

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-127 NP SVP  
Date: : 30 May 2024  
PR No./End-User : 2024-02-0248 / 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 bidders.**

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 **10:00 A.M. of 05 June 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, 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

**Civil Service Commission**

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

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
	One (1) Year Sole Internet Subscription for the Civil Service Institute (CSI) Civil Service Commission (CSC) to be used for Webinar/Learning Activities					If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.		
	Name of Project: Supply and Installation of Dedicated Leased Line Internet Service for Webinar/Learning Activities in the Civil Service Commission (CSC) Resource Center Building (RCB)							
	Note: Please see attached Technical Specification for Reference							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP158,400.00</b>							

**GLAMOUR FEN. MONTANO**

Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

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

## TECHNICAL SPECIFICATIONS (TS)

Name of Project: **Supply and Installation of Dedicated Leased Line Internet Service for Webinar/eLearning Activities in the Civil Service (CSC), Resource Center Building (RCB)**

Approved Budget for the Contract: **Php158,400.00**

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### I. RATIONALE

The project requires the Supply and Installation of subscription to the internet connection of the accredited supplier by the Philippine Government Electronic Procurement System (PhilGEPS) of the Department of Budget and Management (DBM). Said materials shall be used in the conduct of CSI eLearning/Webinar Activities.

The procurement shall be in accordance with the general provisions, specifications and other requirements of the CSI, 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)*". Moreover, the procurement of the said goods is based and consistent with duly approved Annual Procurement Plan (APP) of the Commission.

### II. GENERAL PROVISION

- The specification intends to prescribe complete information on the supply and installation of the internet connection for the CSI, CSC. If there is any clarification or ambiguity between the sections of the specifications, the supplier shall bring the concern to the attention of CSC before proceeding with the procurement process.
- The CSC reserves the right to inspect the goods and has the right to accept/reject the same based on the result of inspection.

### III. GENERAL REQUIREMENTS

#### A. Technical Specifications

<b>Data and Internet Solutions Requirement</b>	<ul style="list-style-type: none"><li>• Account Type: Corporate/Enterprise Direct Internet Access</li></ul>
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	<ul style="list-style-type: none"> <li>● Internet Bandwidth: 100mbps to 150 mbps</li> <li>● A dedicated Leased Line for CSI, CSC</li> </ul>
<b>Subscription Coverage</b>	12 months, billed monthly
<b>Applications</b>	Internet Browsing Webcasting Video and Voice Streaming Customer Relationship Management (CRM)

**B. Manpower Requirement**

The service provider shall assign at least two (2) dedicated technical personnel that will implement the project.

**C. Support Service Requirement**

Must meet the following conditions for unlimited corrective maintenance activity (if applicable):

- Twenty-four (24) hours by seven (7) days support during the contract duration;
- Two (2) hour response time for phone, email and onsite support needed; and
- Provide incident and Root Cause Analysis for all support cases filed.

**D. Bidder's Qualification**

- Bidder/supplier/company must be in existence for at least five (5) years and belongs to the same market industry providing similar requirements and goods/machines for the same period;
- An up-to-date registered member of the PhilGEPS under the DBM; and
- Able to comply with the technical specifications/requirements and bidding requirements of the project pursuant to R.A. 9184 (GPRA).

**IV. DELIVERY OF SERVICES**

Upon receipt of the approved Purchase Order (PO) and Notice To Proceed (NTP), the winning bidder/supplier shall provide above-stated goods/services on the following schedules:

Item No.	Deliverable	Schedule
1.	Supply, installation and testing of Internet Connection	within fifteen (15) to thirty (30) calendar days upon receipt of PO and effectivity of NTP
2.	Completion and Acceptance	within fifteen (15) calendar days after completion of Item No. 1

## V. RESPONSIBILITIES OF CSC

Grant the winning bidder's authorized representative to access its premises, equipment and facilities located therein to perform the former's obligation, provided that such representative shall be accompanied by the duly assigned CSC employee/s;

- i. Monitor progress and status of the project;
- ii. Act as custodian of submitted project documents;
- iii. Provide project requirements needed on CSC side such as but not limited to work space, LAN connection, Logistics Coordinations and approval;
- iv. Issue Certificate of Acceptance; and
- v. Process payment/s

## VI. PAYMENT TERMS

- To consummate the sale, payment, through a Landbank of the Philippines (LBP) Cheque, shall be made within 15-30 government working days (GWDs) from receipt of monthly billing statements for a period of twelve (12) months commencing from the approval and effectivity of the project.
- The provider shall apply rebate per length of interruption should failure of service occur. Rebates would be in the form of cash deduction of the monthly rental charges based on the computation below:  

$$\text{Amount to be credited} = (\text{Monthly Subscription Rate} \times \text{Internet not Serviceable in Hours}) / 730 \text{ Hours}$$

## VII. TAXES AND OTHER FEES

Any taxes, fees, charges, imposts, and other legally imposable fees due or that may become due under the purchase shall be for the account of the supplier.

The Civil Service Commission, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

## VIII. PENALTIES

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.\


Prepared by:

  
**DAISY N. TARROZA**  
Sr. Human Resource Specialist  
Process Facility Management  
Civil Service Institute

Recommending Approval:

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

Approved by:

  
**FERNANDO M. PORIO**  
Director IV  
Civil Service Institute

22 May 2024