

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

REQUEST FOR QUOTATION

RFQ No. : 2023-171 Shopping (B)
Date: : August 31, 2023
PR No./End-User : 2023-08-1225 (OFAM-GSD)

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**, 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 **3:00pm of 08 September 2023**.


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) calendar days upon receipt of Purchase Order (PO)
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 and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

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Annex A

RFQ No. **2023-171 Shopping (B)**
Date: **August 31, 2023**
PR No./End-User: **2023-08-1225 (OFAM-GSD)**

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPs Reg. No. : _____
TIN No. : _____

LOT NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
1	CLEARBOOK, 20 transparent pockets, A4 DATA FOLDER FOLDER, pressboard, 100 pieces per box FOLDER with tab, A4, 100 pieces per pack Approved Budget for the Contract: PhP70,140.00	8 300 8 8	piece piece box pack					
2	SIGN PEN, Black, liquid or gel SIGN PEN, Blue, liquid or gel SIGN PEN, Red, liquid or gel MARKER, Whiteboard, Blue MARKER, Whiteboard, Red Approved Budget for the Contract: PhP27,745.00	60 120 120 57 50	piece piece piece piece piece					
3	BATTERY, dry cell, size AA, Two (2) pieces per blister pack BATTERY, dry cell, size AAA, Two (2) pieces per blister pack AIR FRESHENER, Aerosol type, 150g DISINFECTANT SPRAY, Aerosol type, 400g PUNCHER, paper, heavy duty SCISSORS, symmetrical or asymmetrical PAPER CLIP, vinyl/plastic coated, 33mm PAPER CLIP, vinyl/plastic coated, jumbo, 50mm Approved Budget for the Contract: PhP56,600.00	100 100 82 50 8 8 50 50	pack pack can can piece pair box box					
4	TAPE, electrical TAPE, masking, 24mm TAPE, packaging, 48 mm TAPE, transparent, 24mm TAPE, transparent, 48 mm CORRECTION TAPE, 8 meters Approved Budget for the Contract: PhP31,338.00	6 60 144 144 144 241	roll roll roll roll roll piece					
5	NOTE PAD, stick on, 2" x 3", 100 sheets per pad NOTE PAD, stick on, 3" x 3", 100 sheets per pad PAPER, MULTICOPY A4, 500 sheets per ream PAPER, MULTIPURPOSE A4, 500 sheets per ream Approved Budget for the Contract: PhP476,525.00	183 174 942 383	pad pad ream ream					
6	TONER CARTRIDGE, HP CE285A (HP85A), Black Approved Budget for the Contract: PhP262,200.00	57	cart					
7	PRINTER, Laser, Monochrome Approved Budget for the Contract: PhP7,490.00 xxxxxxxxxx-Nothing Follows-xxxxxxxxxx	1	unit					

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Procurement Officer
991-7935; 991-7939; 991-8092 Loc. 508

Printed Name/Signature
Authorized Representative of the Service Provider