

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

**REQUEST FOR QUOTATION**

RFQ No. : **2023 - 167\_ (Shopping-B)**  
Date: **August 29, 2023**  
PR No./End-User : **2023-08-1188 (OCH)**

Company Name/Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. / E-Mail : \_\_\_\_\_  
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**, 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 **September 6, 2023 @ 5:00 p.m.**

  
\_\_\_\_\_  
**PRESENTACION M. GAJES**  
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 \_\_\_\_\_
  3. Place / time of Delivery: **Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Within seven (7) calendar days or as per 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 and register for free."**

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

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 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 |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------|-----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| 1        | <b>15 Units LAPTOP</b>                                                                                                                                                                               | 15  | units |     |    |                                                                                                                                                        |            |             |
|          | LAPTOP<br>Intel Core I5-12500H or higher /<br>Ryzen 5 5000 or higher<br>8GB SO-DIMM DDR4 3200<br>512GB SSD M.2 or higher<br>Pcle 3.0 NVMe with camera<br>Windows 11<br>14-inch FHD Display or higher |     |       |     |    |                                                                                                                                                        |            |             |
|          | <b>Approved Budget for the Contract: Php 975,000.00</b>                                                                                                                                              |     |       |     |    |                                                                                                                                                        |            |             |
|          | xxxxxxxx-Nothing Follows-xxxxxxxx                                                                                                                                                                    |     |       |     |    |                                                                                                                                                        |            |             |

(Signed)  
**PRESENTACION M. GAJES**  
 Procurement Officer

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