

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-015 NP SVP  
Date: 02 Feb. 2024  
PR No./End-User : 2024-02-0087 / OHRMD-TDD

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/services 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**, 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.**

With the end view of obtaining the contract most advantageous to the government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184, **CSC reserves the right to reject any and all quotations/bids, to annul the procurement process, to declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s.**

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 **04:00 P.M. of 12 February 2024.**

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

  
**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  Total Quoted Price
2. Goods/Services shall be rendered on Please see Annex A for details.
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. **Failure to comply with any of the said requirements shall be a cause for the disqualification of your quotation.**
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. **The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;**
10. Terms of Payment: **within 15-30 days upon submission of complete supporting documents.**
11. 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.**
12. 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.**
13. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
14. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
15. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
16. **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](http://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,

### REQUEST FOR QUOTATION

RFQ No.	2024-215 NP SVP
Date:	02-Feb-24
PR No./End-User:	2024-02-0087 / OHRMD-TDD

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel No. & Fax No. : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_  
 PhilGEPS Reg. No. \_\_\_\_\_  
 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
	<b>Supply and Delivery of Polo Shirt for National Women's Month Celebration</b>							
	National Women's Month Culminating Activity (22 March 2024)¶							
	Women's Month Polo-Shirt with design and logo¶	550	pcs					
	Polo-Shirt Specification:							
	<u>Material:</u>							
	100% cotton							
	Cotton petit pique							
	Ribbed collar and armbands							
	<u>Color:</u>							
	Two-toned Colored Polo-Shirt							
	Base Color: Light Purple							
	Accent Color: Royal Purple							
	<u>Printing of CSC Logo and Theme Design</u>							
	Embroidered							
	Must be clear and concise							
	Must provide sample finished product on or before <u>27 February 2024</u>							
	Must provide sample fabric (cotton) on <u>23 February 2024</u> with sizes of S, M, L, XL, XXL and XXXL							
	Measurement Date: <b>29 February 2024</b> ¶							
	Target Date of Delivery: <b>15 March 2024</b> ¶							

### Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

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RFQ No.	<u>2024-215 NP SVP</u>
Date:	<u>02-Feb-24</u>
PR No./End-User:	<u>2024-02-0087 / OHRMD-TDD</u>

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel No. & Fax No. : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_  
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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
	Payment: payable 30 working days after delivery of finished product							
	<b>Inclusions:</b>							
	Delivery, proper packaging according to sizes with proper labels							
	Note: Please refer to the attached Color Reference and Specifications							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP275,000.00</b>							

  
**GLAMOUR F. N. MONTANO**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

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



FRONT



BACK



LEFT



RIGHT



FRONT



BACK

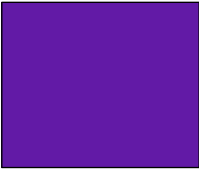
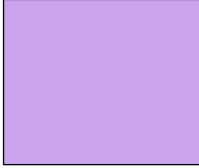




LEFT



RIGHT

Specifications:

Color Palette	<p>Base Color: #621AA6 98-26-166 76-96-0-0</p> 
	<p>Accent Color (Collar and Side Panel) #CBA4EE 203-164-238 22-37-0-0</p> 
Logo 1 (Women's Month Theme Logo)	<p>Embroidered Location: Right Chest Typography Color: White</p>  <p>Link: <a href="https://lh3.googleusercontent.com/u/0/drive-viewer/AEYmBYQm6Dz802tIaRJQTg42hvtBw6o0bypAHRzHBgk3r8Z39pj_C - GH9pr2yFzHMGW4r4SIxGP0aSRvB8WxcxbjFQYreLeA=w714-h717">https://lh3.googleusercontent.com/u/0/drive-viewer/AEYmBYQm6Dz802tIaRJQTg42hvtBw6o0bypAHRzHBgk3r8Z39pj_C - GH9pr2yFzHMGW4r4SIxGP0aSRvB8WxcxbjFQYreLeA=w714-h717</a></p> <p>Estimated Size:</p>

	2.5-4 inches wide and 2.5-4 inches tall Must be visually clear and readable
Logo 2 (CSC Logo)	<p>Embroidered Location: Left Chest Typography Color: Blue and Red</p>  <p>Estimated Size: 2.5-4 inches wide and 2.5-4 inches tall Must be visually clear and readable</p>
Polo Shirt Material	<ul style="list-style-type: none"> <li>- 100% cotton</li> <li>- Cotton petit pique</li> <li>- Ribbed collar and armbands</li> </ul>