

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

**REQUEST FOR QUOTATION**

RFQ No. : 2022-212 Shopping (B)  
Date: : November 28, 2022  
PR No./End-User : 2022-08-0718 (CSLO) & 2022-07-0651 (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 supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. **As a condition for award**, the selected supplier will be required to submit a copy of its **updated PhilGEPS Registration** or **Mayor's / Business Permit**, whichever is applicable, or both, as the case maybe. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit. **If awarded**, the supplier 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 **03:00pm of December 6, 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
3. Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
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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 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
1	<b>Printer, Laserjet, Single Function Monochrome</b> Print Speed black (ISO, A4), up to 20 ppm, First page out black (A4 ready) As fast as 8.3 seconds, Duty cycle (monthly, A4), Up to 10,000 pages Recommended monthly page volume 100 to 1,500; Number of users 1-5 users, Print quality black (best) up to 1,200 x 1,200 dpi; Maximum input capacity (sheets) up to 150 sheets; Finished output handling: sheetfed; Media sizes supported A4, A5 (LEF), B5 (JIS); Office; Envelope (DL, C5); 76 x 127 to 216 x 356 mm; Media sizes, custom 76 x 127 to 216 x 356mm <i>Approved Budget for the Contract: PhP30,000.00</i>	4	unit					
2	<b>Computer, Branded</b> OS: Pre-loaded with latest Windows Professional grade OS Processor: 4.2 GHz (12MB Cache, 4 cores) or higher Monitor: 21.5 inch; LED Storage: 1 TB SATA SSD Graphics/Video Processor: Dedicated Graphics Card Wireless/Network Interface: Wifi 6 adapter Keyboard: USB standard keyboard Standard I/O Ports: HDMI: 3.5 Combo Audio Jack USB 3 type-A; RJ45 Gigabit Ethernet port or Ethernet adapter Audio: Computer Speaker UPS: 1200VA-650 Accessories: Mouse, other applicable accessories for the unit Warranty: 3-year warranty on both parts and labor from authorized service centers with global repair coverage <i>Approved Budget for the Contract: PhP75,000.00</i>  xxxxxxxxxx-Nothing Follows-xxxxxxxxxx	1	unit					

**RENEL JOANNE G. GAMBITO**  
 Procurement Officer



Printed Name/Signature  
 Authorized Representative of the Service Provider