

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-104 NP-SVP  
Date: : 05/15/2024  
PR No./End-User : 2024-05-0653 (IRMO)

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 **22 May 2024 @ 9:00 a.m.**



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



**PRESENTACION M. GAJES**  
Supervising Administrative Officer  
Office for Financial & Assets Management (OFAM)

**TERMS AND CONDITIONS:**



- |   | <b>Item Basis</b>   | <b>Lot Basis</b> | <b>Total Quoted Price</b> |
|---|---|------------------|---------------------------|
| 1. Award shall be made on per:  |   |                  |                           |
| 2. Goods/Services shall be rendered on  |   |                  |                           |
| 3. Place / time of Delivery:  | <u>Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time</u> |                  |                           |
| 4. Please indicate Warranty:  | _____   |                  |                           |
| 5. Technical specification with asterisks (*) are mandatory. <b>For goods</b> , please indicate brand, model and country of origin.   |   |                  |                           |
| 6. Bidders shall provide <b>correct and accurate information</b> 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 <b>thirty (30) calendar days</b> from the date of submission.  |   |                  |                           |
| 9. Terms of Payment: <b>within 15-30 days upon complete submission of supporting documents</b> .  |   |                  |                           |
| 10. Payment shall be made through Land Bank's <b>LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility</b> .   |   |                  |                           |
| <b>Account Name:</b> _____  | <b>Account Number:</b> _____  |                  |                           |
| <b>Bank Name:</b> _____   | <b>Branch:</b> _____  |                  |                           |
| <b>"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.</b>   |   |                  |                           |
| 11. Liquidated Damages/Penalty: <b>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.</b> |   |                  |                           |
| 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. <b>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."</b>  |   |                  |                           |

\_\_\_\_\_  
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. 2024-104  
 Date: 15-May-24  
 PR No./End-User: 2024-05-653 (IRMO)

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
1	<b>Paper Shredder Machine</b>	1	set					
	24-sheet cross-cut paper shredder							
	with caster wheels for easing moving							
	auto start-stop functions							
	anti-jam: reverse function							
	26.5 liters removable convenient Pull-out Bin for easy disposal							
	8.7" (22 cm.) paper entry width size							
	<b>Approved Budget for the Contract: Php30,000.00.</b>							
	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*