

REQUEST FOR EXPRESSION OF INTEREST

The Civil Service Commission (CSC) through its Bids and Awards Committee (BAC), invites bidders/suppliers/manufacturers/distributors/contractors registered with the Philippine Government Electronic Procurement System (PhilGEPS) (www.philgeps.net) of the Department of Budget and Management (DBM), to bid **(inclusive of VAT and Govt. Tax)** for the hereunder project:

Hiring of Subject Matter Expert (SME) for the Dev't. of Customized Competency-Based HR System (CBHRS) and Competency-Based Capacity Building Program Plan (CBCBP) for the Presidential Management Staff (PMS)

REQUIREMENTS / SPECIFICATIONS:

Interested parties may submit proposal based on the details provided in the attached Terms of Reference (TOR) with corresponding set of selection criteria

*For further details/copy of the **Terms of Reference (TOR)** please contact **Ms. Lilibeth E. Perez** with Tel. No. 931 7935/39 loc. 301-304*

Approved Budget P445,000.00

Prospective bidders should have experience in undertaking a similar project within the last five (5) years with an amount at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

The complete schedule of activities is listed, as follows:

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| 1) Issuance of Request forms (Canvass stage) | : December 2 to 8, 2015 |
| 2) Opening of Bids / Quotations | : December 9, 2015 |
| 3) Evaluation of Bids /Quotations | : December 9, 2015 |
| 4) Awarding of Bids / Notice of Award | : December 9, 2015 |

The Civil Service Commission assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of bid.

General Conditions/ Requirements:

1. Bid prices/proposal higher than or above the stated CSC's approved budget for the contract (ABC) shall be disqualified.
2. Prospective bidders should have experience in undertaking a similar project within the last five (5) years with an amount at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.
3. Bidders may send their Price Quotation/Bid Proposal to the CSC-BAC through facsimile (fax) at telefax numbers 931-8029 / 931-7984, or drop it personally in the Bid Box located at the General Services Division-OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City.

4. Bidders shall indicate in their price quotation/s the corresponding Solicitation No./ Reference No. found in the PhilGEPS Bid Notice of Abstract, for the identification of the project/items.
5. **If applicable, all items shall be delivered first before the payment is made by the CSC within the prescribed dates. Delivery time shall from 8:30 to 11:30 am and 1:30 to 3:00 pm** at the General Services Division-OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City, to have time for inspection/acceptance/audit of the items by the CSC Inspectors/End-User/COA Auditor.
6. **The CSC, as a collecting agency for the Bureau of Internal Revenue (BIR), shall deduct allowable government taxes.**
7. Bidders who are first timer to participate in the CSC's procurement/bidding, shall submit a copy of their "PHILGEPS REGISTRATION CERTIFICATE" upon submission of the price quotation.
8. Bidders must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".

You may submit your Bid Proposal / Price Quotation to the following:

SAM V. MANGLICMOT

Head, CSC-BAC Secretariat
Civil Service Commission – Central Office
IBP Road, Constitution Hills, Quezon City
Tel. No. 931-7984; Fax No. 931-8029

Buyer Coordinators: Ms. Gemma F. Oxciano
Address: Civil Service Commission
National Government Center,
Constitution Hills, Diliman,
District, City/Town: Quezon City
Province: NCR
Postal Code: 1126
Telephone: (632) 931-7935/39 loc. 545 or 506
Fax: (632) 931-8029 / 931-7984

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