

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

REQUEST FOR QUOTATION

RFQ No. : 2024-121 NP-SVP
Date: 05/29/2024
PR No./End-User : 2024-05-0735 / 2024-05-0736 / 2024-05-0737 (OAC-PaC)

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 **05 June 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:



Item Basis

Lot Basis



Total Quoted Price

1. Award shall be made on per: _____
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,


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Company Name :

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 Tel No. & Fax No. : _____
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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	PAPER SHREDDER	1	unit					
	Strip-cut or Cross-cut / Shred Capacity: 5-15 sheets Shred Size: 4x40mm / Minutes Run Time: 10-20 Bin Capacity: 20L-30L / Machine Noise: 50-58dB Machine Power: 240W / With Visible Paper Bucket (see-through, translucent or opaque paper bin) Auto-reverse / One (1) year warranty							
2	PAPER TRIMMER	1	unit					
	Rubber feet for non-slip desktop use/Table-top Paper Capacity: 2-25 sheets of multi-purpose paper Paper Size: A3/A4 - B4 Base Size: Approximately 400x300mm Paper Length Ruler Size: 33cm / Paper Width Ruler Size: 30cm Ruler Scale: Centimeter Heavy-duty with all steel body / Sharp-knife edge with high cutting rate / Changeable blade / One (1) year warranty							
3	LASER PRINTER - BLACK	1	unit					
	Laser Printing / Print, Scan, Copy / Fast Two-Sided Printing Automatic Document Feeder / Dual-Band WiFi with self-reset Smart Contextual user interface / One (1) year warranty							
	Approved Budget for the Contract: Php35,000.00							
	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