



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-ITB No. 2016-04 (ICT Equipt.)
March 30, 2016

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/dealers/service providers on information and communications technology (ICT) equipment** 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 Procurement of ICT Equipment for Various CSC Project Development and Implementation"

Approved Budget for the Contract: Php 42,547,720.93

Delivery Period: Up to Sixty (60) calendar days

Source of Fund: ISSP Fund

Specifications/ Requirements:

Item No.	Equipment	Quantity/ Unit	Item Description
1	Desktop Computer ** (COMEX Proj.)	1 Lot 100 units	<p>"Re-bidding on the Procurement of ICT Equipment for Various CSC Project Development and Implementation"</p> <p><u>Technical Specifications</u> <i>(The complete descriptions are included in the Technical Specifications (TS)/ Manual of Bidding Documents)</i></p> <p><u>Desktop Computer</u>, Form Factor: Mini PC; OS-Ubuntu Linux Ver. 12; Processor: i5-6500T processor (2.5 GHz up to 3.1 GHz); Memory: 4 GB DDR-4-2133 SDRAM; Graphics: Intel HD Graphics; Port/Connectors; Network Adapters; Optical Drive: 1 USB powered Slim Optical Disc Drive (DVD R/W); Hard Drives: 500GB 7200 RPM; 18.5 LED monitor (same brand); USB optical mouse (same brand); USB Keyboard (same brand); Warranty: Manufacturer's 3 years Parts, 3 years Labor, 3 years on-site support.</p>
2	Desktop Computer **	245 units	<p><u>Desktop Computer</u>, Form Factor: Microtower; OS & Productivity Tool: Windows 8 Pro 64Bit; Processor: i7-6700 processor (8M Cache, 3.4 up to 4 GHz); Memory: 8GB DDR3-1600; Graphics Card: Multi-Monitor, Memory (1GB GDDR5); Port/Connectors; Network Adapters; Optical Drive: Optical Disc Drive (DVD R/W); Hard Drives: 2TB 7200 RPM; 18.5 LED Monitor (same brand); Audio & Speakers: Integrated Audio; USB optical mouse (same brand); USB Keyboard (same brand); UPS: 650vA UPS; Warranty: Manufacturer's 3 years Parts, 3 years Labor, 3 years on-site support.</p>
3	Desktop Workstation for Multimedia/ Graphics Editing **	5 units	<p><u>Desktop Workstation for Multimedia/Graphics Editing</u>, OS & Other Software: Windows 8 Pro 64Bit, 2 years subscription to Adobe Creative Cloud; Processors: 4th Gen Intel Core i7-4770 processor (8M Cache, up to 3.9 GHz); Memory: 8GB DDR3-1600 DIMM</p>

			(1x8GB) RAM, Support up to 16GB 1600 Mhz DDR3 SDRAM Memory slots: 2 DIMM; Graphics Card: 640 parallel-processing cores, 4GB DDR5 GPU Memory, 68 W Max Power Consumption, PCI Express 2.0 x 16 Graphics Bus; Port/Connectors; Network Adapters; Optical Drive: Optical Disc Drive (DVD R/W); Hard Drives: 2TB 7200 RPM; 18.5 LED Monitor (same brand); USB optical mouse (same brand); USB keyboard (same brand); 650vA UPS; and Warranty: Manufacturer's 3 years Parts, 3 years Labor, 3 years on-site support.
4	Laptop Computer **	180 units	Laptop Computer , Core M Processor (4Mb Cache, up to 2.9GHz); 8 GB Memory; Minimum 13-inch diagonal HD WLED-backlit IPS Display Touchscreen; 500 GB Hard disk; Wityh built-in Audio Speaker; 1 USB powered Slim Optical Disc Drive (DVD R/W); Wireless mouse (same brand); Communication: Wireless LAN and Bluetooth; Operating System: Windows 8 Pro 64Bit; Accessories: Full HD WVA WVA Webcam with Dual Digital Microphone, Security Lock Cable, USB to Ethernet Adapter, HDMI to VGA Display Adapter, Stylus Pen, Backpack Laptop Bag; Not more than 3.75 lbs. weight; Warranty: Manufacturer's 3 years Parts, years Labor, 3 years on-site support.
5	Printer	16 units	Printer , Ink jet (piezoelectric), Hi-speed USB – Compatible with the USB 2.0 Specification; With 1 set of ink cartridges and additional 3 more sets of ink cartridges; With 3 years warranty on parts and labor and on-site support.
6	High Speed Document Scanner+ Flatbed Scanner	2 units	High Speed Document Scanner+Flatbed Scanner , Automatic/ Manual document feeding, Long Doc. Mode = Up to 118"; 3-Line Contact Image Sensor (CMOS); With bundled software for scanning, With Flatbed Scanner (connected to the document scanner); With warranty on parts and labor and on-site support.
7	Document Scanner	16 units	Document Scanner , Automatic or Manual document feeding, Long doc. Mode = Up to 118", Contact Image Sensor (CMOS) scanning element; RGB LED light source; 600 dpi Optical Resolution; Scanning Speeds: Black and White-40 ppm/80 ipm; Grayscale-40 ppm/80 ipm; Color-30 ppm/60 ipm; Interface: Hi-Speed USB 2.0; With bundled software for scanning, With flatbed scanner (can scan legal size – 8.5"x14" doc.); With warranty on parts and labor and on-site support.
8	Projector	17 units	Projector , Project System: 3LCD, 3-chip technology; Project Method: Front/wall mount; Driving Method: Poly-silicon TFT Active Matrix; Pixel Number = 1,024,000 dots x 3; Color brightness = 3000 lumens; White brightness = 3000 lumens; Throw Ratio Range= 0.48 – 0.65; Speaker: 16 W mono speaker; Power Supply Voltage: 100-240 V+- 10%, 50/60 Hz AC; With additional Projector Screen (70"x70"), With warranty on parts and labor and on-site support.
9	Document Camera	17 units	Document Camera , Imaging Element: 1/4" CMOS sensor, 5.0 megapixels, Auto white balance, Auto Exposure, Auto Brightness; Capture Area: 11.7" x 16.5"; 10x digital Zoom; Auto Focus; Horizontal/Vertical 90+- degrees Image Rotation; 1 GB internal, SD card slot Internal Memory; One-touch Image Freeze; With warranty on parts and labor and on-site support.
10	Office Productivity	430 licenses	(330) Office 2013 Standard Volume License (100) Office 2013 Professional Volume License

