

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

**REQUEST FOR QUOTATION**

RFQ No. : **2023 - 189 (Shopping)**  
Date: **September 15, 2023**  
PR No./End-User : **2023-09-1266 / 2023-09-1267 (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 25, 2023 @ 5:00 p.m.**

**September 25, 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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 TIN No. \_\_\_\_\_

ITEM 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	<p><b>Procurement of One (1) Lot Portable Printer and Colored Printers</b></p> <p><b>One (1) Unit Portable Printer</b></p> <p>Single Function, Plugged, Built-in Rechargeable Battery, Black and White Print, Speed 11 to 20 PPM, less than 5 lbs., Energy Star Compliant, Max Print Paper Size=8.5 x 14 legal, 1-5 number of users, USB and Wireless Connectivity, 500 pages maximum Printer Monthly Duty Cycle, Supports Letter, Legal, Statement, Executive Envelopes, Cards (3x5 in, 4x6 in, 5x8 in), Photo (8x10 in, 5x7 in, 4x6 in, 3.5x5 in), Photo Capable, Mobile Capable, Colored, Windows and IOS Compatible, Printing Resolution at least 1200x1200 dpi, USB 2.0 Connectivity</p> <p>Approved Budget for the Contract (ABC) = Php20,000.00</p> <p><b>Two (2) Units Colored Printer</b></p> <p>Print, Scan, Copy with ADF                      Maximum Resolution 4800 x 1200 dpi                      Maximum Copies = 99                      Copy Resolution = 600 x 600 dpi                      Print Speed = 17 ipm B&amp;W; 9.5 ipm Colored                      WiFi Connectivity                      Copy Function Max – Legal                      Scanning – Flatbed Color                      Image Scanner = 1200 x 2400 dpi; 216 x 297                      USB 2.0 / wireless</p> <p>Approved Budget for the Contract = Php40,000.00</p>	1	Unit					
		2	units					
<b>Total Approved Budget for the Contract: Php 60,000.00</b>								

(Signed)  
**PRESENTACION M. GAJES**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

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