

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

REQUEST FOR QUOTATION

RFQ No. : 2021-005 NP-SVP
Date: : January 25, 2021
PR No./End-User : 2021-01-0036 (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 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 03 February 2021**.


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 Thirty to Forty-five (30-45) calendar days upon receipt of Purchase Order
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.**
Payment shall be made through Land Bank's LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.
10. **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
	Procurement of Three (3) Branded Workstations for the Public Assistance and Information Office (PAIO)	1	lot					
	1. Workstation 1							
	Display: 27-inch monitor (diagonal) with built-in CPU							
	Processor: 8-core 10th Generation processor, or equivalent compatible processor (should have 64-bit support)							
	Graphics: Graphic processor with 16GB memory							
	Memory: 64GB RAM							
	With high resolution video support and built-in camera							
	Storage: 1TB storage							
	Input: Wireless mouse and keyboard							
	Connections and expansions: Ethernet port using RJ-45 connector; SDXC card slot with support for UHS-II, compact flash and micro SD card; ports for USB 3.0; with support for: Display/Monitor Port, USB 3.1 Gen 2, USB-C, HDMI, DVI and D-Sub VGA adapters							
	Wireless: Wi-Fi wireless networking compatible with Bluetooth 4.2 wireless technology							
	Software/apps: built-in operating system							
	VAC: Compatible to 220 VAC							
	With atleast one-year warranty and tech support							
	2. Workstation 2 and 3							
	Display: 27-inch monitor (diagonal) with built-in CPU							
	Processor: 8-core 10th Generation processor, or equivalent compatible processor (should have 64-bit support)							
	Graphics: Graphics processor with 16GB memory							
	Memory: 16GB RAM							
	With high resolution video support and built-in camera							
	Storage: 1TB storage							
	Input: Wireless mouse and keyboard							
	Connections and expansions: Ethernet port using RJ-45 connector; SDXC card slot							


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	with support for UHS-II, compact flash and micro SD card; ports for USB 3.0; with support for: Display/monitor Port, USB 3.1 Gen 2, USB-C, HDMI, DVI and D-Sub VGA adapters								
	Wireless: Wi-Fi wireless networking compatible with Bluetooth 4.2 wireless technology								
	Software/apps: built-in operating system								
	VAC: Compatible to 220 VAC								
	With at least one-year warranty and tech support								
	Important instructions for suppliers:								
	1. If you will not be able to meet the minimum specifications, please submit a justification per item as to why you propose different specs (example: compatibility issues)								
	2. Your quote should be valid for at least three (3) months								
	3. Address your bids to the CSC Bids and Awards Committee and submit online through the Philgeps Facility and send a copy to csc.pmrtd@gmail.com								
	4. Ensure that you are able to comply with government payment terms								
	5. Ensure you are able to complete delivery within three (3) months from the date of approval/PO signing								
	6. For queries, contact the end-user at CSC PAIO via csc.pmrtd@gmail.com								
	Approved Budget for the Contract: PhP600,000.00								
	xxxxxxxxxxxx-Nothing Follows-xxxxxxxxxxxx								


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 Printed Name/Signature
 Authorized Representative of the Service Provider