



**CIVIL SERVICE COMMISSION**  
 Republic of the Philippines  
 Regional Office 1

**REQUEST FOR QUOTATION**  
**NO. 2025-01-005**

Date: January 18, 2025

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 and Materials for the March 3, 2025 CSE-PPT 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 January 24, 2025: 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.msd@csc.gov.ph.

  
**Director III CORDELIA 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. 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 Comply")	Unit Price	Total Price
<b>Supply and Delivery of the following:</b>						
Stamp Pad, Felt, Bed dimension: 60mm x 100mm min.	182	piece				
Alcohol, Ethyl, 68%-70%, Scented, 60mL	390	bottle				
Glue, all purpose, 40mL	210	bottle				
Marker, Twin (Tip Type: Bullet, Needle Point), Black	100	piece				
Envelope, Documentary, for legal size document (10x15)	600	piece				
Pencil, Lead/Graphite, with Eraser	200	piece				
Ballpen, Black	490	piece				
Chalk, Molded, White, Dustless, Length: 78mm min, 140s/box	7	box				
Alcohol, Ethyl, 68%-70%, Scented, 500mL	21	bottle				
Ballpen, Red	5	piece				
Battery, Dry Cell, AA, 2s/pack	5	pack				
Battery, Dry Cell, AAA, 2s/pack	12	pack				
Cartolina, Red	20	piece				
Cartolina, Yellow	20	piece				
Ink for Epson L3150, 4colors/set	1	set				
Correction Tape, film base, UL 6m min.	10	piece				
Dater, mmm/dd/yyyy format (beginning 2025), 12 years	5	piece				
Envelope, Plastic/Transparent, Long	90	piece				
Fastener, Plastic, 70mm between prongs	11	box				
Garbage Bag, Transparent, min. 4XL size, 10s/pack	20	pack				
Glue, All purpose, gross weight: 200 grams min	14	bottle				
Icebag/Zip, 100s/pack	6	pack				
ID Jacket, size: A6, Vertical	130	piece				
Marker, Permanent, Bullet Type, Black	23	piece				
Marker, Whiteboard, Black, Felt Tip, Bullet Type	90	piece				
Oil for Shredder, 100cc	12	bottle				
Oil for Shredder, Small	3	bottle				
Paper Clip, Vinyl/Plastic Coat, Length: 32mm min.	12	box				
Paper, Multi-purpose (Copy), A4, 70 GSM	28	ream				
Paper, Multi-purpose (Copy), Legal, 70 GSM	20	ream				
Pencil Sharpener, 2 holes	50	piece				
Plastic 2"x3"	5000	piece				
Push Pin, 100s/pack	2	pack				
Ribbon, Epson LX-310	2	cart				
Sign Pen, Black, Liquid/Gel Ink, 0.5mm Needle Tip	31	piece				
Sign Pen, Blue, Liquid/Gel Ink, 0.5mm Needle Tip	16	piece				
Sign Pen, Red, Liquid/Gel Ink, 0.5mm Needle Tip	21	piece				
Stamp Pad Ink, Purple or Violet, 30mL	20	bottle				
Staple Wire, Standard	8	box				
Tape, Double Adhesive 1"	4	roll				
Tape, Masking 2"	12	roll				
Tape, Packaging 2"	9	roll				
Tape, Transparent 1"	8	roll				
Tape, Transparent 2"	4	roll				

Toilet Tissue Paper, 3-Ply Sheets, 150 pulls	43	roll				***BACK-TO-BACK PAGES***
Toner Cart, Brother DCP-L2540DW	1	cart				
Twine, Plastic One (1) Kilo per roll	8	roll				
Specialty Paper, 10s/pack, A4	3	pack				
Sticker Paper, A4, 10s/pack	3	pack				
Terms: Purchase Order Basis						
Delivery Period: February 17-24, 2025 (No Extension Allowed)						

FINANCIAL OFFER:	
Approved Budget for the Contract	Total Offered Quotation
Seventy-Seven Thousand Nine Hundred Seventy-Seven Pesos & 75/100 (Php77,977.75)	In Words: _____
	_____
	In Figures: _____

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

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

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

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

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