

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

REQUEST FOR QUOTATION

RFQ No. : 2022-191 NP-SVP
Date: October 25, 2022
PR No./End-User : 2022-10-1068 (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 Seven (7) Working Days 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 and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission
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RFQ No. **2022-191 NP-SVP**
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| ITEM NO. | ITEM & DESCRIPTION | QTY | UNIT | YES | NO | REMARKS/BIDDERS SPECIFICATIONS | UNIT PRICE | TOTAL PRICE |
|--|---|-----|------|-----|----|--------------------------------|------------|-------------|
| 1 | PSLMC Resolution No. 1, dated May 4, 2005 Classification of Department Heads and Assistant Department Heads in Local Government Units Ad Size: 3 x 20 | 1 | lot | | | | | |
| 2 | PSLMC Resolution No. 2, dated January 29, 2008 Supporting Documents for Accreditation of Employees' Organization/Union (Amendment to Section 4, Rule VIII of the Amended Rules and Regulations of Executive Order No. 180 Ad Size: 3 x 27.5 | 1 | lot | | | | | |
| 3 | PSLMC Resolution No. 3, dated June 29, 2010 Public Sector Labor-Management Council (PSLMC)/Council Original and Exclusive Jurisdiction Re: Determina Sufficiency of Essential Requisites in Filing a Proper Complaint Ad Size: 3 x 23.5 | 1 | lot | | | | | |
| 4 | PSLMC Resolution dated October 25, 2011 Section 1, Rule XVII (Intra-Employees Organizational Disputes) of the Amended Implementing Rules and Regulations (IRR) of Executive Order No. 180 Re: Clarificatory PSLMC Resolution on Exhaustion of Administrative Remedies Ad Size: 3 x 29 | 1 | lot | | | | | |
| 5 | PSLMC Resolution dated October 25, 2011 Registration Fee; Accreditation Fee; Collective Negotiation Agreement (CNA) Registration Fee re: New Rates Ad Size: 3 x 21.5 | 1 | lot | | | | | |
| 6 | PSLMC Resolution dated October 25, 2011 Non-Registration of the Collective Negotiation Agreement (CNA): Its Effects Ad Size: 3 x 29.5 | 1 | lot | | | | | |
| 7 | PSLMC Resolution No. 3 dated May 10, 2016 Retaining PSLMC Resolution dated September 2, 2011 Re: Registration and Accreditation of Public Elementary and High School Teaching Personnel Organizations in the Department of Education (DepEd) Ad Size: 3 x 31.5 | 1 | lot | | | | | |
| 8 | PSLMC Resolution No. 2 dated March 14, 2017 Submission of Accomplishment Report by Public Sector Employees' Associations as Additional Reportorial Requirement Ad Size: 3 x 33.5 | 1 | lot | | | | | |
| Approved Budget for the Contract: PhP63,927.72 xxxxxxxxxx-Nothing follows-xxxxxxxxxx | | | | | | | | |

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 Printed Name/Signature
 Authorized Representative of the Service Provider