



**REQUEST FOR QUOTATION**  
**NO. 2024-12-095**

Date: December 12, 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 November and December 2024** through Section 52.1B (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 December 17, 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) <b>(GPPB Prescribed Form)</b>	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 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
<b>Supply and Delivery of:</b>						
Battery, AA, 4s/pack	8	pack	<b>P137,751.00</b>			
Battery, AAA, 4s/pack	8	pack				
Clip, Backfold, 32mm, 12s/box	8	box				
Looseleaf Cover, Green, 50s/pack	1	pack				
Stapler with Wire Remover, Heavy Duty	5	piece				
Puncher, 2-holes, Heavy Duty	5	piece				
Envelope, Expanding, Kraft, Long, with Tie/Bundle, Brown, 100s/box	3	box				
Correction Tape, min. 8 meters	60	piece				
Sticker Paper, 10s/pack, can stick to cement, glass and wood	6	pack				
Record Book, 300 pages	15	booklet				
Sign Pen, V10 Grip, Black, 1.0mm	24	piece				
Ballpen, Black	108	piece				
Ballpen, Red	108	piece				
Sign Pen, Black, 0.5mm	108	piece				
Bond Paper, Multicopy, A4, 500s/ream, 70GSM	90	ream				
Bond Paper, Multicopy, Legal/Folio, 500s/ream, 70GSM	50	ream				
Folder, Tagboard, Kraft, Brown with White Tab, Legal, 100s/pack	5	pack				
Twine, Plastic	3	roll				
Tape, Masking 2", 25 yards	12	roll				
Tape, Masking 1", 50 meters	15	roll				
Data File Box, 15.5" x 9.5" x 4.5", Made of Chipboard, with Closed Ends, with finger ring and pocket for label insert, Heavy Duty, Color: RED	70	piece				
Data File Box, 15.5" x 9.5" x 4.5", Made of Chipboard, with Closed Ends, with finger ring and pocket for label insert, Heavy Duty, Color: GREEN	20	piece				
Philippine Flag, Length - 1828mm (-3mm); Width - 914.4mm (-3mm), 100% Polyester	5	piece				
CD Rewriteable 700MB	50	piece				
Toner, HP26A	1	unit				
Toner, HP85A	5	unit				
Toner, Canon 303 for LBP 2900	5	unit				
Ink for Epson L120, 4 colors/set	5	set				
Ink for Epson L3210, 4 colors/set	5	set				
Ink for Epson L800, 6 colors/set	5	set				
Ribbon for Epson LX-310	2	unit				
Dishwashing Liquid, min. 250mL	60	bottle				
Dishwashing Sponge with Scouring Pad	40	bottle				
Insecticide, min. 500mL	15	can				
Detergent Powder, 1kilo/pack	15	pack				
Disinfectant Spray, Aerosol, min. 500mL	13	can				
Toilet Bowl Cleaner, Ultrathick Bleach, 900mL	30	bottle				
Fabric Conditioner, min. 25mL/pack	48	pack				
Surgical Gloves, Disposable, White/Blue, Large, 50pairs/box	5	box				
Toilet Deodorant Cake, min. 50grams	60	piece				
Liquid Handsoap/Handwash, min. 500mL	35	bottle				

Liquid Bleach, Clorox, min. 900mL	20	bottle			
Trash Bag, XXL, 10s/pack	30	pack			
Broom, Soft (Makapal)	8	piece			
Broom, Stick (Makapal)	8	piece			
<b>Delivery and Payment Terms and Conditions:</b>					
- Purchase Order Basis					
- Delivery is within 15 Calendar Days from Receipt of Purchase Order					
- to withhold corresponding taxes					

FINANCIAL OFFER:	
Approved Budget for the Contract	Total Offered Quotation
<p>One Hundred Thirty Seven Thousand Seven Hundred Fifty One Pesos &amp; 00/100 (PhP137,751.00)</p>	<p>In Words: _____</p> <p>_____</p> <p>_____</p> <p>In Figures: _____</p>

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF SUPPLIER

\_\_\_\_\_  
POSITION/DESIGNATION

\_\_\_\_\_  
CONTACT NUMBER

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF CANVASSER

\_\_\_\_\_  
Date Retrieved