



**CSC-CO BIDS AND AWARDS COMMITTEE**

Project Code: **CSC-ITB No. 2015-008**  
 (Modular Work Stations)  
 April 22, 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/manufacturers/dealers/distributors of modular work stations** and duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS)* ([http:// www.philgeps.net](http://www.philgeps.net)) of the Department of Budget and Management (DBM), to bid through **public bidding** for the following project:

**Title of Project:** **“Supply and Installation of Modular Work Stations for the Office of Human Resource Management and Development (OHRMD), CSC-Central Office”**

**Approved Budget for the Contract: Php 880,000.00**

**Specifications/ Requirements:**

Item No.	Quantity/ Unit	Item Description	Total Approved Budget
1	1 Lot	<p><b>“Supply and Installation of Modular Work Stations for the OHRMD-CSC”</b></p> <p><b><u>General Work Requirements</u></b></p> <ul style="list-style-type: none"> <li>➤ Inspection/assessment of the area and preparation of initial layout and specifications of the modular work stations;</li> <li>➤ Removal of the existing walls/structures/ partitions/debris in the area;</li> <li>➤ Dismantling of all unnecessary wirings, cabling, conduits and devices and restoration of the same in the area</li> <li>➤ <b><u>Technical Specifications</u></b></li> </ul> <p>42 pcs. Laminate Finish with 30 cm glass partition, 120H x 60W cm            18 pcs. Laminate Finish with 30 cm glass partition, 120H x 150W cm            4 pcs. Laminate Finish with 30 cm glass partition, 120H x 120W cm            2 pcs. Laminate Finish with 30 cm glass partition, 120H x 30W cm            2 pcs. Laminate Finish with 30 cm glass partitions, 120H x 60W cm            27 pcs. Work Top, MFC woodgrain laminated finish, 25mm thick, 150Wx60D cm, with center drawer            27 pcs. NX 3520, Mesh type office chair, with gaslift and chrome starbase            27 pcs. Mobile Pedestal, light gray powder coated</p>	<p><b>Php 880,000.00</b>            (Inclusive of Govt. Taxes/Other Service Charges)</p>

	<p><b><u>Delivery Period</u></b></p> <p>➤ Delivery and installation shall be completed within sixty (60) calendar days after receipt of the approved P.O. and NTP.</p> <p><b><u>Warranty Services</u></b></p> <p>➤ The winning supplier/contractor shall provide a one (1) year warranty on any work slippage/ replacement of parts which are found to be manufacturer's defect.</p> <p><b>NOTE: The complete Terms of Reference, scope of work, technical specifications and bidding requirements of the project are included in the <u>Manual of Bidding Documents</u> which can be secured from the CSC-BAC Secretariat with a <u>non-refundable fee of Php500.00.</u></b></p>	
--	---	--

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 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 submit or bring with them written authority/certification in representing their companies to the bidding.**

Bidder/s may secure the Manual of Bidding Documents which contains the complete specifications/requirements and other components/details of the project from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of **Five Hundred Pesos (Php 500.00)** 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.**

The **Pre-Bid Conference shall be conducted on May 14, 2015 at 11:00 a.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 May 25, 2015 at 11:00 a.m. and shall be closed strictly at 11:00 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 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>
<i>a. Invitation / Advertisement [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>April 27 to May 25, 2015 (Bid Opening Date)</i>	<i>PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board</i>
<i>b. Registration of Bidders and Issuance of Bidding Documents to interested bidders</i>	<i>April 27 to May 25, 2015 (Bid Opening Date)</i>	<i>CSC-BAC and BAC-Secretariat Unit</i>
<i>c. Pre-Bid Conference ( Discussion/ clarifications in the TOR, bidding requirements and other details of the project)</i>	<b>May 14, 2015</b> <i>at 11:00 a.m.</i>	<i>CSC-BAC / BAC- Secretariat (OFAM Conference Room)</i>
<i>d. Deadline for Submission of Eligibility and Bid Requirements</i>	<b>May 25, 2015</b> <i>Strictly at 11:00 a.m.</i>	<i>CSC-BAC / BAC- Secretariat (OFAM Conference Room)</i>
<i>e. Eligibility Checking (Opening of envelopes containing eligibility and technical requirements)</i>	<b>May 25, 2015</b> <i>at 11:00 a.m.</i>	
<i>f. Bid Opening (Opening of envelopes containing financial / bid proposal requirements)</i>	<b>May 25, 2015</b> <i>at 11:30 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)

**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, 545 Telefax: 931-8029</p>
---