

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

REQUEST FOR QUOTATION

RFQ No. : 2023-133
Date: 7/20/2023
PR No./End-User : 2023-07-0911
(OHRMD)


Company Name : _____
Address : _____
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** in 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 **04 August 2023 @ 3:00 p.m.**



EDGARDO M. WYCO
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 _____
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,

REQUEST FOR QUOTATION

RFQ No. 2023-133
 Date: 20-Jul-23
 PR No./End-User: 2023-07-911 (OHRMD)

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 If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	Rental of Equipment for LED Wall, Sound System, and Lights/Effects for the 2023 CSC Family Day - Central Office	1	pax					
1	VIDEO/LED WALL P6 LED Wall, 8x16 ft or 9x 12 ft (whichever is available but preferably, 8x16 ft)	1	pax					
	Riser							
	Monitor							
	Laptop							
	Video switcher							
	Cables and Connectors							
	SOUND SYSTEM with LIGHTS/EFFECTS Dual Active Speakers, Monitors, Active Subwoofer Speakers							
	band equipment (bass amp, guitar amp, keyboard amp, micing equipment for drumset cables and connectors)							
	16-channel Digital Mixr, iPad Air or other device for mixin/controlling, DI Box							
	at least four wired microphones, at least 2 wireless microphones, mic stands, music stands							
	Laptop player							
	Cables and Connectors							
	Moving beam head							
	Avolites controller							
	Power Distribution Box							
	Cables and Connectors							
	Fog Machine							
	<u>Note: The venue is at 4th floor of the CSC Resource Center Bldg. Use of elevator is prohibited for transporting equipment from Ground Floor. Stairs shall be used for this purpose.</u>							
	Approved Budget for the Contract: PhP70,000.00.							
	xxxxxxxx-Nothing Follows-xxxxxxxx							


EDGARDO M. WYCO
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider