

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

REQUEST FOR QUOTATION

RFQ No. : **2023 – 243 (Shopping)**
Date: **November 6, 2023**
PR No./End-User : **2023-11-1585 (OCH)**

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

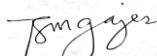
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

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 **November 13, 2023 @ 5:00 p.m.**

November 13, 2023 @ 5:00 p.m.



PRESENTACION M. GAJES

Office for Financial & Assets Management (OFAM)
Tel. Nos. 931-7935; 931-7939; 931-8092 Loc. 508

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

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	Procurement of One (1) Unit TABLET for Use of the CSC Chairperson 1 Unit Tablet 16 GB RAM CPU 8 core GPU 10 core Neural Engine 16 core 128 GB At least 11 inches 1,000,000:1 display contrast ratio At least 600 nits Full Screen brightness with WiFi Pen/stylus Keyboard With maintenance plan	1	Unit					
	Approved Budget for the Contract: Php 64,000.00							

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

Printed Name/Signature
Authorized Representative of the Service Provider