: NCR  
Postal Code: 1126  
Telephone: (632) 931-7935/39 loc. 545 or 506  
Fax: (632) 931-8029 / 931-7984

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