

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

**REQUEST FOR QUOTATION**

RFQ No. : 2022-077 NP-SVP  
Date: : 01-Jun-22  
PR No./End-User : 2022-05-0306 (IRMO)

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 **\*signed copy of Purchase Order (PO) prior to the date of delivery**.

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 08 June 2022**.

  
MYRNA L. MANUEL  
Procurement Officer  
931-7935, 931-7939, 931-8092 Loc. 508

  
SAM V. MANGLICMOT  
Chief Administrative Officer  
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 Seven (7) government working days/time upon receipt of Purchase Order (PO)
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](http://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	UNIT PRICE	TOTAL PRICE	
1	Maintenance Service for Generator Set Located at Central Data Center	1	Lot						
	Supply the following components:								
	Two (2) units/blocks - Sealed Maintenance Battery with the following specifications/ 120AH Capacity; output voltage of 12 volts; Maximum discharge Current of 1000A (5secs)								
	One (1) Unit - Battery Charger with specification suitable for 12 and 24V batteries with a working voltage of 220 to 250V								
	Consumables/s:								
	(1) 500 Liters of Diesel to be delivered and filled into the Gen Set and Fuel Tanks (2) Two (2) containers of Liquid Coolant for the Generator (3) Five (5) units of 20L approved gasoline/diesel container with nozzle								
	Services/s:								
	(1) Repair, installation, repainting and cleaning of the area generator (2) Test Run after successful configuration of battery charger and batteries								
	<b>Approved Budget for the Contract: PHP300,000.00</b>								
	----- Nothing Follows -----								

  
**MYRNA T. MANUEL**  
 Procurement Officer  
 931-7935; 931-7-989; 931-8092 Loc. 508

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