

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

RFQ No. 2020-001 NP-SVP
Date: January 7, 2020
PR No./End-User: 2020010004 (PAIO-HAP)

Company Name : _____
Address : _____
Tel No. & Fax No. : _____

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

As a condition for award, you will be required to submit your **Mayor's/Business Permit**, within 24 hours from receipt of notice. The updated **Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a **duly notarized Omnibus Sworn Statement** together with the **signed copy of Purchase Order (PO)**.

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 **03:00 P.M of 13 January 2020**.


RENEL JOANNE G. GAMBITO
Procurement Officer-In-Charge
931-7935; 931-7939; 931-8092 Loc. 508


JULIUS B. REMUDARO
Chief, Procurement Management Division
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

- Award shall be made on per Item Basis Lot Basis Total Quoted Price
- Good/s shall be delivered within **Please see details below**
- Place of Delivery: **Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor**
- Terms of Payment: **within 15-30 days upon complete submission of supporting documents**
- 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.**
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
- 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."

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Publication for the 2020 Honor Awards Program	1	lot		
	<i>Specification:</i>				
	Half and Full Page ad				
	Black and White				
	Main section of top 3 Broadsheets				
	Top 3 Broadsheets with a Subscription Base of 300 Thousand Copies				
	Launch: 2020 Search for Outstanding Government Workers				
	Half page 9 col x 26 cm				
	Black and White				
	Tentative date of Publication: January 20, 2020				
	Publication of semi-finalists for the 2020 Search for Outstanding Government Workers				
	Full Page Ad				
	Tentative date of publication: July 13, 2020				
	Publication of Awardees for the 2020 Search for Outstanding Government Workers				
	Full Page Ad				
	Tentative date of Publication: September 16, 2020				
	Post-Awards Publication of the 2020 Search for Outstanding Government Workers				
	Full Page Ad				
	Tentative date: October 5, 2020				
	xx-Nothing Follows-xx				
	TOTAL APPROVED BUDGET: (Php365,000.00) (Incl. of VAT/Govt. Tax/service charge)				

Printed Name/Signature

Date: