



**CSC-CO BIDS AND AWARDS COMMITTEE**

CSC-ITB No. 2019-12  
 (Rebidding-Narra Wood Planks at Exec. Ofcs.)  
 June 20, 2019

**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/contractors of installation of narra wood planks** duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS)* (<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>"Re-bidding on the Supply, Delivery and Installation of Narra Wood Planks at Executive Offices, 2<sup>nd</sup> Floor, CSC Maibuilding"</b>
Approved Budget for the Contract (ABC)	<b>P 1,350,000.00</b> (Inclusive of govt. taxes/applicable charges)
Source of Fund	CRF – FATR Fund

**Specifications/ Requirements:**

Item No.	Quantity/ Unit	Item Description	ABC
1	1 Lot	<p><b>"Re-bidding on the Supply, Delivery and Installation of Narra Wood Planks at Executive Offices, 2<sup>nd</sup> Floor of the CSC Mainbuilding"</b></p> <p><b><u>Highlights of the Project's Terms of Reference (TOR)</u></b>            (The complete scope of works, specifications/requirements and bidding requirements are included in the TOR/ Manual of Bidding Documents)</p> <p><b><u>Scope of Works</u></b></p> <ul style="list-style-type: none"> <li>➤ Ocular inspection of the site and existing facilities of the building</li> <li>➤ Supply, delivery and installation of Narra Wood Planks -- the OFAM-BGMD shall provide sample of narra wood planks to Contractor for its reference</li> <li>➤ Safe Conduct of Work – provide safe conduct of work, careful removal and disposal of materials marked for salvage, protection of the portions, and coordination with other works in progress, if any, and timely disconnection of utility services</li> <li>➤ Hauling of Materials/Debris – the Contractor will not be allowed to use the elevator of the building for the hauling of materials/debris to and from the working area. The hauled materials shall be hoarded in an area designated by the OFAM-BGMD</li> <li>➤ Cleaning – the Contractor shall ensure that the contracted area is cleaned and ready for occupancy</li> <li>➤ <b>Specifications:</b> Provision for labor and materials, equipment, facilities, supervision and other items necessary for the completion of the project; Protection of all exposed structure adjacent to the area of work; All exposed structure adjacent to</li> </ul>	<p><b>P 1,350,000.00</b>            (Inclusive of govt. taxes/applicable charges)</p>

**Bawat Kawani, Lingkod Bayani**

the area of work shall be protected while the project in progress

- **Materials:** Installation of Narra wood planks on the interior flooring, use 20.00 cm. x 120.00 cm. Narra wood planks (1" in thickness) approved by the end-user; and Use of the appropriate adhesive for installing the wood planks.
- **Workmanship:** All works shall be done employing the highest degree of workmanship as called for in these specifications and guaranteed to suit the standard engineering practices as approved by the BGMD Project-in-Charge.
- **Safety and Precautions:** The Contractor shall provide at all times safety measures during contract implementation period; the Contractor shall, on a daily basis, maintain the area free from debris, rubbish and any foreign matter to prevent blocking or clogging of floor drain; and the Contractor shall be liable for any loss or damage to the building due to negligence of its representatives, employees and laborers.
- **Site Cleaning:** The Contractor shall at all times prevent the accumulation of waste materials or rubbish in the working area by removing them from the premises and depositing the same at designated place; and upon completion of the works and before final payment is made, the Contractor shall remove from the site without expense to the CSC, all temporary structures, surplus and rubbish of any sort and shall leave the whole area in good order and condition.
- **Delivery Period:** The winning bidder/supplier shall complete/ accomplish the project **within sixty (60) calendar days** upon receipt of the approved Notice to Proceed/ Contract.
- **Other Specifications/Requirements/Special Provisions:** Please refer to the TOR and Manual of Bidding Documents.

**REMINDER: Bidders should refer to the Project's TOR and Supplemental Bid Bulletin (if any) for their technical specifications/bid proposal.** The complete TOR, instructions to bidders, invitation to bid, schedule of activities, and sample bidding forms are included in the Manual of Bidding Documents which can be availed from the CSC-BAC Secretariat with a **non-refundable fee of One Thousand Pesos (Php1,000.00).**

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 **June 26, 2019 at 10:30 a.m.** at OFAM Conference Room, Basement, CSC Mainbuilding, Civil Service Commission – Central Office, 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 ID card/s and **written authority/certification** as representative/s of their respective companies.

The **eligibility requirements and bid proposals shall be dropped at the designated Bid Box for public bidding on or before July 15, 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> <i>[Advertisement/Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC]</i>	June 20 to July 15, 2019 <i>(Or up to Bid Opening date)</i>	PhilGEPS Website; CSC Website; and CSC Procurement Bulletin Board
b. <b>Registration of Bidders and Issuance of Manual Bidding Documents</b> to interested bidders	June 20 to July 15, 2019 <i>(Or up to Bid Opening date)</i>	OFAM Room, Basement, CSC- Central Office
c. <b>Pre-Bid Conference</b> <i>(Discussion/clarification in the TOR, bidding requirements and other details of the project)</i>	<b>June 26, 2019</b> at 10:30 a.m.	OFAM/BAC Conference Room, Basement, CSC Mainbuilding
d. <b>Deadline for Submission of Eligibility and Bid Proposals/ Requirements</b>	<b>July 15, 2019</b> at 10:00 a.m.	OFAM Room, Basement, CSC-Central Office
e. <b>Eligibility Checking</b> <i>(Opening of envelopes containing eligibility and technical documents/requirements)</i>	<b>July 15, 2019</b> at 10:00 a.m.	OFAM/BAC Conference Room, Basement, CSC Mainbuilding
f. <b>Bid Opening</b> <i>(Opening of envelopes containing technical specifications and financial bid proposal/ requirements)</i>	<b>July 15, 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

<b>CSC-BAC SECRETARIAT</b> OFAM, Civil Service Commission - Central Office IBP Road, Constitution Hills, Quezon City Trunkline: 931-7935 or 39 local 506; Telefax: 931-8029
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*Handwritten initials: PMD*