



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-ITB No. 2015-19
(CSCRO 5 Generator)
October 30, 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 generator sets** 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 One (1) Unit Generator Set for the CSC Regional Office No. 5, Legazpi City"

Approved Budget for the Contract: Php 900,000.00

Specifications/ Requirements:

| Item No. | Quantity/ Unit | Item Description | Total Approved Budget |
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| 1 | 1 Unit | <p>"Supply and Installation of One (1) Unit Generator Set for the CSC Regional Office No. 5, Legazpi City"</p> <p><u>Technical Specifications</u></p> <p>Generator Set, 100-125 KVA, 3-Phase, 230V, 60Hz; Packaged Diesel Engine; Silent type; Brand-new and genuine; Manual transfer switch; Steel skid based construction, aligned and assembled GenSet package complete with piping kit, side guards, and standard accessories; Exhaust flexible connector; Exhaust silencer; Set of anti-vibration isolators (pad type); Set of lead acid starting battery complete with cables; Engine standard safety control shutdown protection for: low lube oil pressure, engine coolant temperature, engine overspeed; One set mounted GenSet DC and AC Digital auto/start/stop control panel; One set of engine and alternator manuals; Other electrical accessories; Painted in heavy industrial standard color; With complete set of Operations and Maintenance Manuals</p> <p><u>Place of Delivery</u></p> <p>➤ CSC Regional Office No. 5, Rawis, Legazpi City</p> <p><u>Other Requirements</u></p> <p><i>(To be indicated in the Bid Offer)</i></p> <p>➤ Transportation and hauling of the GenSet to the place of delivery</p> | <p>Php 900,000.00 (Inclusive of VAT/ Govt. Taxes/Other Charges)</p> |

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| | | <ul style="list-style-type: none"> ➤ Installation, testing/commissioning/ rigging of GenSet ➤ Training of two (2) CSCRO 5 onsite ➤ Other costs, if any. ➤ Product/unit demonstration of the GenSet for proper usage and maintenance <p><u>Warranty</u></p> <ul style="list-style-type: none"> ➤ One (1) year product warranty, including parts/service <p><u>Delivery Period</u></p> <ul style="list-style-type: none"> ➤ Within thirty (30) calendar days after receipt of the approved Notice to Proceed/Purchase Order. <p>NOTE: Bidders should refer to the Project's Technical Specifications (TS) and Supplemental Bid Bulletin (if any) for their technical specifications offer and bid proposal. The complete TS and <u>Manual of Bidding Documents</u> can be secured from the CSC-BAC Secretariat with a <u>non-refundable fee of P1,000.00.</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 parties/suppliers 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.

The Manual of Bidding Documents which contains the complete technical specifications, instructions to bidders, schedule of bidding activities and sample bidding forms can be secured from the CSC-BAC Secretariat during office hours upon payment of a non-refundable fee of **One Thousand Pesos (Php 1,000.00)** to be paid to the *CSC Cashier Unit* located at the Pamathalaan Park, CSC Compound, Constitution Hills, Quezon City. **Interested parties/suppliers may contact the CSC-BAC Secretariat in advance to ensure the availability of the Manual of Bidding Documents.**

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 and in the bidding activities.

The **Pre-Bid Conference shall be conducted on November 23, 2015 at 10:00 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 December 7, 2015 and shall be closed strictly at 10:00 a.m.** (timepiece/clock of OFAM-CSC) located at the OFAM Room, Basement, CSC Mainbuilding, CSC Central Office, Quezon City and shall be opened on the same date for the **Eligibility Checking and Bid Opening.**

The eligibility, technical and financial requirements/bid proposals 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 the bidding activities for said project:

| ACTIVITY | DATE / TIME | PLACE / VENUE |
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| a. Invitation / Advertisement [Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC for at least seven (7) calendar days] | November 2 to December 7, 2015 up to the date of the Bid Opening | PhilGEPS and CSC Websites and CSC Procurement Bulletin Board |
| b. Registration of Bidders and Issuance of Bidding Documents to interested bidders | November 2 to December 7, 2015 up to the date of the Bid Opening | CSC-BAC / Secretariat Unit (OFAM – CSC) |
| c. Pre-Bid Conference (Discussion/clarification in the TOR, bidding requirements and other details of the project) | November 23, 2015 at 10:00 a.m. | CSC-BAC / Secretariat Unit (OFAM – CSC) |
| d. Deadline for Submission of Eligibility, Technical and Financial Requirements/ Bid Proposals | December 7, 2015 Strictly at 10:00 a.m. | CSC-BAC / Secretariat Unit (OFAM – CSC) |
| e. Eligibility Checking (Opening of envelopes containing eligibility and technical requirements) | December 7, 2015 at 10:00 a.m. | |
| f. Bid Opening (Opening of envelopes containing financial requirements/bid proposal) | December 7, 2015 at 10:30 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

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| <p>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 or 545 Telefax: 931-8029</p> |
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