** Must be produced by manufacturers listed in the leader quadrant of Gartner "Magic Quadrant for Global Enterprise Desktops and Notebooks" as of Nov. 2014.

** Must include "CSC custom logo" through BIOS loading

Bidder's Qualifications

- Must submit a vendor certification stating that all requirements to be supplied are brand-new, up-to-date products and intended for Philippine market. Bidders must indicate their proposed brand and model in the Technical Specifications Offer.
- Bidders or Product Manufacturers must be certified on ISO-2008 (Quality Mgt.) and ISO 14001-2004 (Environmental Mgt. System)

Warranty and Maintenance

- Must provide three (3) years warranty on all hardware products including free parts, labor and on-site support. Warranty shall also cover the immediate replacement of equipment/service unit or defective parts, free-of-charge.
- Must have accredited service centers located near the CSC Regional Offices.
- Must guarantee the replacement of equipment within 48 hours in case of defects/problems during transit of equipment to the CSC Regional Offices.
- Must provide a service unit with the same or higher specifications during pull-out of defective units from the CSC Central Office.

Delivery Period:

- Equipment delivery at CSC-COs and ROs shall be shouldered by the winning bidder/supplier.

ICT Equipment	Quantity	Schedule of Availability for Inspection upon receipt of NTP
Desktop & Laptop Computers with Windows 7 and MS Office 2013	1 st 50% 2 nd 50%	30 calendar days (CDs) 45 CDs
Printers	100%	30 CDs
Document Scanners	100%	30 CDs
Projectors with screen & document camera	100%	30 CDs

- The winning bidder must assign technical personnel to assist CSC personnel in the inspection of equipment in the bidder's/manufacturer's office or warehouse prior to the delivery to CSC-CO & ROs.
- The winning bidder shall ensure that OS and OP Tools are already pre-installed but not activated. All software activation/registration shall be done by the CSC and winning bidder to provide necessary internet connection.
- The winning bidder must set up at least 35 Desktop PCs, 20 Laptops, 2 Printers, 3 Document Scanners and 2 Projects. Activation of MS Windows and MS Office will be done by the CSC technical person during the inspection.
- All equipment that passed the inspection must be delivered to CSC CO and RO within 7 calendar days. Delivery of all equipment at the CSC CO and RO should not exceed 60 calendar days upon receipt of Notice to Proceed.
- A penalty of one-tenth of one percent (0.1%) of the cost of undelivered equipment shall be strictly imposed for every day of delay.

Training Component:

- Must provide 3 days training on operations of equipment either onsite or offsite. Maximum of fifty (50) pax/day and inclusive of meals and snacks, certificates and hand-outs shall be on the account of the winning bidder.
- Resource person/s must be Certified Microsoft Office Specialists. Certificate of Participation must be issued to the participants per day/training topic.

NOTE: The complete technical specifications/requirements, instructions to bidders, schedule of bidding activities, and sample bidding forms are included in the Manual of Bidding Documents which can be secured from the CSC-BAC Secretariat with a **non-refundable fee of Php 15,000.00.**

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 Passed/Compliant and allowed to participate in the next stage of bidding which is the Bid Opening. Bidders with bid offers/prices which are within the ABC shall be declared Complying Bidders. 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 can be secured from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of **Fifteen Thousand Pesos (Php 15,000.00)** 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 at least two (2) days 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 and bidding activities.**

The Pre-Bid Conference shall be conducted on **April 13, 2016 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, technical and financial requirements/bid proposals shall be dropped at the designated "Bid Box for Public Bidding" **on or before April 29, 2016 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 [<i>Publishing in the newspaper for one day 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>]	March 30 to April 29, 2016 or up to the Bid Opening Date	Newspaper, PhilGEPS and CSC Websites and CSC Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	March 30 to April 29, 2016 or up to the Bid Opening Date	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference (<i>Discussion/ clarification in the TOR, bidding requirements and other details of the project</i>)	April 13, 2016 at 11:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)

<p>d. <i>Deadline for Submission of Eligibility, Technical and Financial Requirements/Bid Proposals</i></p>	<p>April 29, 2016 Strictly at 9:00 a.m.</p>	<p>CSC-BAC and BAC-Secretariat Unit</p>
<p>e. Eligibility Checking (<i>Opening of envelopes containing eligibility and technical requirements</i>)</p>	<p>April 29, 2016 at 11:00 a.m.</p>	<p>(OFAM Conference Room)</p>
<p>f. Bid Opening (<i>Opening of envelopes containing financial requirements/bid proposal</i>)</p>	<p>April 29, 2016 at 11:30 a.m.</p>	

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 , 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>
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