

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

REQUEST FOR QUOTATION

RFQ No. : 2022-230
Date: 12/23/2022
PR No./End-User : 2022-12-1320 (PAIO)

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 supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. As a condition for award the selected supplier will be required to submit a copy of its updated PhilGEPS Registration or Mayor's / Business Permit, whichever is applicable, or both, as the case maybe. The updated *Certification Platinum Membership may be submitted in lieu of the Mayor's/Business Permit, if awarded, the supplier 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 29 December 2022 at 9:00 a.m.


MYRNA MANUEL
Procurement Officer

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


SAMY MANGICMOT
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 _____
- Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
- 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, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

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RFQ No. 2022-12-230
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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
	GIFT CHEQUES/CARD							
	Worth Php 1000.00	185	pcs					
	No Expiration Date							
	In denomination of Php 1000 00							
	acceptable in major malls and establishments nationwide							
	<i>Approved Budget for the Contract: Php185,000.00</i>							
	xxxxxxxxxx-Nothing Follows-xxxx xxxxxx							


MYKAE MANUEL
 Procurement Officer
 931-7935, 931-7939, 931-8092 Loc. 503

Printed Name/Signature
 Authorized Representative of the Service Provider