

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

REQUEST FOR QUOTATION

RFQ No. : 2022-0186
Date: 10/19/2022
PR No./End-User : 2022-10-1035

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:

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, Constitution Hills, Quezon City - OFAM at Lower Ground Floor
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.

REQUEST FOR QUOTATION

RFQ No. 2022-186
 Date: 10/19/2022
 PR No./End-User: 2022-10-1035

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

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1	Data Folder with attached Technical Specifications	155	pc					
	Approved Budget for the Contract: PHP46,500.00							
	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

Technical Requirements for

DATA FOLDER

PRODUCT SPECIFICATIONS

- Dimension:
 - Width: 75mm (min)
 - Height: 230mm (min)
 - Length: 380mm (min)
- Material:
 - Chipboard: 2.5mm thick (min)
 - Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover
 - Coated paper for inside cover including spine portion
- With **all steel** lever arch file mechanism and taglia lock
- Spine is provided with finger ring and clear plastic pocket for label **insert**
 - Spine made of PVC gamuza/PP Material or material of equivalent or superior quality
- Assorted colors (red, green, blue, **brown** and maroon) one shade only

EVIDENCE AND VERIFICATION

- Two (2) pieces prototype sample, two (2) swatches [Chipboard (2"x2")] and two (2) sheets inside and outside cover, A4 size shall be submitted to the BAC during **opening of bids** for verification of the product specifications.

PACKAGING

- Six (6) pieces per bundle.

MARKING/LABELING

- **Shall conform with the Consumer Act of the Phil. (RA 7394)**

REFERENCES

- None

A

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Handwritten signatures and initials, including a large '9' at the top right.