



## CSC-CO BIDS AND AWARDS COMMITTEE

**CSC-ITB No. 2015-24**  
(2016 Security Printing)  
December 7, 2015

### INVITATION TO BID (ITB)

*(Mode of Procurement: Public Bidding)*

The Civil Service Commission (CSC) through its Bids and Awards Committee (BAC), invites **interested bidders/suppliers/security printers/service providers of security printing** 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 bid through **public bidding** for the following project:

**Title of Project:** **“Procurement of Services of a Security Printer for the Printing and Packaging of Test Materials for the 2016 Civil Service Examinations”**

**Approved Budget for the Contract:** **Php 10,322,400.00**

**Source of Fund:** **FA Trust Receipts Fund**

**Specifications/ Requirements:**

Lot	Item Description / Quantity	Date of Examination	Duration of Security Printing
<b>1 Lot</b>	Security Printing of the following: <b>A. <u>Test Booklets</u></b> a. CSE- PPT = 395,000 TBs b. Other CS Examinations = 35,000 TBs  <b>B. <u>Answer Sheets</u></b> a. CSE- PPT & Other CS Examinations = 430,100 AS	<u>CSE-PPT</u> April 17, 2016 October 23, 2016  <u>Other CS Exams</u> March 13, 2016 August 7, 2016	April 4 – 17, 2016 October 10 – 23, 2016  Approximately 7 days

**Other Specifications / Requirements:**

- a. Security Printer’s Location – Must be within Quezon City
- b. Printing Machine/Equipment – Must have major machines/equipment in good working conditions, already available or installed in the printing plant
- c. Printing and Other Secured Areas – Must have fully secured, well-lighted, air-conditioned, and well-ventillated areas with windows.
- d. Printing Facilities/ Supplies/ Materials – Must have printing facilities/supplies/materials.
- e. Packaging and Delivery of Test Materials – Must have delivery vans with drivers and helpers and cash advance for payment of airfreight charges/toll fees/gasolines.
- f. Security, Health and Wellness of the Quarantined Staff
- g. Security Measures During and After Quarantine Period
- h. Other Provisions in the Contract

Note: The complete Terms of Reference (TOR) and other bidding requirements are included in the Manual of Bidding Documents which can be secured from the CSC-BAC Secretariat after payment of a **non-refundable amount of Php5,000.00**. As an internal policy, only bidders/suppliers which purchased the bidding documents are allowed to join/participate in the pre-bid conference/bidding activities.

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

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 passed in the technical requirements shall be declared “Passing Bidders” and allowed to participate in the next stage of bidding which is the Bid Opening. 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.

Interested parties/suppliers shall register/apply first by submitting a Letter of Intent (LOI) to the CSC-BAC Secretariat with address and contact numbers indicated below. Authorized representatives shall submit or bring with them written authority/certification in representing their companies in the bidding.

The Manual of Bidding Documents which contains the complete terms of reference/technical specifications and requirements, instructions to bidders, schedule of bidding activities and sample bidding forms can be secured from the CSC-BAC Secretariat during office hours upon payment of a non-refundable fee of Five Thousand Pesos (Php 5,000.00) to be paid to the *CSC Cashier Unit* located at the Pamathalaan Park, CSC Compound, Constitution Hills, Quezon City. **Interested parties/suppliers may contact the CSC-BAC Secretariat in advance to ensure the availability of the Manual of Bidding Documents.**

The **Pre-Bid Conference shall be conducted on December 15, 2015 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, technical and financial requirements/bid proposals shall be dropped at the designated Bid Box for public bidding **on or before January 7, 2016 and shall be closed strictly at 9:00 a.m.** (*timepiece/clock of OFAM-CSC*) located at the OFAM Room, Basement, CSC Mainbuilding, CSC Central Office, Quezon City and shall be opened on the same date for the **Eligibility Checking and Bid Opening.**

The eligibility, technical and financial requirements/bid proposals 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 the bidding activities for said project:

<b>ACTIVITY</b>	<b>DATE / TIME</b>	<b>PLACE / VENUE</b>
a. <b>Invitation / Advertisement</b> [ <i>Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC for at least seven (7) calendar days; and publication in the newspaper for one (1) day</i> ]	<i>December 8, 2015 to January 7, 2016 or up to the date of the Bid Opening</i>	<i>PhilGEPS &amp; CSC Websites; CSC Procurement Bulletin Board and Newspaper</i>
b. <b>Registration of Bidders and Issuance of Bidding Documents</b> to interested bidders	<i>December 8, 2015 to January 7, 2016 or up to the date of the Bid Opening</i>	<i>CSC-BAC / Secretariat Unit (OFAM – CSC)</i>

<p><b>c. Pre-Bid Conference</b> ( Discussion/clarification in the TOR, bidding requirements and other details of the project)</p>	<p><b>December 15, 2016</b> at 9:00 a.m.</p>	<p>CSC-BAC/ Secretariat Unit (OFAM – CSC)</p>
<p><b>d. Deadline for Submission of Eligibility, Technical and Financial Requirements/ Bid Proposals</b></p> <p><b>e. Eligibility Checking</b> (Opening of envelopes containing eligibility and technical requirements)</p> <p><b>f. Bid Opening</b> (Opening of envelopes containing financial requirements/bid proposal)</p>	<p><b>January 7, 2016</b> Strictly at 9:00 a.m.</p> <p><b>January 7, 2016</b> at 9:00 a.m.</p> <p><b>January 7, 2016</b> at 9:30 a.m.</p>	<p>CSC-BAC / Secretariat Unit (OFAM – CSC)</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  
 CSC-BAC Chairman

<p><b>CSC-BAC SECRETARIAT</b>                  OFAM , CSC Central Office                  Basement, CSC Main Building                  IBP Road, Constitution Hills, Diliman, Quezon City                  Trunkline: 931-7935 or 39 local 506 or 545                  Telefax: 931-8029</p>
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