

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-109 NP SVP  
Date: : 22-May-24  
PR No./End-User : 2024-04-0558 / CSI

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, 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.

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 27 May 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 Within seven (7) 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 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

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 PhilGEPS Reg. No. \_\_\_\_\_  
 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
	Twelve (12) Month Software Licenses Subscription for Creating Animation and Videos							
	<i>Note: Please see attached detailed Technical Specifications.</i>							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP84,600.00</b>							

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

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

Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Quezon City

**TECHNICAL SPECIFICATIONS (TS)**

<b>Title</b>	<b>Procurement of Software Licenses Subscription for Creating Animation and Videos</b>
<b>Approved Budget</b>	<b>PhP 84,600.00 (inclusive of government taxes)</b>

**I. RATIONALE**

This Technical Specifications (TS) for the procurement of Software Licenses Subscription for Creating Animation and Videos was prepared as part of the CSI's digitalization efforts, specifically in the development of eLearning materials for the CSC-Learning Management System (CSC-LMS).

The procurement shall be in accordance with the general provisions, specifications, and other requirements of the CSC and the guidelines under the Revised Implementing Rules and Regulations (IRR) of R.A. 9184, otherwise known as "*The Government Procurement Reform Act (GPRA)*."

**II. GENERAL PROVISION**

The TS aims to prescribe complete information of the required software subscription and licenses. If there is any clarification or ambiguity between the sections of the specifications, the bidder shall bring the concern to the attention of CSC during the *Pre-bid Conference* before proceeding with the procurement process.

The CSC reserves the right to inspect the Products' compliance to the TS before the acceptance and has the right to accept/reject the same based on the result of the evaluation.

### III. GENERAL REQUIREMENTS

#### A. Technical Specifications

Item	Quantity	No. of Months Subscribed	Specifications
Creating Animation and Videos Software/Tool	1 License	12	<ul style="list-style-type: none"> <li>● Access to a wide range of templates for creating animated videos and presentations</li> <li>● Ability to customize and personalize videos with our branding, colors, and logos</li> <li>● Access to a vast library of royalty-free images, videos, and music to enhance your presentations</li> <li>● Collaboration tools for teamwork on projects</li> <li>● Ability to share and export videos easily</li> <li>● Secure storage for your projects</li> <li>● Various export options (MP4, AVI, MKV, MOV, WMV, FLV, AVCHD, MPEG, H.264/AVC, and H.265/HEVC), including downloadable files and direct sharing links</li> <li>● Ability to work on projects offline</li> <li>● The Software/Tool should have Video Editing, Audio Editing, Animation, and Photo Editing capabilities</li> </ul>

#### B. Other Requirements

- Bidder/supplier/company must be an up-to-date registered member of the PhilGEPS under the DBM;
- The Bidder/supplier/company must be able to comply with the technical specifications/requirements and bidding requirements of the project pursuant to R.A. 9184 (GPRA).
- The Service Provider must have at least a year of experience in providing the same project/solution. As such, the Service Provider must submit an acceptance certificate of previous projects or proof of having experience of providing similar projects/solutions.

**IV. TERMS OF PAYMENT**

To consummate the sale, payment, through a Landbank of the Philippines (LBP) Cheque, shall be made within fifteen (15) to thirty (30) government working days (GWDs) after receipt of the billing statement and certification of acceptance of work from the Winning Supplier.

**V. TAXES AND OTHER FEES**

All taxes, fees, charges, imposts, and other legal execution due or that may become due shall be chargeable against the account of the provider. The CSC, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

**VI. DELIVERY**

Upon receipt of the approved Purchase Order and Notice To Proceed (NTP), the supplier/service provider shall provide above-stated requirements and scope of work within seven (7) Calendar Days.

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) based on the amount specified in the Purchase Order for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Prepared:



**ANTHONY JAMES A. PILANTE**  
Human Resource Specialist I  
Civil Service Institute

Reviewed:



**EMYLIN O. SEVERO**  
Director III  
Civil Service Institute

Approved:



**FERNANDO M. PORIO**

Director IV

Civil Service Institute

Date: