



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-ITB No. 2016-09
(Card Printer)
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 bidders/suppliers/dealers/distributors of PVC card, printer, and its consumables** and duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS)* ([http:// 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: "Procurement of Card Printer and Supply of Consumables for Eligibility Card"

Approved Budget for the Contract: Php 7,106,000.00

Specifications/ Requirements:

Item No.	Quantity/ Unit	Item Description	Unit Cost	Total Cost
1	1 Lot	<p>"Procurement of Card Printer and Supply of Consumables for Eligibility Card"</p> <p>1 Unit CARD PRINTER</p> <p><u>Inclusion</u></p> <ul style="list-style-type: none"> ➤ 59,600 PVC cards ➤ Consumables for 59,600 cards ➤ Complete package software ➤ Complete package patents ➤ Complete package security features ➤ Complete package training materials and warranty <p><u>Features</u></p> <ul style="list-style-type: none"> ➤ Dual sided printing (Duplex); ➤ Dual sided lamination, ➤ Edge-to-edge printing; High Resolution (600dpi); ➤ 16 to 16.7 million colors; ➤ Standard PVC card size; 50 mil card thickness ➤ High capacity card cartridges ➤ Security features (1:1 security feature, QR Code, Bar code, invisible and image/text printing). ➤ Hopper and Stacker (At least 1,000 cards) ➤ Cards (automatic feeding, standard CR 80 size, PVC type, Can print at least 59,600 cards) 	P 7,106,000.00	<p>P 7,106,000.00</p> <p>(Inclusive of Govt. Tax/ Applicable Charges)</p>

		<ul style="list-style-type: none"> ➤ System (64MB memory, control panel, supported platforms, communications, 220, 5 – 60Hz power supply, 45W power consumption, 15 – 35 degrees Celsius) ➤ Warranty (Printer=3 years; Print head = Lifetime) ➤ Free training for CSC personnel ➤ Software (Can import Access Dbase, Excel files, database files, and photocapture files) <p><u>Delivery Period</u></p> <ul style="list-style-type: none"> ➤ Within seven (7) government working days upon receipt of the NTP and P.O. ➤ A penalty of 1/10 of 1% of the contract price for every day delay of delivery shall be imposed. <p><u>Delivery Place</u></p> <ul style="list-style-type: none"> ➤ CSC-Central Office, Constitution Hills, Quezon City <p>NOTE: Bidders should refer to the Project's TOR and Supplemental Bid Bulletin (if any) for their technical and bid proposals. The complete TOR/bidding requirements are included in the <u>Manual of Bidding Documents</u> which can be secured from the CSC-BAC Secretariat with a <u>non-refundable amount of P5,000.00.</u></p>		
			TOTAL	Php 7,106,000.00 (Inclusive of Govt. Tax/ Applicable Charges)

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 company representatives shall submit or bring with them written authority/certification in representing their companies in the bidding.

Bidders may secure the Manual of Bidding Documents which contains the terms of reference, instructions to bidders, bidding schedules, approved budget and sample bidding forms 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 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 11:00 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/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 [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]	June 1 to June 27, 2016 or up to the date of the Bid Opening	Newspaper, PhilGEPS and CSC Websites and CSC Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	June 1 to June 27, 2016 or up to the date of the Bid Opening	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference (Discussion/clarification in the TOR, bidding requirements and other details of the project)	June 10, 2016 at 11:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
d. Deadline for Submission of Eligibility, Technical and Financial Requirements/Bid Proposals	June 27, 2016 Strictly at 9:00 a.m.	
e. Eligibility Checking (Opening of envelopes containing eligibility and technical requirements)	June 27, 2016 at 11:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
f. Bid Opening (Opening of envelopes containing financial requirements/bid proposal)	June 27, 2016 at 11:30 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.

(Signed)

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

CSC-BAC SECRETARIAT

OFAM Room, Basement, CSC Main Building
Civil Service Commission – Central Office
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