



CSC-CO BIDS AND AWARDS COMMITTEE

Project Code: **CSC-ITB No. 2015-16**
 (Re-bidding-Shredding Mach.)
 August 5, 2015

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

The Civil Service Commission (CSC) through its Bids and Awards Committee (BAC), invites again **interested bidders/suppliers/manufacturers/dealers/distributors of shredding machines** 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: **“Re-bidding on the Supply and Delivery of 14 Units Shredding Machine for the CSC Regional Offices”**

Approved Budget for the Contract: Php 3.4 Million

Specifications/ Requirements:

Item No.	Quantity/ Unit	Item Description	Unit Cost	Total Approved Budget
	1 Lot (14 Units)	“Re-bidding on the Supply and Delivery of 14 Units Shredding Machine for the CSC Regional Offices”		Php 3.4 Million (Inclusive of VAT/ Govt. Taxes/Other Charges)
		<u>Technical Specifications</u>		
1	13 units	SHREDDING MACHINE 3.9mm x 40mm CD, Brand-new <i>Shredder materials:</i> Paper, clip, credit cards, CDs, and floppy disks <i>Cutting type:</i> Particle cut / Cross-Cut <i>Cutting width:</i> Max. of 3.9mm <i>Particle length:</i> Max. of 40mm <i>Cutting capacity (80g/m2):</i> Min. of 39 sheets <i>Cutting capacity (70g/m2):</i> Min. of 46 sheets <i>Power consumption of the motor:</i> Not to exceed 2800 W <i>Voltage:</i> 220 – 230 V <i>Weight:</i> Not to exceed 125 kgs. <i>(Note: Please refer to the Terms of Reference for the complete technical specifications/ requirements)</i>	Php250,000.00	Php3,250,000.00
2	1 unit	SHREDDING MACHINE 4.5mm x 30mm, Brand-new <i>Shredder materials:</i> Paper, clip, credit cards, CD, Disk, etc. <i>Cutting type:</i> Particle cut / <i>Cutting width:</i> Max. of 4.5mm <i>Particle length:</i> Max. of 30mm <i>Cutting capacity (70g/m2):</i> Min. of 31 sheets <i>Cutting capacity (80g/m2):</i> Min. of 27 sheets <i>Power consumption of the motor:</i> Not to exceed 1600 W <i>Voltage:</i> 220 – 230 V <i>Weight:</i> Not to exceed 75 kgs. <i>(Note: Please refer to the Terms of Reference for the complete technical specifications/ requirements)</i>	Php150,000.00	Php150,000.00

		<p>Other Requirements: <i>The Bidder must:</i></p> <ul style="list-style-type: none"> ➤ Be in existence for at least three (3) years and must belong to the same market industry providing similar requirements and machines for the same period. ➤ Must have Service Centers available nationwide at least in the region or nearest region where the machines are distributed. ➤ Must be able to conduct product demonstration/presentation of their shredding machine/s which meets at least the minimum requirement of the CSC prior to the submission of bid proposal or conduct of bid opening. ➤ Must be able to provide User Training/ Orientation to the CSC employees. ➤ Must be able to provide repairs and support and maintenance services for the machines within the maximum period of ten (10) government working days upon advice in the location of the machines at the CSC Regional Offices. ➤ With lifetime service warranty for all of the machines; ➤ Within thirty (30) calendar days delivery period to the CSCROs after receipt of NTP/P.O. ➤ Free delivery to CSCROs thru air-freight/ shipping. <p>NOTE: The complete technical specifications/ requirements, details of the project and 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 fee of Php3,000.00.</u></p>		
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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/scope of works/technical specifications/requirements, schedule of bidding activities 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 **Three Thousand Pesos (Php 3,000.00)** 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.

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 August 24, 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 September 9, 2015 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:

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]	August 12 to September 9, 2015 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	August 12 to September 9, 2015 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)	August 24, 2015 at 10:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
d. Deadline for Submission of Eligibility, Technical and Financial Requirements/Bid Proposals	September 9, 2015 Strictly at 9:00 a.m..	
e. Eligibility Checking (Opening of envelopes containing eligibility and technical requirements)	September 9, 2015 at 10:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
f. Bid Opening (Opening of envelopes containing financial requirements/bid proposal)	September 9, 2015 at 10:30 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 , 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
