



CSC BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. 2015-17
(Re-bidding-Security Services)
August 14, 2015

INVITATION TO BID (ITB)
(Mode of Procurement: Public Bidding)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites again interested **private security agencies/service providers/bidders** 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 Supply of Security Services in the Civil Service Commission (CSC) - Central Office”
Requirements/ Specifications	<ul style="list-style-type: none"> ➤ Must be a private security agency; ➤ Must provide a total of fifteen (15) Security Personnel -- 10 guards during day schedule and 5 guards during night schedule for twelve (12) hours duty daily; ➤ Must have the qualifications of Security Personnel as indicated in the Revised Terms of Reference (TOR); ➤ Must provide equipment and uniform requirements for the security personnel; ➤ Must provide equipment requirements for the CSC Building and Grounds Facilities (25 units CCTV with colored monitor and accessories), Visitors I.D. with lace), and supplies/materials for administrative aspect of security services; ➤ Must have the following: At least 3 years security agency experience; Not blacklisted in any government entity; At least 100 security personnel; With previous contract in any government entity/hospitals/malls/banks; With sufficient number of personnel handling administrative functions; With adequate number of owned/registered/licensed firearms and ammunitions, two-way radios and other equipment; Certification issued that the Security Agency has no case with the NLRC; and Financial proposal which contains breakdown of all costs.
Other Requirements	The complete specifications/requirements and other details of the project are included in the Revised TOR/Manual of Bidding Documents which can be secured from the CSC-BAC Secretariat with a <u>non-refundable fee of Php 5,000.00.</u>
Contract Duration	One (1) Year Service Contract (subject to multi-year contracts up to 3 years)
Approved Budget for the Contract (ABC)	Php 6,600,000.00 (Inclusive of govt. tax/other applicable taxes)
Source of Fund	CSC General Fund

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 Regulation (RIRR) of 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 parties/service providers shall register/apply first by submitting a Letter of Intent (LOI) to the CSC-BAC Secretariat with address and contact numbers indicated below. Company Representatives shall submit or bring with them written authority/certification to represent their respective companies in the bidding.

The Manual of Bidding Documents which contains the complete terms of reference/scope of works/technical specifications/requirements, instructions to bidders, schedule of bidding activities, bidding forms and other details of the project can be secured from the CSC-BAC Secretariat during office hours upon payment of a non-refundable amount of Five Thousand Pesos (Php5,000.00) 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 bidding and participate in the Pre-Bid Conference.

The **Pre-Bid Conference shall be conducted on August 24, 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, technical and financial requirements/bid proposals shall be dropped at the designated Bid Box for public bidding on or before September 9, 2015 and 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, technical and financial 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 [Publishing in the newspaper and posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC for at least seven (7) calendar days]	August 12 to September 9, 2015 or up to the date of the Bid Opening	Newspaper, PhilGEPS and CSC Websites and CSC Procurement Bulletin Board
b. Registration of Bidders and Issuance of Bidding Documents to interested bidders	August 12 to September 9, 2015 or up to the date of the Bid Opening	CSC-BAC and BAC-Secretariat Unit
c. Pre-Bid Conference (Discussion/clarification in the TOR, bidding requirements and other details of the project)	August 24, 2015 at 11:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)
d. Deadline for Submission of Eligibility, Technical and Financial Requirements/Bid Proposals	September 9, 2015 Strictly at 9:00 a.m.	CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)

<p>e. Eligibility Checking (Opening of envelopes containing eligibility and technical requirements)</p>	<p>September 9, 2015 at 11:00 a.m.</p>	<p>CSC-BAC and BAC-Secretariat Unit (OFAM Conference Room)</p>
<p>f. Bid Opening (Opening of envelopes containing financial requirements/bid proposal)</p>	<p>September 9, 2015 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 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</p>
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