



INVITATION TO BID FOR *VENUE AND CATERING SERVICES FOR 2019 CSC TRAINING PROGRAMS*

1. The *Civil Service Commission, Caraga Regional office*, through the *Bids and Awards Committee*¹ intends to apply the sum of *Nine Hundred Seventy Six Thousand Five Hundred Pesos* for the Procurement of Venue and Catering Services for 2019 CSC Caraga Training Programs, to wit:

| Lot/Item | Name of Contract | Contract Number | ABC |
|-----------------|--|------------------------|------------------|
| A | Venue and Catering services for 2-days Training Program (Foundational and HRM Courses) | ITB 2019-01-A | P 343,000.00 |
| B | Venue and Catering services for Two-days Leadership Program | ITB 2019-01-B | P 392,000.00 |
| C | Venue and Catering services for Three - days Foundational Program and HRM | ITB 2019-01-C | P 220,500.00 |
| D | Venue and Catering Services for 1-day Gender Sensitivity Seminar | ITB 2019-01-D | P 21,000.00 |
| | GRAND TOTAL | | P 976,500 |

being the Approved Budget for the Contract (ABC) to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

¹ Ibid.

**NOTE: PLEASE REFER TO SECTION VI ON SCHEDULE OF REQUIREMENTS
FOR COMPLETE DETAILS/INFORMATION**

2. The *Civil Service Commission, Caraga Regional office* now invites bids for Procurement of Venue and Catering Services for 2019 CSC Caraga Training Programs.² Delivery of the Goods is required *on the date specified per program*.

Bidders should have completed, within *one (1) year* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

In addition, select one of the two following paragraphs and delete the other depending on the existence of conditions under Section 23.4.1.2 of the IRR of RA 9184:

- (i) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Interested bidders may obtain further information from the *Civil Service Commission, Caraga Regional Office* and inspect the Bidding Documents at the address given below from 8:00 AM to 5:00pm Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **January 17, 2019** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (P1,000.00). Note: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

² A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

6. The **Civil Service Commission, Caraga Regional Office** will hold a Pre-Bid Conference³ on **January 25, 2019 , 2:00PM** at **the CSC HRD Center, Civil Service Commission, Doongan Road, Butuan City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before February 6, 2019 at 5:00 PM. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**

Bid opening shall be on February 7, 2019 10:00 o'clock AM at **the CSC HRD Center, Civil Service Commission, Doongan Road, Butuan City**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
8. The **Civil Service Commission, Caraga** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

CHRS Marilyn T. Yballa
Civil Service Commission
Doongan Road, Butuan City
085-342-6089, 085-815-3370
cscpalcaraga@yahoo.com



CHRISTOPHER C. MABALE
Chair - Bids and Awards Committee

³May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.