



CSC-CO BIDS AND AWARDS COMMITTEE

Project Code: **CSC-REI No. 2017-03**
 (Consultancy-Coffee Table Book)
 March 13, 2017

**REQUEST FOR EXPRESSION OF INTEREST (REI)
 FOR CONSULTANCY SERVICES**

(Mode of Procurement: Public Bidding)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites **interested bidders/consultants/printing firm that provides research, designs, printing and reproduction of books** 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: "Consultancy Services for the Coffee Table Book on Civil Service Programs and Innovations in ASEAN"

Approved Budget for the Contract: Php 4,050,000.00 (Inclusive of Gov't. Taxes)

Delivery Period: On or before October 25, 2017

Source of Fund: ASEAN Development Fund

Specifications/ Requirements:

Item No.	Quantity/ Unit	Item Descriptions	Total Approved Budget
1	1 Lot	<p>"Consultancy Services for the Coffee Table Book on Civil Service Programs and Innovations in ASEAN"</p> <p>Scope of Services</p> <p><i>[The complete details are included in the Terms of Reference/ Manual of Bidding Documents]</i></p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Concept Proposal 2. Feature Articles and Photographs 3. Book Lay-out/Mock-up 4. Coffee Table Book <p>Reports and Time Schedule of Delivery -- The Consultant shall ensure timely delivery of the Coffee Table Books and CDs by October 25, 2017. The indicative timelines are indicated in the Manual of Bidding Documents.</p> <p>Bidder's Minimum Qualifications/Requirements –</p> <p>The Consultant must:</p> <ol style="list-style-type: none"> 1. be a reputable communications/advertising firm or graphic studio with at least 3 years business operation; 2. has had experience/s doing research, preferably with international organizations and/or development agency (experience with ASEAN is an advantage); 3. submit at least three (3) completed similar creative projects which are in full color and of premium quality, preferably printed by printer of choice for the ASEAN project; and 	<p>Php 4,050,000.00 (Inclusive of Govt. Taxes / Other Applicable Taxes)</p>

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

4. comply with documentary requirements under the procurement law and its implementing rules and regulations.

Payment Scheme – The consultant shall be paid a consultancy package at a maximum amount of P4,050,000.00, inclusive of printing/CD production expenses. Consultancy package shall be payable in tranches upon completion of specific deliverables within the agreed timeframe as stated in the contract. Any delay in the delivery of the required outputs within the agreed time frame shall result in penalties. The Consultant shall be allowed to reimburse related expenses for specific purposes based on the approved work plan, subject to the submission of documents in accordance with government accounting policies.

Bidders should refer to the Project's Terms of Reference (TOR) and Supplemental Bid Bulletin (if any) for their technical specifications/bid proposal. The TOR is advertised in the PhilGEPS. 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 by the shortlisted bidders from the CSC-BAC Secretariat with a **non-refundable fee of Php4,000.00.**

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" and "compliant" for all the eligibility requirements shall be declared Eligible Bidders, and those that passed in the Shortlisting stage shall be declared Shortlisted Bidders.

The **criteria for shortlisting** are as follows. Passing rate for the shortlisting is at least 70%.

1. **Applicable experience of the consultant (25%)** (Overall experience of the firm in the production of creative materials; Nature of Creative Work; and International experience);
2. **Qualification of Key Personnel to be assigned to the job (15%)** (Relevant Education/ Training; and Total years of experience in their specific field); and
3. **Current workload to job capacity (20%).**

Only shortlisted bidders are required to pay the fee for the bidding documents.

A **Pre-bid Conference** will be conducted to Shortlisted Bidders to provide them opportunity to clarify matters pertaining to the procurement. During the **Opening of the Bids**, bidders that will pass in the technical requirements shall be declared Passing Bidders. The technical bid documents of the passing bidders will be subjected to a detailed evaluation to determine the **Highest Rated Bid (HRB)**. **Oral presentation** may be required to the bidders if necessary. The HRB must garner at least 60% score. The criteria and the corresponding weights per area are contained in the Manual of Bidding Documents.

Upon approval by the Head of Procuring Entity (HOPE) of the HRB, the bidder with the HRB will be notified and invited for the **opening of its Financial Documents**. Should the bidder complies with the financial requirements, the BAC shall conduct the negotiation on matters pertaining to the technical requirements. 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 written authority/certification in representing their companies in the bidding project.

Bidder/s may secure the Manual of Bidding Documents which contains the terms of reference, instructions to bidders, bidding schedules, and sample bidding forms from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of Four Thousand Pesos (P 4,000.00) to be paid to the CSC Cashier Unit with office located at the Pamathalaan Park, CSC Compound, Constitution Hills, Quezon City.

For the **eligibility checking and shortlisting**, the envelope containing the eligibility requirements ONLY, shall be dropped at the designated "Bid Box for public bidding" **on or before March 28, 2017 which shall be closed strictly at 10:00 a.m. (timepiece/ clock of OFAM-CSC)** located at the OFAM Room, Basement, Civil Service Commission, IBP Road, Constitution Hills, Quezon City.

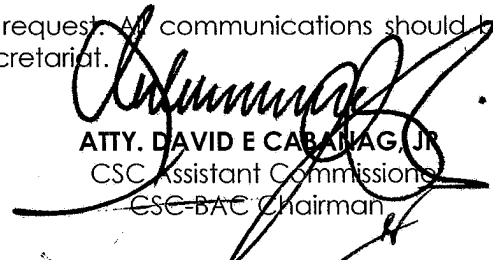
The technical and financial bid proposals shall be in a separate folders, inside one envelope sequentially compiled in accordance with the checklist with index tabs and a table of contents for easy document browsing.


The following are the schedules of bidding activities for said project:

ACTIVITY	DATE / TIME	PLACE / VENUE
A. Advertisement / Posting of Request for Expression of Interest (for at least 7 days)	March 14 to 28, 2017	PhilGEPS and CSC Websites and CSC-CO Procurement Bulletin Board
B. Submission of First Envelope Eligibility Checking (Checking of Class A and B Documents; Pass/Fail Rating) C. Evaluation for purposes of Shortlisting of Bidders	March 28, 2017 at 10:00 a.m.	CSC-BAC/OFAM Conference Room, CSC-Central Office
D. Pre-Bid Conference (for Shortlisted Bidders)	April 5, 2017 at 10:00 a.m.	- do -
E. Submission of Second Envelope (Technical and Financial) Opening of Second Envelope (Pass and Fail Rating) Bid Evaluation (Determination of the Highest Rated Bid (HRB); Oral Presentation)	April 18, 2017 at 10:00 a.m.	- do -
F. Approval by the Head of the Procuring Entity (HOPE) of the HRB	April 20, 2017 at 10:00 a.m.	- do -
G. Opening of the Financial Proposal of the HRB Negotiation	April 26, 2017 at 10:00 a.m.	- do -

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.


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
 IBP Road, Constitution Hills, Diliman, Quezon City
 Trunkline: 931-7935 or 39 local 506, 545; Fax No.: 931-8029