

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

**REQUEST FOR QUOTATION**

RFQ No. : 2023-006  
Date: 31-Jan-23  
PR No./End-User : 2023-01-0104 (PAIO)

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
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 may be. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit. **If awarded**, the supplier will be required to submit a **\*signed copy of Purchase Order (PO) prior to the date of delivery**.

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 \_\_\_\_\_.

  
MYRNA L. MANUEL  
Procurement Officer  
931-7935, 931-7939, 931-8092 Loc. 508

  
SAM V. MANGLICMOT  
Chief Administrative Officer  
Office for Financial & Assets Management (OFAM)

**TERMS AND CONDITIONS:**

1. Award shall be made on per:  Item Basis  Lot Basis  Total Quoted Price
2. Goods/Services shall be rendered on Ten (10) working days upon approval of the Final Design
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](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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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the spare provide. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	<b>PRINTING OF ANNUAL REPORT</b>							
<b>1</b>	<b>MANUSCRIPT</b>  Size - <u>8x11" (Folded) 16x11 (spread)</u>  Color - Front & inside from cover and back and inside back cover - <u>full color</u> INSIDE PAGES - <u>full color</u>  Stock - COVER - <u>C2S #240 with Spot UV Lam on one side</u> INSIDE PAGES - <u>C2S #90</u>  No. of Pages - <u>120</u> excluding cover  Binding - <u>perfect binding</u>	<b>500</b>	<b>copies</b>					
<b>2</b>	<b>ENVELOP</b>  Size - <u>9 1/2 x 13 (C4 holds an unfolded letter size paper)</u>  Stock - <u>C2S #200</u>	<b>500</b>	<b>pcs</b>					

Color - Full color one side printing									
Others - with two-inch flap with die cut									
<b>3 THANK YOU CARD TO PARTNERS</b>	<b>1,000</b>	<b>pcs</b>							
Size - <u>5" x 5"</u>									
Color - Full color one side printing									
Stock - <u>C2S #200</u>									
Others - matt lamination									
<b>Printer/Bidder Requirements:</b>									
1. Proof should be submitted one (1) government working days after submission of materials.									
2. Delivery should be within ten (1) working days after approval of the final proof.									
3. Should be able to work with ADOBE CLOUD									
4. DO NOT BID IF NOT ABLE TO MEET the specifications and deadlines									
5. All materials provided to the bidder/printer are property of the Civil Service Commission and <b>SHOULD NOT BE REPRODUCED OR REPRINTED WITHOUT WRITTEN CONSENT.</b>									
Approved Budget for the Contract: <i>Php198,000.00</i>									
xxxxxxxxxx-Nothing Follows-xxxxxxxxxx									

**MYRNA MANUEL**  
Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature

Authorized Representative of the Service Provider