

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

REQUEST FOR QUOTATION

RFQ No. : 2024-335 NP-SVP
Date: : 11-Nov-24
PR No./End-User : 2024-06-0866 (ICTO)

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. / e-mail : _____
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 **18 November 2024 @ 3:00 p.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 and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission


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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	Maintenance Services for UPS (LeGrand KEOR T 20 kVA)	1	lot					
	1. Diagnose, troubleshoot and create an assessment with regards to the issue present with the UPS							
	2. Repair and replace all necessary hardware or software issue based on assessment							
	3. Conduct physical cleaning on the UPS							
	4. Calibrate and test redundancy of the UPS							
	5. Includes 2 (two) maintenance visit for 1 (one) year. Includes testing and repair (if needed)							
	Approved Budget for the Contract: PhP600,000.00.							
	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