

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

REQUEST FOR QUOTATION

RFQ No. : 2023-007
Date: 31-Jan-23
PR No./End-User : 2023-01-0112 (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 _____.


MYRNA L. 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 Ten (10) working days upon approval of the Final Design
3. Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
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 <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	PRINTING OF CIVIL SERVICE REPORTER MAGAZINE	4,150 pieces	per Quarter					
	SPECIFICATIONS:							
	Size - <u>7 13/16" (7.8125) x 10 7/16" (10.4375) Folded</u>							
	Color - <u>Full Color</u>							
	Stock - <u>Cover - Matte Finish (120gsm / 80lb)</u>							
	<u>Quantity - 4,150 pieces per Quarter or 16, 600 pieces for four Quarters</u>							
	No. of Pages - <u>52 Pages including cover</u>							
	Binding - <u>Saddle Stitch</u>							
	Packaging - <u>Polywrap</u>							

DELIVERY DEADLINES:									
MARCH 20, 2023 - 1st Quarter									
JUNE 30, 2023 - 2nd Quarter									
SEPTEMBER 30, 2023 - 3rd Quarter									
DECEMBER 30, 2023 - 4th Quarter									
NOTES:									
1. Proof should be delivered one (1) day after materials has been submitted to the printer									
2. Delivery should be within ten (10) government days upon approval									
3. Materials should be packed by 25 pieces/pack									
4. Printers should have compatability with ADOBE CLOUD									
5. Four Color Printing is a MUST									
6. PLEASE DO NOT BID if you are unable to meet the specifiicator's and deadlines.									
7. Only printers with NO RECORD of late delivery or poor quality of output with PAIO and OFAM shall qualify to bid (Please refer to PAIO Memos and Certifications submitted to OFAM). Printers are required to submit samples of their products to be given by PAIO									
Approved Budget for the Contract: PhP605,000.00									
xxxxxxxxxx-Nothing Follows-xxxxxxxxxx									


 M. Y. MANUEL
 Procurement Officer
 931-79351931-7939, 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider