

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

REQUEST FOR QUOTATION

RFQ No. : 2024-195
Date: 08/08/2024
PR No./End-User : 2024-04-0528 (OLA)

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 **15 August 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,

REQUEST FOR QUOTATION

RFQ No.	<u>2024-195</u>
Date:	<u>08-Aug-24</u>
PR No./End-User:	<u>2024-04-0528 (OLA)</u>

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	Document Scanner, high speed	1	set					
	Specifications:							
	High speed scans for black & white, greyscale & colour							
	50 ppm simplex and 100 ppm duplex (A4, 200 dpi)							
	Dual feeding mechanism							
	High quality images - 600 dpi optical resolution							
	Capture Perfect and Adobe@Acrobat@standard							
	Optional front and back imprinters with bitmap imaging / duplex							
	Desktop type sheed fed scanner							
	CMOS CIS 3 line sensor / RGB LED light source							
	Interface Dimensions:							
	Dual Interface (SCI - 3 & High Speed USB2.0)							
	Dimensions (mm) Tray closed: 398(W) x 312(D) x 191(H) mm							
	Tray opened: 398(W) x 668(D) x 194(H) mm at U-Turn / Weight: 10 kg							
	Bundled softwares: ISI/TWAIN Driver, CapturePerfect 3.0, Adobe Acrobat 7.0 Std.							
	Option: Barcode Module, Imprinter, 50F, imprinter 50B							
	Document Specification:							
	Width: 53-300mm, Length: 70-432mm, Thickness: 51=128gsm (0.06-0.15mm)							
	International Standard Card: Available at Straight Path with non-separation feed only.							
	Width: 53.9mm, Length: 85.5mm, Thickness: 0.76mm							
	*No embossment is permitted							
	Long Document Mode: Thickness: 0.2mm or less, Image data size: 128MB or less							
	Approved Budget for the Contract: PhP240,000.00.							
	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