



REQUEST FOR QUOTATION
NO. 2024-05-033

Date: May 15, 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 **Supplies for May and June 2024** through Section 52.1 B (Negotiated Procurement - 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 21, 2024:10:00 A.M.**

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.msd@csc.gov.ph.


Director III **CORNELIA M. RILLERA**
BAC Chairperson

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- 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.
- Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- The item/s shall be delivered according to the accepted offer of the bidder.
- 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.
- 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.
- 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.
- 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.
- 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
Alcohol, 500mL, Ethyl	53	bottle	P74,904.00			
Ballpen, Black	60	piece				
Ballpen, Blue	40	piece				
Board Paper, 220 GSM, White, A4, 10s/pack	14	pack				
Battery, AA, 2s/pack	15	pack				
Battery, AAA, 2s/pack	8	pack				
Paper Clip, Gem Type, 100s/box, 33mm	10	box				
Paper Clip, Gem Type, 100s/box, 50mm	20	box				
Clip, Backfold, 25mm, 12s/box	20	box				
Clip, Backfold, 50mm, 12s/box	5	box				
CD Rewriteable, 700MB	67	piece				
Correction Tape	50	piece				
Fastener, Metal, 50s/box	15	box				
Flag of the Philippines, Standard Size, Polyester	2	piece				
Folder, Tagboard, Legal, Brown, 100s/pack	3	pack				
Marker, Permanent, Black	10	piece				
Rubber Band #18	3	box				
Sign Pen V10 Grip	24	piece				
Sign Pen, Black, 0.5mm	72	piece				
Sign Pen, Blue, 0.5mm	36	piece				
Sign Pen, Red, 0.5mm	12	piece				
Tape, Masking, 24mm	20	roll				
Tape, Transparent 24mm	36	roll				
Toner, Canon 303	3	cart				
Toner, DCP L2540DW	1	cart				
Toner, HP85A	3	cart				
Toner, HP35A	2	cart				
Toner, HP12A	1	cart				
Ink for Epson L120, Black	5	bottle				
Ink for Epson L3210, Black	5	bottle				
Dishwashing Liquid, min. 250mL	25	bottle				
Liquid Handsoap/Handwash, min. 250mL	10	bottle				
Insecticide, Aerosol, min. 500mL	20	can				
Liquid Bleach/Clorox, min. 900mL/bottle	13	bottle				
Broom, Soft	3	piece				
Broom, Stick	6	piece				
Cleanser, Scouring Powder	5	bottle				
Detergent Powder, 1 Kilo/Pack	15	pack				
Disinfectant Spray, Aerosol, min. 500mL	15	can				
Trash Bag, XXL, 10s/pack	15	pack				
Tissue Paper, 2-Ply, 12s/pack (MAKAPAL)	40	pack				
Fabric Conditioner, min. 25mL/pack	36	pack				
Surgical Gloves, White/Blue, 100s/box	1	box				
Index Tab, Color Fluorescence Notes, 4-5colors/pack	15	pack				

FINANCIAL OFFER:

Approved Budget for the Contract Seventy-Four Thousand Nine Hundred Four Pesos Only (PhP 74,904.00)	Total Offered Quotation
	In Words: _____
	In Figures: _____

SIGNATURE OVER PRINTED NAME

POSITION/DESIGNATION

CONTACT NUMBER