



**ACKNOWLEDGMENT RECEIPT OF**  
**REQUEST FOR QUOTATION (RFQ) NO. 23-11-052**

I hereby acknowledge receipt from the **Civil Service Commission (CSC) Caraga Regional Office** of the documents pertaining to the above RFQ:

**COMPANY NAME** : \_\_\_\_\_  
**CONTACT PERSON** : \_\_\_\_\_  
**ADDRESS** : \_\_\_\_\_  
**CONTACT NUMBER** : \_\_\_\_\_  
**E-MAIL ADDRESS** : \_\_\_\_\_

\_\_\_\_\_  
Printed Name & Signature of Dealer/  
Authorized Representative

\_\_\_\_\_  
Date



**REQUEST FOR QUOTATION**

RFQ No:23-11-052

Date:11/8/23

Name of Supplier/Dealer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Philgeps No. \_\_\_\_\_  
 TIN \_\_\_\_\_  
 Sir/Madam:

Mode of Procurement : SMALL VALUE PROCUREMENT  
 (SEC. 53.9)  
 APP Reference: Item no. 3 of 10th Supplemental APP

VAT:   
 Non-VAT:

If available in your stock, please quote your lowest price, all taxes included, for the following article/services enumerated below and submit your quotation as soon as possible to this office to the undersigned stating the shortest time which delivery could be made by yourself.

Very truly yours,

*Aurora B. Mantilla*  
**AURORA B. MANTILLA**  
 BAC -Chairperson

**Terms and Conditions :**

- Price Validity shall be for a period of 30 calendar days from submission of the RFQ.
- Delivery period within ( 20 **CDs**) from receipt of Contract/Purchase Order (PO) or As indicated schedule below.
- Warranty shall be for a period of six (6) months for supplies and materials ; at least 1 year for equipment or as indicated in the product warranty whichever is longer.
- Bidders must submit the following documentary requirements:
  - Mayor's/Business Permit (to be submitted upon submission of offer)
  - PhilGEPS Registration Number (to be submitted upon submission of offer)
  - Income/Business Tax Return (for ABCs above Php 500,000.00) (to be submitted upon submission of offer)
  - Omnibus Sworn Statement (for ABCs above Php 50,000.00) (to be submitted before issuance of Notice of Award)
- Mode of delivery [ ] Pick-up; [ ] Door-to-door delivery at the Civil Service Commission (CSC) Caraga Regional Office, Butuan City.
- Liquidated Damages : One-tenth (1/10) of one (1) percent of the cost of the undelivered item/s for every day of delay.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- The CSC Caraga Regional Office 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 R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- Deadline for submission of quotation shall be on November 13 , 2023 at 10:00am.
- Award shall be made on :  Per Item Basis  Lot/ Package  Total Quoted
- Please put check (/) mark if your product/service is compliant with the technical specifications/terms and conditions.

**Your Quotation Must be Sealed**

**ABC : One Hundred Forty Four Thousand Pesos (P144,000.00)**

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
1	6	unit	Duplex Printer ( Rental ) Specification: Wireless and Duplex printing, Auto document feeder, Print, Scan, Copy (up to legal size), Print resolution up to 1200 x6000 dpi, Print Speed: 17/ mono / 16.5 (col) IPM, Paper capacity :150 sheets (80 GSM paper), Enlarge and reduce Capacity: 25% to 400%, Paper sizes: A4, letter, executive, A5, A6 Photo 4 x6, Index card 5x6, Photo 5x 7, CS envelope, COM-10, DL Envelope. Unlimited Printing Provision of Unlimited Ink refill, free repair and maintenance of printer units. 1 year contract for Field Office Tandag , Surigao Del Sur, Patin-ay, Agusan Del Sur, Brgy. Abilan Buenavista ADN , Municipality of Sison, SDN ,  Examination Services Division (ESD) AND Management Services Division(MSD) - CSC , Caraga Regional Office , Doongan , Butuan City			

\_\_\_\_\_  
 Printed Name & Signature of Dealer/  
 Authorized Representative