



**CSC-CO BIDS AND AWARDS COMMITTEE**

Project Code: **CSC-ITB No. 2015-022**  
(Modular Workstations-ERPO)  
October 26, 2015

**INVITATION TO BID**

(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.gov.ph>) 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 Workstations for the Office for Legal Affairs (OLA) - CSC Central Office"

**Approved Budget for the Contract:** Php 2,600,000.00

**Specifications/ Requirements:**

Item No.	Quantity/ Unit	Item Description	Total Approved Budget
1	1 Lot	<p><b>"Supply and Installation of Modular Workstations for the OLA –CSC-Central Office"</b></p> <p><b><u>Specifications / Requirements</u></b></p> <p><i>(The complete details are included in the Terms of Reference (TOR) / Manual of Bidding Documents)</i></p> <ul style="list-style-type: none"> <li>➤ Assessment of the area with initial layout of the modular with specifications.</li> <li>➤ Removal of the existing false and/or wooden walls/structures/partitions and debris as called for in the approved plans should be done by the Contractor.</li> <li>➤ The Contractor shall thoroughly clean all areas affected by the works undertaken to the satisfaction of CSC-CO.</li> <li>➤ <u>System Type:</u> 60mm thickness fabric with glass system construction</li> <li>➤ <u>Partition Frames and Trimmings Upholstery:</u> Extruded aluminum with powder coated silver color</li> <li>➤ <u>Capping:</u> Polyvinyl chloride capping with smooth round edges</li> <li>➤ <u>Wire Management:</u> Base raceway with aluminum silver raceway covers</li> <li>➤ <b><u>Warranty:</u></b> All partition comes with <b>1-year limited warranty</b> from manufacturer's defects.</li> </ul>	<p><b>Php 2,600,000.00</b> (Inclusive of Govt. Taxes / Other Service Charges)</p>

➤ **OLA – Main:**

- 26 pcs. Fabric with glass partition, 150H x 120W cm;
- 6 pcs. Fabric with glass partition, 150H x 45W cm;
- 6 pcs. Fabric with glass partition, 150H x 150W cm;
- 14 pcs. Fabric with glass partition, 150H x 90W cm;
- 1 pc. Full fabric partition door, 150H x 80W cm;
- 25 pcs. Fabric with glass partition, 120H x 150W cm;
- 12 pcs. Fabric with glass partition, 120H x 60W cm;
- 44 pcs. Fabric with glass partition, 120H x 75W cm;
- 53 pcs. Fabric with glass partition, 120H x 120W cm;
- 1 pc. Fabric with glass partition, 120H x 45W cm
- 3 pcs. Fabric Pole
- 6 pcs. Worktop, MFC woodgrain laminated finish, 25mm, 150 x 180, with center drawer, with grommets
- 48 pcs. Worktop, MFC woodgrain laminated finish, 25mm, 120W x 60D, with center drawer, with grommets
- 43 pcs. Worktop, MFC woodgrain laminated finish, 25mm, 90W x 45D, with grommets
- 6 pcs. Round Table 75cm Diameter
- 53 pcs. Mobile Pedestal, light gray powder coated
- 19 pcs. Visitor's Chair without armrest, 4-legged black coated steel leg.

➤ **OLA Records:**

- 2 pcs. Fabric with glass partition, 150H x 150W cm;
- 1 pc. Fabric with glass partition, 150H x 120W cm;
- 9 pcs. Fabric with glass partition, 120H x 150W cm;
- 12 pcs. Fabric with glass partition, 150H x 60W cm;
- 1 pc. Metal leg table, MFC woodgrain laminated finish, 25mm thick, 150W x 60D cm, with center drawer
- 1 pc. Metal leg table, MFC woodgrain laminated, 25mm thick, 90W x 45D cm
- 9 pcs. Worktop, MFC woodgrain laminated finish, 25mm, 150W x 60D, with center drawer, with grommets
- 10 pcs. Mobile Pedestal, light gray powder coated.

➤ **Warranty Services:** One (1) year warranty on any work slippage/replacement of parts in case of manufacturer's defect.

➤ **Delivery Period:** Supply and installation of modular workstations shall be completed within **sixty (60) calendar days** after receipt of the approved P.O. and NTP.

**NOTE: Bidders should refer to the Project's TOR and Supplemental Bid Bulletin (if any) for their technical specifications/bid proposal.** The complete TOR, instructions to bidders, invitation to bid, schedule of activities, ABC and 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 P2,000.00.**

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 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 **Two Thousand Pesos (P2,000.00)** 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 the bidding and participate in the Pre-Bid Conference.**

The **Pre-Bid Conference shall be conducted on November 12, 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 November 25, 2015 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 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>
a. <b>Invitation / Advertisement</b> [ <i>Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC for at least seven (7) calendar days</i> ]	Oct. 26 to Nov. 25, 2015 or up to Bid Opening Date	PhilGEPS Website; CSC Website and CSC Procurement Bulletin Board
b. <b>Registration of Bidders and Issuance of Bidding Documents</b> to interested bidders	Oct. 26 to Nov. 25, 2015 or up to Bid Opening Date	CSC-BAC/Secretariat Unit (OFAM Conference Room)
c. <b>Pre-Bid Conference</b> ( <i>Discussion/ clarifications of the TOR, bidding requirements and other details of the project</i> )	<b>November 12, 2015</b> at 11:00 a.m.	CSC-BAC/Secretariat Unit (OFAM Conference Room)
d. <i>Deadline for Submission of Eligibility, Technical and Financial/ Bid Proposal Requirements</i>	<b>November 25, 2015</b> <b>Strictly at 9:00 a.m.</b>	CSC-BAC/Secretariat Unit (OFAM Conference Room)
e. <b>Eligibility Checking</b> ( <i>Opening of envelopes containing eligibility and technical requirements</i> )	<b>November 25, 2015</b> at 11:00 a.m.	
f. <b>Bid Opening</b> ( <i>Opening of envelopes containing financial / bid proposal requirements</i> )	<b>November 25, 2015</b> 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)

**DAVID E CABANAG, JR**  
CSC Assistant Commissioner  
CSC-BAC Chairman

**CSC-BAC SECRETARIAT**

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