



<b>CSC-CO BIDS AND AWARDS COMMITTEE</b>
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**CSC-CO ITB No. 2014-014**  
October 31, 2014

**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/distributors/manufacturers of office uniforms** and duly registered with the *Philippine Government Electronic Procurement System (PhilGEPs)* ([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>“Supply and Delivery of Office Uniforms/Labor and Materials for the CSC-COs, NCR and RO IV and Delivery of Materials Only for Other ROs Officials and Employees”</b>
Approved Budget for the Contract (ABC):	<b>Php 2,898,230.00</b>
Source of Fund:	<b>CSC General Fund</b>

**Specifications / Requirements:**

Item No.	Quantity/ Unit	Item Description	Budget for Unit	Total Approved Budget
<b>1</b>	128 sets Male uniform	<b>“Supply and Delivery of Office Uniforms/Labor and Materials for the CSC-COs, NCR and RO IV and Delivery of Materials Only for Other ROs Officials and Employees”</b>  <u><b>For CSC Central Office</b></u> <b>128 sets Uniform (Labor &amp; Materials) for MALE employees</b> (3 sets short-sleeve polo barong; high quality/ polycotton/woven/fast color fabrics; with computerized embroidery designs; lilac/light blue/pastel green colors; computerized latest embroidery designs)	P2,150.00 (for 3 sets) x 128 = P275,200.00	<b>Php 2,898,230.00</b>  (Inclusive of VAT/Govt. Taxes)
	191 sets Female uniform	<b>191 sets Uniform (Labor &amp; Materials) for FEMALE employees</b> (3 sets corporate blouse; high quality/polylinen, woven/color fast fabrics; 1 pc. pants; 1 pc. blazer; light gray/lilac/dirty white colors; uniform designs are exclusive for CSC)	P3,850.00 (for 3 sets) x 191 = P364,240.00	
	Total = 1,110 sets			

2	314 sets Male uniform	<p><b><u>For CSC Regional Offices</u></b></p> <p><b>314 sets Uniform (Materials only) for MALE employees</b> (3 sets corporate polo barong; high quality/polycotton/woven/fast color fabrics; design/accessories)</p>	P1,160.00 (for 3 sets) x 314 = P364,240.00	
	467 sets Female uniform	<p><b>467 sets Uniform (Materials only) for FEMALE employees</b> (3 sets corporate blouse; 1 pc. pants; 1 pc. blazer; high quality/polylinen/woven/fast color fabrics; design/accessories)</p>	P2,320.00 (for 3 sets) X 467 = P1,083,440.00	
3	1,100 sets for CO & ROs	<p><b><u>For CSC-Central and Regional Offices</u></b></p> <p><b>1,100 sets Tropical Fabric Uniform (Materials only) for CO &amp; ROs Employees</b> (1 set tropical fabric, beige color; compliant with the Philippine Tropical Fabric Law)</p>	P400.00 x 1,100 = P440,000.00	
4	----	<p><b><u>Other Requirements:</u></b> Downpayment and Full payment; Retention Fee; Measurement period; 4 Months Delivery period to CO/ROs; Repair/alterations period; Individually packed; Freight/shipping cost charged to CSROs.</p> <p><b>NOTE: The complete technical specifications/requirements and details of the 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 Php2,000.00.</u></b></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 representatives shall bring with them written authority/certification to represent in the bidding.**

Bidder/s may secure the Manual of Bidding Documents which contains the complete Terms of Reference, Instructions to Bidders and other components/details of the project from the CSC-BAC Secretariat upon payment of a non-refundable amount of **Two Thousand Pesos (Php2,000.00)** 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 in the Pre-Bid Conference.**

The **Pre-Bid Conference** shall be conducted on **November 24, 2014 at 2:00 p.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 for public bidding **on or before December 8, 2014 and shall be closed strictly at 2:00 p.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:

<b>ACTIVITY</b>	<b>DATE / TIME</b>	<b>PLACE / VENUE</b>
a. <b>Invitation / Advertisement</b> (Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places for at least 7 calendar days; and 1 day in the Newspaper)	November 10 to December 8, 2014 (Up to the date of Bid Opening)	PhilGEPS Website; CSC Website; CSC conspicuous places and Newspaper
b. <b>Registration of Bidders and Issuance of Bidding Documents</b> to interested bidders	November 10 to December 8, 2014	CSC-BAC and BAC-Secretariat Unit
c. <b>Pre-Bid Conference</b>	<b>November 24, 2014</b> at 2:00 p.m.	CSC-BAC Unit / CSC-Central Office
d. <b>Deadline for Submission of Eligibility and Bid Requirements</b>	<b>December 8, 2014</b> Strictly at 2:00 p.m.	
e. <b>Eligibility Checking</b> (Opening of envelopes containing eligibility requirements)	<b>December 8, 2014 *</b> at 2:00 p.m.	CSC-BAC Unit / CSC-Central Office
f. <b>Bid Opening</b> (Opening of envelopes containing bid proposal/ requirements)	<b>December 8, 2014 *</b> at 2:30 p.m.	
	* At least 12 days after Pre-Bid Conference	

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

**CSC-BAC SECRETARIAT**  
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