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| **Civil Service Commission** |
| Constitution Hills, Batasan Pambansa Complex Diliman, Quezon City |

REQUEST FOR QUOTATION

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| **RFQ No.** | **:** | **2023-101** |
| **Date:** | **:** | **6/7/2023** |
| **PR No./End-User** | **:** | **2023-04-493 (CSLO)** |

# Company Name Address :

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| **:** |  |
| **:** |  |

**Tel No. & Fax No.**

# Mobile No. / E-Mail

**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,** you will be required to submit a **‘duly notarized Omnibus Sworn Statement i**n accordance with the attached format **(Annex B),** 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 **21 June 2023 @ 3:00 p.m.**



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| **EDGARDO M. WYCO** |
| 931-7935; 931-7939; 931-8092 Loc. 508 |

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

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| **TERMS AND CONDITIONS:** |
| 1. | Award shall be made on per: | **Item Basis** | **Lot Basis** | **Total Quoted Price** |
| 2. | Goods/Services shall be rendered on |  |  |
| 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 submissi | on. |
| 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**](http://www.philgeps.gov.ph/) **and register for free."** |

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| *Printed Name/Signature* |
| *Authorized Representative of the Service Provider* |