

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

REQUEST FOR QUOTATION

RFQ No. : 2023-258 NP SVP
Date: 17 Nov. 2023
PR No./End-User : 2023-11-1702 / 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:

- | | Item Basis | x Lot Basis | Total Quoted Price |
|--|------------|-------------|--------------------|
|--|------------|-------------|--------------------|
1. Award shall be made on per: _____
 2. Goods/Services shall be rendered on Please refer to Annex A
 3. Place of Delivery: CSC-CO, IBP Rd. Batasan 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

Civil Service Commission

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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
	Rental of Full Multimedia Services	1	lot					
	* Includes: audio-visual presentation services (sound systems, LED walls and additional AV outputs), rental of musical and band equipment, and livestreaming services.							
	* Includes site multimedia coordinator							
	* Expected Event Date: 15 December 2023							
	* Refer to Annex A.1 for specific details							
	APPROVED BUDGET FOR THE CONTRACT: PHP90,000.00							

*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*