



CSC BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2016-08

(Janitorial Services)

Date: May 26, 2016

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

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites interested **private janitorial agencies/service providers/bidders** 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	“Janitorial Services in the CSC Central Office”
Requirements/ Specifications	<ul style="list-style-type: none"> ➤ Must be a private janitorial and maintenance services provider for janitorial/sanitation/beautification services ➤ To provide 35 janitorial personnel (1 Supervisor; 3 Skilled Workers; and 31 janitorial personnel) ➤ To render services -- 8 hours a day, 6 days a week (M-S) or 24-26 days a month except holidays ➤ No trainee will be placed as a reliever for an absent regular janitorial personnel ➤ To work/serve on daily, weekly and monthly routine activities; periodic and miscellaneous activities ➤ To supply common janitorial supplies, garden supplies, janitorial equipment/tools/other supplies, FREE of CHARGE, on monthly/quarterly/semi-annually/annual period <p>The complete specifications/requirements and other details of the project are included in the <i>Terms of Reference/Manual of Bidding Documents</i> which can be secured from the CSC-BAC Secretariat with a <u>non-refundable fee of Php5,000.00.</u></p>
Contract Duration	One (1) Year Service Contract (subject to multi-year contracts up to 3 years)
Approved Budget for the Contract (ABC)	Php 8,900,000.00 (Inclusive of govt. tax/other applicable taxes)
Source of Fund	CSC General Fund

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 Regulation (RIRR) of 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/service providers shall register/apply first by submitting a Letter of Intent (LOI) to the CSC-BAC Secretariat with address and contact numbers indicated below. Company Representatives shall submit or bring with them written authority/certification to represent their respective companies in the bidding.

The Manual of Bidding Documents which contains the complete terms of reference/ scope of works/technical specifications/requirements, instructions to bidders, schedule of bidding activities, bidding forms and other details of the project can be secured from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of Five Thousand Pesos (Php5,000.00) to be paid to the *CSC Cashier Unit* with office located at the Pamathalaan Park, CSC Compound, Constitution Hills, 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 and bidding activities. Interested parties/suppliers may contact the CSC-BAC Secretariat at least two (2) days in advance to ensure the availability of the Manual of Bidding Documents.

The Pre-Bid Conference shall be conducted on June 10, 2016 at 10:00 a.m. at the OFAM Conference Room, Basement, CSC Main Building, Civil Service Commission, IBP Road, Constitution Hills, Quezon City.

For the eligibility checking and bid opening, the eligibility, technical and financial requirements/bid proposals shall be dropped at the designated "Bid Box for Public Bidding" **on or before June 27, 2016 which shall be closed strictly at 9:00 a.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.

The eligibility, technical and financial 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:

ACTIVITY	DATE / TIME	PLACE / VENUE
a. Invitation / Advertisement [<i>Publishing in the newspaper and posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC for at least seven (7) calendar days</i>]	<i>June 1 to June 27, 2016 or up to the date of the Bid Opening</i>	<i>Newspaper, PhilGEPS and CSC Websites and CSC Procurement Bulletin Board</i>
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	<i>June 1 to June 27, 2016 or up to the date of the Bid Opening</i>	<i>CSC-BAC and BAC-Secretariat Unit</i>
c. Pre-Bid Conference (<i>Discussion/clarification in the TOR, bidding requirements and other details of the project</i>)	June 10, 2016 <i>at 10:00 a.m.</i>	<i>CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)</i>
d. Deadline for Submission of Eligibility, Technical and Financial Requirements/Bid Proposals	June 27, 2016 <i>Strictly at 9:00 a.m.</i>	<i>CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)</i>
e. Eligibility Checking (<i>Opening of envelopes containing eligibility and technical requirements</i>)	June 27, 2016 <i>at 10:00 a.m.</i>	
f. Bid Opening (<i>Opening of envelopes containing financial requirements/bid proposal</i>)	June 27, 2016 <i>at 10:30 a.m.</i>	

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)

ATTY. DAVID E CABANAG, JR
CSC Assistant Commissioner
CSC-BAC Chairman

<p>CSC-BAC SECRETARIAT OFAM Room, Basement, CSC Main Building Civil Service Commission – Central Office IBP Road, Constitution Hills, Diliman, Quezon City Trunkline: 931-7935 or 39 local 506, 545 Fax No.: 931-8029</p>
--