

Civil Service Commission
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2023-213 NP SVP
Date: 27 Sep. 2023
PR No./End-User : 2023-09-1412 / OHRMD-TSSD

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective service provider who will submit a proposal with the lowest calculated and responsive offer shall be selected. **As a condition for award**, you will be required to submit a copy of your ***Mayor's/Business Permit**, together with your proposal. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a ***duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex C**), together with the ***signed copy of Purchase Order (PO) prior to the date of event/delivery/installation**.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than **1:00 P.M. of 02 October 2023**.


GLAMOUR FERN MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


SAM V. MANGLICMOT
Chief
Procurement Management Division
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

1. Award shall be made on per: Item Basis Lot Basis Total Quoted Price
2. Goods/Services shall be rendered on **Please see Annex A**
3. Place of Delivery: Civil Service Commission-Central Office, IBP Road, Batasan Pambansa, Constitution Hills, Quezon City
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
6. Bidders shall provide **correct and accurate information** required in this form.
7. Quotations exceeding the Approved Budget for the contract shall be rejected.
8. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
9. Terms of Payment: **within 15-30 days upon complete submission of supporting documents**.
10. Payment shall be made through Land Bank's **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility**.
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
11. Liquidated Damages/Penalty: **amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	SUPPLY AND DELIVERY OF SPORTS UNIFORMS							
	Blue Sports Uniform Set	35	set					
	*Contains two upper uniforms, one jacket, one sports towel and two lower uniforms for a total of six (6) items							
	*Upper uniform may be any of the following: 2 T-shirts; 2 Sleeveless shirts. Or a combination of sleeveless and t-shirt;							
	*Lower uniform consists of one (1) short pants and 1 jogging pants							
	* Please see attachment (Annex B) for specification details							
	Blue Committee Uniform Set	5	set					
	* Contains one upper uniform (t-shirt), one jacket, and one lower uniform for a total of three (3) items							
	* Lower uniform consists of 1 jogging pants							
	* Please see attachment (Annex B) for specification details							
	Blue Officials Uniform Set	8	set					
	* Contains one upper uniform (t-shirt), one jacket, and one lower uniform for a total of three (3) items							
	* Lower uniform consists of 1 jogging pants							
	* Please see attachment (Annex B) for specification details							
	APPROVED BUDGET FOR THE CONTRACT: PHP201,000.00							

GLAMOUR FEN. MONTANO

Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature

Authorized Representative of the Service Provider

Annex B: Order Specifications for Uniform Set

1.) Order Period

- a. Items shall be delivered between 06 October 2023 and 13 October 2023, with latest date of delivery for any adjustments on 15 October 2023.
- b. Items shall come in various sizes for Male and Female players (XS, S, M, L, XL, 2XL and 3XL)
- c. Payment shall be done through check payment and subject to tax.
- d. The end-user shall provide a specific selection of items (choice of top and bottom, sizing, and other details) within three days after contract award.
- e. Specific designs for each uniform type shall be provided by the end-user within three days after contract award.

2.) Common Specifications

- a. Material of upper uniform shall be dri-fit cotton.
- b. The general color of the uniform shall be blue.
- c. Sublimation printing shall be used for design elements in the uniform.
- d. Common design elements in front of upper uniform are the CSC logo, the word CSC, and the Jersey number. Brand name of the shirt shall be covered by the design.
- e. Common design elements in the back of upper uniform are the surname of the wearer and the declared jersey number.
- f. Jacket shall be a windbreaker-type jacket with stowable hood via zipper pocket and shall have the CSC logo or the specified element in the provided design printed abreast.
- g. Shorts for the uniform may come in multiple lengths designed for game types (volleyball, basketball, and regular)
 - i. For volleyball shorts, it must be lower than midhigh.
 - ii. Basketball shorts should come in standard sizing.
 - iii. Regular athletic shorts shall be on the knee/above the knee.
 - iv. Shorts shall contain the declared jersey number on the lower outer portion of the left leg.
- h. Jogging pants shall have provisions for side pockets and a white band along the sides. Sizing and length shall be in extra/straight cut.
- i. Towel shall be a single piece of sports towel in blue. Branding options may include the CSC logo or the word CSC CO in contrast color.

3.) Sports Uniform Set

- a. Sports uniform set shall contain two upper uniforms, one jacket, and two lower uniforms.
- b. Upper uniforms may be a choice of two t-shirts, two sleeveless shirts, or a combination of sleeveless and t-shirts.
- c. Lower uniform shall be comprised of one shorts and one jogging pants.
- d. Uniform and design elements shall be based upon specific and distinct designs provided by the end-user.

4.) Committee Uniform Set

- a. Committee uniform set shall contain one t-shirt for upper, one jacket, and one jogging pants.
- b. Committee uniforms shall have no customizations on the design elements provided. They shall not have the jersey number and surname element present in the common design.
- c. Committee uniforms shall have, however, the word “CENTRAL OFFICE COMMITTEE” in caps included on the back of the uniform.

5.) Officials Uniform Set

- a. Uniform set for officials shall include one t-shirt as an upper, one jacket, and one jogging pants as lower.
- b. Uniform design elements shall be based on the sports uniform set.

Prepared by:

Original Signed

LANCE JAY P. CADUNOG
Administrative Officer V

Approved by:

Original Signed

ATTY. ROSALITA B. RANCES-PETACA
Acting Director IV