

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-016 Shopping (B)  
Date: : February 2, 2024  
PR No./End-User : 2024-02-0088 (OCA)

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.**

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 **3:00 PM of 08 February 2024**.

  
**RENEL JOANNE G. ROCACURBA**  
Procurement Officer  
931-7935; 931-7939; 931-8092 Loc. 508

  
**PRESENTACION M. GAJES**  
Supervising Administrative Officer  
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 Seven (7) working days upon receipt of Purchase Order (PO)
3. Place of Delivery: CSC-CO, OFAM Warehouse, Gr. Flr. IBP Rd. Batasan Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: \_\_\_\_\_
5. Technical specification 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."**

\_\_\_\_\_  
Authorized Representative of the Service Provider

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

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Address : \_\_\_\_\_

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

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Date: February 2, 2024

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| ITEM NO. | ITEM & DESCRIPTION  | QTY | UNIT | YES | NO | REMARKS/BIDDERS SPECIFICATIONS   | UNIT PRICE | TOTAL PRICE |
|----------|---|-----|------|-----|----|--|------------|-------------|
| 1        | Multifunction Printer<br>Print, Scan, Copy, Inkjet Printer, approx. 17 (Mono) / 16.5 (Col) ipm, FPOT: 6 (Mono) / 6.5 (Col) seconds; Resolution up to 1,200 x 6,000 dpi; Hi-Speed USB 2.0; Wireless Printing<br><br><b>Approved Budget for the Contract: Php25,000.00</b><br><br>xxxxxxxx-Nothing Follows-xxxxxxxx | 1   | unit |     |    | If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin. |            |             |
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\_\_\_\_\_  
Printed Name/Signature  
Authorized Representative of the Service Provider