



**CSC-CO BIDS AND AWARDS COMMITTEE**

CSC-ITB No. 2019-06  
(Events Organizer for 2019 HR Symposium)  
April 26, 2019

**INVITATION TO BID (ITB)**  
(Method of Procurement: Public Bidding)

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

Title of Project	<b>Engagement of an Events Organizer for the Conduct of 2019 Public Sector HR Symposium (July 24-26, 2019 in Pasay City)</b>
Approved Budget for the Contract (ABC)	<b>Php1,650,000.00</b> (Inclusive of govt. taxes)
Source of Fund	CSC Training Fund

**Specifications/ Requirements:**

Item No.	Quantity/ Unit	Item Description	ABC
1	1 Lot	<p><b>Engagement of an Events Organizer for the Conduct of 2019 Public Sector HR Symposium (July 24-26, 2019 in Pasay City)</b></p> <p><u>Highlights of the Project's Terms of Reference (TOR):</u> (The complete details of the TOR, instructions to bidders, schedules of bidding and bidding documents requirements are included in the Manual of Bidding Documents)</p> <p>➤ <b>Scope of Services and Deliverables:</b> The Symposium requires a tastefully-designed, well-defined lighting with special effects, and other state-of-the-art technical requirements that only a qualified and experienced <b>Events Organizer (EO)</b> can provide. The CSC requires the services of an EO to help the CSC plan, organize and execute the activities of the Symposium.</p> <p><b>A.</b> Creatives: Translation and execution of Symposium Concept and Program Flow;  <b>B.</b> Event Visual Imaging: Thematic Visual Imaging during Plenary Day 1, Fellowship Day 1 and Plenary Day 3.  <b>C.</b> Deck/Presentation Calibration and Enhancement for Plenary Day 1 and Plenary Day 3  <b>D.</b> Graphic Designs (Comprehensive Studies up to Final Work)  <b>E.</b> Fabrication with Installation  <b>F.</b> Day 1: Plenary Sessions  <b>G.</b> Day 2: Breakout Concurrent Sessions in Multiple Function Rooms  <b>H.</b> Day 3: Plenary Sessions  <b>I.</b> AVP Production</p>	<p><b>Php1,650,000.00</b> (inclusive of govt. taxes)</p>

**Bawat Kawani, Lingkod Bayani**

	<p>➤ <b>QUALIFICATIONS:</b> EO must have expertise in Event Management with proven track record in managing and coordinating major local and international gatherings with at least 2,000 participants; Can provide a detailed plan, flow of activities, technical staff, and state of the art materials and equipment required for the Symposium; duly registered with an appropriate government regulatory board; Can ensure uninterrupted power supply in the venue during the event; and an accredited member of PhilGEPS-DBM.</p> <p>➤ <b>DURATION:</b> Provision of service for the conceptualization, implementation, and post-production requirements will be within an aggregate period of 3 months from the date of signing of the Contract.</p> <p>➤ <b>BUDGETARY REQUIREMENTS:</b> Hiring the services of an EO shall not exceed the approved budget of <b>P1,650,000.00</b>, inclusive of all applicable taxes, payable in 3 tranches – 50% of the total contract price to be released 2 weeks before the event; 25% of the total contract price on the first day of the event; and and 25% within 15 working days upon submission and approval of all deliverables.</p> <p>➤ <b>CONFIDENTIALITY CLAUSE:</b> The EO shall not, during the term of the engagement and thereafter, disclose any confidential information obtained or acquired by them in connection with the above tasks and deliverables except upon the issuance of a written consent by the CSC Chairperson. The CSC reserves the right to review all works and outputs to be submitted by the EO prior to the release of the full compensation agreed upon.</p> <p><b>REMINDER: <u>Bidders should refer to the Project's TOR/ and Supplemental Bid Bulletin (if there is any) for their technical specifications proposal and bid proposal.</u></b> The TOR, instructions to bidders, invitation to bid, schedule of activities, and sample bidding forms are included in the <u>Manual of Bidding Documents</u> which can be secured from the CSC-BAC Secretariat with a <b><u>non-refundable fee of One Thousand Five Hundred Pesos (Php1,500.00).</u></b></p>
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All particulars relative to the Eligibility, Technical and Financial Requirements/Bid Proposal Checking, Detailed Bid Evaluation, Post-Qualification/Evaluation and Award of Contract shall be governed by the pertinent provisions of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act 9184 (Government Procurement Reform Act).

Eligibility documents of bidders shall be examined using "PASS/FAIL" criteria. Only the documents of bidders rated "Passed" for all the eligibility requirements shall be evaluated and if found compliant shall be declared Eligible Bidders. The technical and financial requirements shall likewise be examined using the "PASS/FAIL" criteria. The technical and financial documents of the eligible bidder/s whose technical and financial requirements were declared Passed shall undergo a Detailed Bid Evaluation and will be ranked thereafter. 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.

The **Pre-Bid Conference** shall be conducted on **May 9, 2019 at 10:00 a.m.** at OFAM Conference Room, Basement, CSC Mainbuilding, Civil Service Commission, IBP Road, Constitution Hills, Quezon City.

Interested/prospective bidder/s whose line of business belongs to the industry covering the said procurement item may attend the Pre-bid Conference but shall first register/apply by **submitting a Letter of Intent (LOI) at least the day before the Pre-bid Conference** to the CSC-BAC Secretariat with address and contact numbers indicated below. Authorized representatives shall submit or bring with them I.D. card/s and **written authority/certification** as representative/s of their respective companies.

Bidders shall submit/drop their eligibility, technical and financial documents at the designated Bid Box for public bidding on or before May 22, 2019 and shall be closed strictly at 10:00 a.m. (timepiece/clock of OFAM-CSC) located at the OFAM Room, Basement, CSC Mainbuilding, CSC Central Office, IBP Road, Constitution Hills, Quezon City and shall be opened on the same date for the **Eligibility Checking and Bid Opening**.

The eligibility, technical, and financial requirements must be sequentially compiled in accordance with the checklist of documents 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. <b>Invitation / Advertisement</b> (Invitation, Advertisement/Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC)	May 2 to 22, 2019 (Or up to Bid Opening date)	PhilGEPS Website; CSC Website; and CSC Procurement Bulletin Board
b. <b>Registration of Bidders and Issuance of Manual Bidding Documents</b> to interested bidders	May 2 to 22, 2019 (Or up to Bid Opening date)	OFAM Room, Basement, CSC Central Office
c. <b>Pre-Bid Conference</b> (Discussion/clarification in the TOR, bidding requirements and other details of the project)	<b>May 9, 2019</b> at 10:00 a.m.	OFAM Conference Room, Basement, CSC Mainbuilding, CSC Central Office
d. <b>Deadline for Submission of Eligibility, Technical and Financial Documents/Requirements</b>	<b>May 22, 2019</b> at 10:00 a.m.	OFAM Room, Basement, CSC Central Office
e. <b>Eligibility Checking</b> (Opening of envelopes containing eligibility and technical documents/requirements)	<b>May 22, 2019</b> at 10:00 a.m.	OFAM Conference Room, Basement, CSC Mainbuilding, CSC Central Office
f. <b>Bid Opening</b> (Opening of envelopes containing financial bid proposal/ requirements)	<b>May 22, 2019</b> at 10:30 a.m.	

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.

  
**ATTY. ARIEL G. RONQUILLO**  
 CSC Assistant Commissioner  
 CSC -BAC Chairman

**CSC-BAC SECRETARIAT**  
 OFAM, Civil Service Commission - Central Office  
 IBP Road, Constitution Hills, Quezon City  
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