

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

**REQUEST FOR QUOTATION**

RFQ No. : 2022-172 NP-SVP  
Date: : October 25, 2022  
PR No./End-User : 2022-10-1050 (HRRO)

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 04 November 2022**.

  
**RENEL JOANNE G. GAMBITO**  
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 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](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 If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
1	<b>Procurement of Services for Lay-out, Design and Printing of Booklets on Facilitation Guide on Orientation on the Rights to Self-Organization in the Public Sector</b>							
	<i>Specification:</i>							
	Stock Cover: Carolina Vellum 240 gsm							
	Inside: Matt #100							
	Cover: Full-Color, two-side printing							
	Inside: Full-Color, two-side printing							
	Size Cover: 8.66 x 6.49 (inches) folded; 8.66 x 12.9 (inches) spread							
	Inside: 8.66 x 6.49 (inches) folded; 8.66 x 12.9 (inches) spread							
	No. of pages: Booklet 1: 16 pages including cover	200	booklet					
	Booklet 2: 20 pages including cover	200	booklet					
	Booklet 3: 24 pages including cover	200	booklet					
	Booklet 4: 20 pages including cover	200	booklet					
	Booklet 5: 16 pages including cover	200	booklet					
	Booklet 6: 32 pages including cover	200	booklet					
	Booklet 7: 20 pages including cover	200	booklet					
	Book 8: 32 pages including cover	200	booklet					
	Binding: Saddle Stitch							
	Others: Punch sides with 26 holes							
	<b>Procurement of Services for lay-out, design and printing of stickers</b>							
	Sticker 1 Vinyl 3x6.5 (inches); full color	200	piece					
	Sticker 2 Vinyl 2 x 5.5 (inches); full color	300	piece					
	<b>Delivery:</b> must deliver booklets and stickers on or before December 15, 2022							
	<b>Approved Budget for the Contract: PHP400,000.00</b>							
	xxxxxxxxxxxx-Nothing Follows-xxxxx-xxxxx							

  
**RENEL JOANNE S. GAMBITO**  
 Procurement Officer  
 931-7936; 931-7939; 931-8092 Loc. 508

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 Printed Name/Signature  
 Authorized Representative of the Service Provider