

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-164 NP-SVP  
Date: : 17-Jul-24  
PR No./End-User : 2024-06-0914 (OAC-HRG)

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
TIN No. : \_\_\_\_\_

Please quote your government price/s, VAT or other applicable taxes, and other incidental expenses for the goods/services listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

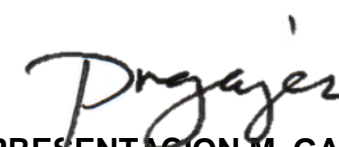
If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

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 **24 July 2024 @ 9:00 a.m**



**EDGARDO M. WYCO**  
Procurement Officer  
Procurement Management Division  
Office for Financial & Assets Management (OFAM)



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

**TERMS AND CONDITIONS:**

1. Award shall be made on per:  **Item Basis**  **Lot Basis**  **Total Quoted Price**

2. Services shall be rendered on \_\_\_\_\_

3. Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time

4. Technical specification with asterisks (\*) are mandatory. **For goods**, please indicate brand, model and country of origin.

5. Bidders shall provide **correct and accurate information** required in this form.

6. Quotations exceeding the Approved Budget for the contract shall be rejected.

7. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.

8. **The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;**

9. Terms of Payment: **within 15-30 days upon submission of complete 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."**

\_\_\_\_\_  
Printed Name/Signature  
Authorized Representative of the Service Provider

**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

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 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>Supply and Delivery of Customized CSC QMS Polo Shirt</b>	1	lot					
	Specifications:							
	1. Polo shirt, honeycomb textile;							
	2. Quantity: 600 pcs							
	3. Color: two tone - royal blue and canary yellow							
	4. 100% polyester							
	5. embroidered CSC Logo and text							
	6. Size requirements for Female and Male: Extra Small, Small, Medium, Large, XL, 2XL, 3XL, etc.							
	Sample T-shirts of required sizes for fitting of end-user;							
	<i>Notes: (1) Supplier must submit the customized sample of the polo shirt designed by the end-user, for its approval before manufacturing; (2) end-user will provide the breakdown of different sizes.</i>							
	<b>Approved Budget for the Contract: PhP300,000.00.</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