



CSC-CO BIDS AND AWARDS COMMITTEE

Project Code: **CSC-ITB No. 2015-009**
 (Shredding Machines)
 May 08, 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 shredding machines** and duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS) (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 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	Total Approved Budget
1	1 Lot (14 Units) 13 units	<p>"Supply and Delivery of 14 Units Shredding Machine for the CSC Regional Offices"</p> <p><u>Technical Specifications</u></p> <p>Shredding Machine Brand-new; 3.9mm x 40mm CD; Shredder materials: Paper, clip, credit cards, CDs, floppy disks and USB sticks; Cutting type: Particle cut Technical Specifications: Pls. refer to the Terms of Reference (TOR)</p>	<p>Php 3.4 Million (Inclusive of VAT/ Govt. Taxes/Other Charges)</p>
2	1 unit	<p>Shredding Machine Brand-new; 4.5mm x 30mm; Shredder materials: Paper, clip, credit cards, CDs, floppy disks, etc. Cutting type: Particle cut Technical Specifications: Pls. refer to the Terms of Reference (TOR)</p> <p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> ➤ Bidder/company must be at least five (5) years in existence and belonged to the same industry ➤ Must conduct product demonstration ➤ Must provide free User Training/Orientation to the users ➤ Must provide support/maintenance services 	

		<ul style="list-style-type: none"> ➤ Availability/replacement of unit/accessories within two (2) years period ➤ 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 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 in 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 **Three Thousand Pesos (Php3,000.00)** 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.

The Pre-Bid Conference shall be conducted on **May 14, 2015 at 1:00 p.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 1:00 p.m. and shall be closed strictly at 1:00 p.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:

ACTIVITY	DATE / TIME	PLACE / VENUE
a. Invitation / Advertisement [Posting in the Newspaper for one (1) day and in PhilGEPS and CSC websites, including CSC Bulletin Board and conspicuous places for at least seven (7) calendar days]	May 6 to May 25, 2015 (Bid Opening Date)	Newspaper; PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	May 6 to May 25, 2015 (Bid Opening Date)	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference (Discussion/ clarifications in the TOR, bidding requirements and other details of the project)	May 14, 2015 at 1:00 p.m.	CSC-BAC / BAC- Secretariat (OFAM Conference Room)
d. Deadline for Submission of Eligibility and Bid Requirements e. Eligibility Checking (Opening of envelopes containing eligibility and technical requirements) f. Bid Opening (Opening of envelopes containing financial / bid proposal requirements)	May 25, 2015 Strictly at 1:00 p.m. May 25, 2015 * at 1:00 p.m. May 25, 2015 * at 1:30 p.m. * At least 12 days after Pre-Bid Conf.	CSC-BAC / BAC- Secretariat (OFAM Conference Room)

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

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