



REQUEST FOR QUOTATION
NO. 2024-05-030

Date: May 9, 2024

Company Name/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN (Please indicate if VAT/Non-VAT): _____
PhilGEPS Registration Number (Required): _____

The **CIVIL SERVICE COMMISSION REGIONAL OFFICE 1 (CSC RO1)**, thru its Bids and Awards Committee (BAC), intends to procure **Office Supplies for Various Training Programs for the 2nd Quarter CY 2024** through Section 52 - Shopping of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please quote your **best offer** for the item/s describe herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on May 14, 2024**.

Kindly also submit the following documents along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2024 Mayor's or Business Permit <u>OR</u> Certificate of PhilGEPS Registration (if Platinum Member)	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of Renewal Application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted before the award of contract.
Notarized Omnibus Sworn Statement (if quoted price is above PHP50,000.00) (GPPB Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith before the award of contract.

For clarifications, you may contact us at Telephone No. (072) 700-5626 or e-mail address at ro01.msdc@csc.gov.ph.


Director **CORNELIA M. RILLERA**
BAC Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the CSC RO1 shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CSC RO1. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

TERMS AND CONDITIONS:

10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CSCRO1 may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

Sir/Ma'am:

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS

Please quote your **best offer** for the items bellow. Please do not leave any blank items. Indicate "**0**" if item being offered is "**free of charge.**"

Item/Description	Quantity	Unit	Approved Budget for the Contract	Bidder's Statement of Compliance ("Comply" or "Not")	Unit Price	Total Price
Battery, AA, 2pcs/pack	pack	5	P66,835.00			
Battery, AAA, 2pcs/pack	pack	5				
Staple Wire, No. 35	box	3				
Tearsheets, Manila Paper	piece	30				
ID Jacket with Clip	piece	500				
ID Jacket with garterized lace	piece	500				
Training Certificate Envelope, Plastic, Half of A4	piece	2000				
Tape Packaging, 48mm	roll	5				
Envelope, Documentary, Long, 500pcs/box	box	2				
Envelope, Expanding Kraft, 100pcs/box	box	3				
Folder, Pressboard, 100pcs/box	box	4				
Cartolina, White	piece	30				
Notebook, Stenographer	piece	500				
Ballpen, Black	piece	500				

FINANCIAL OFFER:

Approved Budget for the Contract Sixty Six Thousand Eight Hundred Thirty Five Pesos Only (PhP 66,835.00)	Total Offered Quotation	
	In Words: _____	
	In Figures: _____	

SIGNATURE OVER PRINTED NAME

POSITION/DESIGNATION

CONTACT NUMBER