

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

REQUEST FOR QUOTATION

RFQ No. : 2021-019 NP-SVP
Date: March 24, 2021
PR No./End-User : 2021-03-0118 (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 31 March 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 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

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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
	Printing of Civil Service Reporter Magazine							
	<i>Specification:</i>							
	Size: 7-13/16" (7.8125) x 10-7/16" (10.4375) folded							
	: 15-5/8" (15.625) x 10-7/16" (10.4375) spread							
	Color: Full Color							
	Stock: Cover - Matte finish (120 gsm / 80 lb.)							
	: Inside pages - Matte #70							
	Quantity: 4,150 pieces per quarter or 1,600 for four quarters							
	No. of page: 52 pages including cover							
	Binding: Saddle Stitch							
	Packaging: Polywrap							
	Notes:							
	1. Proof should be delivered one (1) day after materials has been submitted to the printer							
	2. Delivery should be within SEVEN (7) GOVERNMENT DAYS upon approval							
	3. Materials should be packed by 50 pieces/pack							
	4. Materials should be compatibility with ADOBE CLOUD							
	5. Four color printing is a must							
	6. PLEASE DO NOT BID if you are unable to meet the specifications and deadlines							
	DELIVERY DEADLINES:							
	April 15, 2021 (1st Quarter)							
	June 30, 2021 (2nd Quarter)							
	September 30, 2021 (3rd Quarter)							
	December 30, 2021 (4th Quarter)							
	Approved Budget for the Contract: PhP550,000.00							
	xxxxxxxxxxxx-Nothing Follows-xxxxxxxxxxxx							



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Printed Name/Signature
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