



Republic of the Philippines  
CIVIL SERVICE COMMISSION

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
Regional Office No. VIII  
Government Center, Palo, Leyte

## INVITATION TO BID FOR PROVISION OF CY 2023 SECURITY SERVICES FOR THE PERIOD

**January 1, 2023 - December 31, 2023**

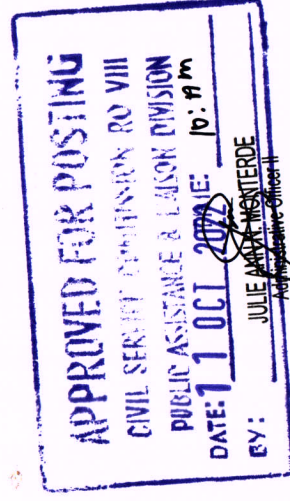
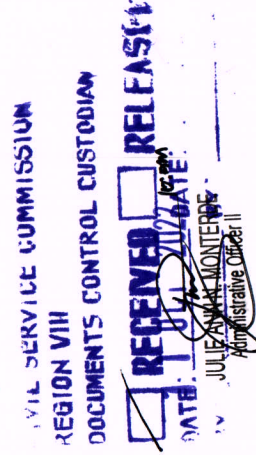
(CSCROVIII-PB-2022-0001)

- The *Civil Service Commission Regional Office No. VIII, Palo, Leyte*, through its *2023 General Appropriation (General Fund)* intends to apply the sum of *Seven Hundred Fifty Three Thousand Pesos (P753,000.00)* being the ABC to payments under the contract for the *Provision of CY 2023 Security Services for the period January 1 - December 31, 2023 consisting of, among others, three (3) security guards, under CSCROVIII-PB-2022-0001*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item No.	Description	Quantity
1	Supply of Security Guards for seven (7) days work at the CSCRO VIII, rendering atleast eight (8) hours duty daily, including Saturdays, Sundays and holidays	3 – Regular Guards
	Total	3

- The *Civil Service Commission Regional Office No. VIII, Palo, Leyte*, now invites bids for the above Procurement Project in accordance with the provisions of the Revised IRR of RA 9184. Delivery of the Goods is required by *January 1, 2023 - December 31, 2023*. Bidders should have completed, a **single contract within the last three years** 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).
- The Summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	October 11, 2022
Issuance and Availability of Bid Documents	October 11, 2022
Deadline for Submission	October 26, 2022 (11:00 AM)
Opening of Bids	October 26, 2022 (1:30 PM)



4. 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) No. 9184.

a. *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 No. 5183.*

5. Prospective Bidders may obtain further information from **Civil Service Commission Regional Office No. VIII** and inspect the Bidding Documents at the address given below during **office hours at 8:00 A.M. to 5:00 P.M. from the BAC Secretariat, c/o Ms. Eleonor B. Garcia, BAC Secretariat, Civil Service Commission Regional Office No. VIII, Palo, Leyte with telephone numbers 888-0742.**

6. A complete set of Bidding Documents may be acquired by interested Bidders on **October 11 to 25, 2022 from 8:00 AM to 5:00 PM (Mondays to Fridays only)** from the given address and website 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).** The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be **presented in person, or through email at ro08.msd@csc.gov.ph.**

The Bidding Documents 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.

7. **THE CIVIL SERVICE COMMISSION REGIONAL OFFICE NO. VIII, PALO, LEYTE will not hold a Pre-Bid Conference<sup>1</sup>.**

8. Bids must be duly received by the BAC Secretariat through manual submission by depositing in the bid box located at the CSCRO8 guardhouse on or before **October 26, 2022 at 11:00 AM** in the morning at the office address indicated below. Late bids shall not be accepted.

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14, as follows:

- a. The amount of not less than *P15,060.00 (2%) of ABC*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than *P37,650.00 (5%) of ABC* if bid security is in Surety Bond.

10. Bid opening shall be on **October 26, 2022, 1:30 PM** at the **Civil Service Commission Regional Office No. VIII, Palo, Leyte** and/or via *zoom application, or other technology platform to be used by this Office*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

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<sup>1</sup>May be deleted in case the ABC is less than One Million Pesos (Php1,000,000.00) where the Procuring Entity may not hold a Pre-Bid Conference

11. The *Civil Service Commission Regional Office No. VIII, Palo, Leyte* 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

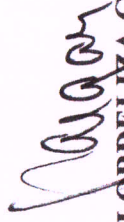
**CHRS ELEONOR B. GARCIA**

BAC Secretariat Head  
Civil Service Commission  
Regional Office No. VIII  
Government Center, Palo, Leyte 6501  
Telefax: (053) 888-0742  
Website: [www.cscro8.weebly.com](http://www.cscro8.weebly.com)

13. You may visit the following websites:

For downloading of Bidding Documents: [www.cscro8.weebly.com](http://www.cscro8.weebly.com)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

10 October 2022

  
**ATTY. FLORDELIZA C. ALGAS**  
Acting Director III  
BAC Chairperson