

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

REQUEST FOR QUOTATION

RFQ No. : 2021-077 NP SVP
Date: Nov. 9, 2021
PR No./End-User : 2021-11-0406 / PAIO PMRD

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 **09:00 A.M. of 17 November 2021**.



GLAMOUR FE N. MONTANO
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 for details.
3. Place of Delivery: Civil Service Commission-Central Office, IBP Rd., Batasan Hills, Quezon City
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."**

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2021-077 NP SVP
 Date: Nov. 9, 2021
 PR No./End-User: 2021-11-0406 / PAIO-PMRD

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No.. : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

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
	Production of Branded Collaterals	7,000	pads					
	Size: 4x8 inches							
	Color: Full color (no print on back pages)							
	No. of leaves: 60 leaves							
	Stock: Book Paper 60							
	No. of Designs: 7 Designs (see attached sample)							
	No. of copies: 1,000 pads per design							
	Binding: Tear-Off Note-Type Adhesive Binding							
	Others: Logos to be provided for lay-out							
	Each notepad to be packaged in plastic wrap							
	Target Delivery Date: 1 December 2021							
	APPROVED BUDGET FOR THE CONTRACT: PHP 275,000.00							



GLAMOUR FE N. MONTANO

Procurement Officer

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

 Printed Name/Signature

Authorized Representative of the Service Provider