

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

**REQUEST FOR QUOTATION**

RFQ No. : 2022-005 NP SVP  
Date: : 2 FEB. 2022  
PR No./End-User : 2022-01-0014 / 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 service provider 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 **10:00 AM of 10 February 2022**.

  
**GLAMOUR F. 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.
3. Place of Delivery: Civil Service Commission - Central Office, IBP Road, Batasan Hills, 1126 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](http://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 Cty.

**REQUEST FOR QUOTATION**

RFQ No. 2022-005 NP SVP  
 Date: 2 FEB. 2022  
 PR No./End-User: 2022-01-0014 / PAID-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<br>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin. | UNIT PRICE | TOTAL PRICE |
|----------|---|----------|------------|-----|----|--|------------|-------------|
|          | <b>PRINTING OF ANNUAL REPORT 2021</b>   | <b>1</b> | <b>LOT</b> |     |    |  |            |             |
|          | <b>Specifications</b>   |          |            |     |    |  |            |             |
|          | Size : 8 x 11" folded   |          |            |     |    |  |            |             |
|          | 16 x 11" spread   |          |            |     |    |  |            |             |
|          | Color: Front & inside from cover and back art; inside back cover - full color         |          |            |     |    |  |            |             |
|          | Inside Pages - Full Color   |          |            |     |    |  |            |             |
|          | Stock : Cover - C2S #240 with spot UV Lam on one side                                 |          |            |     |    |  |            |             |
|          | Inside Pages ; C2S #90  |          |            |     |    |  |            |             |
|          | Quantity : 400 copies   |          |            |     |    |  |            |             |
|          | No. of pages : 120 excluding cover  |          |            |     |    |  |            |             |
|          | Binding : Perfect Binding   |          |            |     |    |  |            |             |
|          | <b>Envelope</b>   |          |            |     |    |  |            |             |
|          | Size : 9 1/2 x 13 (C4 holds an unfolded letter size paper)                            |          |            |     |    |  |            |             |
|          | Stock : C2S #200  |          |            |     |    |  |            |             |
|          | Color : Full color one side   |          |            |     |    |  |            |             |
|          | Quantity : 400 pcs  |          |            |     |    |  |            |             |
|          | Others : With two-inch flap with die-cut.   |          |            |     |    |  |            |             |
|          | <b>Printer/Bidder Requirements</b>  |          |            |     |    |  |            |             |
|          | 1. Proof should be submitted one government working after submission of materials.    |          |            |     |    |  |            |             |
|          | 2. Delivery should be within ten (10) working days after approval of the final proof. |          |            |     |    |  |            |             |
|          | 3. Should be able to work with Adobe Cloud  |          |            |     |    |  |            |             |
|          | 4. DO NOT bid if NOT able to meet the specification and deadlines.                    |          |            |     |    |  |            |             |

**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex, Diliman, Quezon City,

**REQUEST FOR QUOTATION**

RFQ No. 2022-005 NP SVP  
 Date: 2 FEB. 2022  
 PR No./End-User: 2022-01-0014 / 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<br>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin. | UNIT PRICE | TOTAL PRICE |
|----------|---|-----|------|-----|----|--|------------|-------------|
|          | 5. BIDDER SHOULD NOT HAVE BEEN PENALIZED FOR TWO WEEKS OR MORE DELAY IN THE DELIVERY.   |     |      |     |    |  |            |             |
|          | 6. All materials provided to the bidder/printer are property of the Civil Service Commission and SHOULD NOT BE REPRODUCED OR REPRINTED WITHOUT WRITTEN CONSENT. |     |      |     |    |  |            |             |
|          | <b>APPROVED BUDGET FOR THE CONTRACT (ABC) PHP180,000.00</b>   |     |      |     |    |  |            |             |

  
**GLAMOUR FE N. MONTANO**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

\_\_\_\_\_  
 Printed Name/Signature  
 Authorized Representative of the Service Provider