

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

REQUEST FOR QUOTATION

RFQ No. : 2020-025 NP-SV
Date: February 11, 2020
PR No./End-User : 2020020109 (OFAM) &
2020020190 (CSLO)

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 lessors who will submit a proposal with the lowest calculated and responsive offer shall be selected. As a condition for award, you will be required to submit a copy of your ***Mayor's/Business Permit**, together with your proposal. 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** 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 **03:00 P.M. of 19 February 2020.**


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


JULIUS B. REMUDARO
Chief, 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. Goods/Services shall be rendered on Please see "Annex A"
3. Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor
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,

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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	Mailing Envelope, White, with CSC Logo, 500 pcs/box Delivery Schedule: 1. Proof should be delivered within three (3) days after receipt of Purchase Order 2. Delivery should be within Seven (7) Government days upon approval of final proof	50	box					
2	Mobile Pedestal, 3-Drawers, Steel Cabinet Approved Budget for the Contract: PhP87,500.00	5	unit					
3	Rubber Stamp (Please see attached sample layout) Approved Budget for the Contract: PhP40,000.00	10	piece					
	Approved Budget for the Contract: PhP7,000.00							
	xxxxxxxxxx-Nothing Follows-xxxxxxxxxx							


RENEL JOANNE G. GAMBITO
 Procurement Officer
 931-7935; 931-7939; 981-8092 Loc. 508

Printed Name/Signature
 Authorized Representative of the Service Provider

RUSH (Calibri, 28)

URGENT (Calibri, 28)

FILE COPY (Calibri, 20)

Certified Photocopy (Calibri, 14)

Civil Service Commission – Central Office OFAM-Procurement Management Division	→ (Calibri, 10)
Received By: _____	→ (Calibri, 11)
Date: _____ Time: _____	

Certified that the above request is included in the Annual Procurement Plan (APP) & with complete supporting document	(Calibri, 11)
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JULIUS B. REMUDARO → (Calibri, 12)
Chief, PMD

Numbering Machine – 11 digits for PR

(0000-00-0000)

SHERELIE C. BANATE → (Times New Roman, 11)
State Auditor IV
Audit Team Leader

Civil Service Commission – Central Office BIDS AND AWARDS COMMITTEE (BAC)	→ (Calibri, 11)
SECRETARIAT RECEIVED	→ (Calibri, 18)
Date: _____ By: _____	→ (Calibri, 12)