

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

**REQUEST FOR QUOTATION**

RFQ No. : 2023-256 NP SVP  
Date: 17 Nov. 2023  
PR No./End-User : 2023-11-1699 / OHRMD-TSSD

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 service provider who will submit a proposal with the lowest calculated and responsive offer shall be selected. As a condition for award, you will be required to submit a copy of your **\*Mayor's/Business Permit and duly Notarized Omnibus Sworn Statement together with your proposal**. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment.**

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 **05:00 P.M. of 22 November 2023**.

Original Signed  
**GLAMOUR FE N. MONTANO**  
Procurement Officer  
Procurement Management Division  
Office for Financial & Assets Management (OFAM)

Original Signed  
**PRESENTACION M. GAJES**  
Supervising Administrative Officer  
Procurement Management Division  
Office for Financial & Assets Management (OFAM)

**TERMS AND CONDITIONS:**

1. Award shall be made on per: **Item Basis** **Lot Basis** x **Total Quoted Price**
2. Goods/Services shall be rendered on **within seven (7) days upon receipt of Purchase Order (PO).**
3. Place of Delivery: **CSC-CO, OFAM Warehouse, Gr. Flr. IBP Rd. Batasang Pambansa Complex, Constitution Hills, Quezon City**
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 submission of complete 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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Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

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 TIN No. \_\_\_\_\_

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	<b>Supply and Delivery of Gift Certificates (GC) for the 2023 Civil Service Commission Year-End Celebration</b>							
	Gift Certificate worth Php 20,000.00	5	pcs					
	Gift Certificate worth Php 10,000.00	10	pcs					
	Gift Certificate worth Php 5,000.00	20	pcs					
	Gift Certificate worth Php 1,000.00	25	pcs					
	Gift Certificate worth Php 500.00	490	pcs					
	<i>General Details</i>							
	* GC must be usable by major store retailers nationwide, with wide range of availability, from department store to supermarket and auxiliary services.							
	* No GC must have a monetary value lower than what is provided in the unit cost per GC type.							
	* GC must be usable within a minimum period of two consecutive years or more from the date of issuance, and date of issuance must be within December 2023. Non-expiring GCs will rate higher than those with expiry dates.							
	* At least 50% of the Gift Certificates must be delivered on or before 7 December 2023.							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP570,000.00</b>							

*Original Signed*  
**GLAMOUR FE N. MONTANO**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

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