

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

REQUEST FOR QUOTATION

RFQ No. : 2022-0183
Date: 10/19/2022
PR No./End-User : 2022-07-0604 (OFAM GSD)

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 lessors 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 ***signed copy of Purchase Order (PO) prior to the date of delivery**.

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 **03:00 P.M. of October 22, 2022**.


MYRNA LIM MANUEL
Procurement Officer

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



SAM V. MANGLICMOT
Chief Administrative Officer
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

- Award shall be made on per: Item Basis Lot Basis Total Quoted Price
- Goods/Services shall be rendered on Please see "Annex A"
- Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor
- Please indicate Warranty: _____
- Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
- Bidders shall provide **correct and accurate information** required in this form.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
- 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.**
- 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.**
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
- 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, Balasang Pamantasan Complex Diliman, Quezon City.
REQUEST FOR QUOTATION

Company Name : _____

Address : _____

Tel No. & Fax No. : _____


Mobile No. : _____

PhilGEPS Reg. No. _____

TIN No. _____

RFQ No. 2022-183
 Date: 10/19/2022
 PR No./End-User: 2022-07-0604 (OFAM GSD)

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
1	Copy paper, Short, 8*1/2 x11, 80gsm	5	ream					
2	Epson Ink, L3110, Black	3	pc					
Approved Budget for the Contract: PHP2,250.00								
	XXXXXXXXXX-Nothing Follows-XXXXXXXXXX							


MYRNA L. MANUEL
 Procurement Officer
 931-7935, 931-7939, 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider