

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

REQUEST FOR QUOTATION

RFQ No. : 2024-203 NP-SVP
Date: 08/08/2024
PR No./End-User : 2024-02-0221 (OSM)

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 @ 3:00 p.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. 2024-203
 Date: 08-Aug-24
 PR No./End-User: 2024-02-0221 (OSM)

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	Portable Printer, Wireless, colored, borderless printing	1	pc.						
	Approved Budget for the Contract: PhP18,000.00.								
	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