

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

REQUEST FOR QUOTATION

RFQ No. : 2023-237 (Shopping-B)
Date: : October 24, 2023
PR No./End-User : 2023-10-1535 (OCH)

Company NameAddress : _____
Tel No. & Fax No. : _____
Mobile No. / E-Mail : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

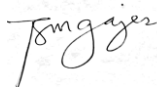
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

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 _

October 31, 2023 @ 5:00 p.m.



PRESENTACION M. GAJES
CSC-BAC Secretariat / PMD-OFAM
Tel. No. 931-7935; 931-7939 Local 50 ;
Fax: 931-8092

TERMS AND CONDITIONS:

- Award shall be made on per: **Item Basis** **Lot Basis** **Total Quoted Price**
- Goods/Services shall be rendered on _____
- 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**
- Please indicate Warranty:** _____
- Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
- Bidders shall provide **correct and accurate information** required in this form.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Terms of Payment: **within 15 - 30 days upon complete submission of supporting documents.**
- 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.
- 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.**
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
- 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
 Constitution Hills, Batasang Pambansa Complex Diliman,
 Quezon City,

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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	EXTERNAL HARD DRIVE , 1 TB, Connection Interface USB 3.2 Compatible with USB 3.1, USB 3.0 and USB 2.0 7200 RPM or higher <i>Approved Budget for the Contract (ABC): P25,000</i>	5	Pieces					
2	OFFICE CHAIR , Ergonomic, with Headrest and Armrest, adjustable height with swivel and reclining function, 5 wheeler <i>Approved Budget for the Contract (ABC): P56,000</i>	8	Pieces					
3	MICROWAVE , 28 Liters with different functions such as Defrost, Digital Timer and Keypad <i>Approved Budget for the Contract (ABC): P10,000</i>	1	Piece					
4	WATER DISPENSER , Topload, with Hot and Cold Function and Drip/Spill Catcher <i>Approved Budget for the Contract (ABC): P12,000</i>	2	Pieces					
	Total Approved Budget for the Contract: Php 103,000.00							

(Signed)
PRESENTACION M. GAJES
 Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature
 Authorized Representative of the Service Provider