

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-128 NP-SVP  
Date: May 31, 2024  
PR No./End-User : 2024-04-0566 & 2024-04-0567  
(OFAM-GSD)

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** together with your proposal. The **updated \*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

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 07 June 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) calendar 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

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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
1	<b>Desktop Computer</b> <i>Specifications:</i> Processor: Intel i7 8700, 8th Gen Memory: 16GB DDR4, upgrade to 32GB Storage/Hard Disk: 256 M.2 SSD + 1TB SATA3 7200RPM Display Screen: LED Monitor 21.5" Graphic/Video Processor: 4GB Dedicated Graphics Resolution: 1920 x 1080 pixels Network Interface: Gigabit Ethernet 10/100/1000 Wireless Lan 802.11 AC + Bluetooth 5.0 Standard VO Ports: Front: 2 USB 3.1 Gen 1 Ports, 2 USB 3.1 Gen 2 Ports, 1 Headphone/Speaker/Jack/Combo Jack, 1 Microphone-in-jack; Rear: 1 VGA Port, 1 Display Port, 1 HDMI Port, 1 Ethernet Ru-45 Port Audio Jacks, 4 USB 2.0 Ports Porting Device: USB Optical Mouse bundled w/Mouse Pad Input Device: Standard full-sized USB keyboard w/numeric keypad Operating System: Windows 10 Professional 64 bit Warranty: Three (3) years on parts and labor. Supplies shall respond within 24 hours for any technical assistance/support either telephone call, email or site visit (for NCR) upon verbally/written notification by the End-user, with Authorized Service Center	1	unit					
<b>Approved Budget for the Contract: PHP49,200.00</b>								
2	<b>Document Scanner</b> <i>Specifications:</i> Resolution: up to 600 dpi (color and mono, Sheet-feed) Control Panel: 2-line 16 character per line LCD Display, Simplex Button, Duplex Button, Cancel Button, Power Button w/a LED and Tool Button Maximum Document Scan Size: 8.5 x 122 in Scannable Media Types: Cut sheet paper, printer paper (laser and ink), Pre-punched paper, bank checks, business cards, freight bills, carbonless forms, plastic carrier sheets for easily damaged documents, previously stapled media w/staple removed, plastic cards (up to 1.24mm) Input type: sheetfed Auto document feeder: 80 sheets of xerox 4024 75 g/m2 paper Connectivity: USB 2.0 and USB 3.0 (SuperSpeed)	1	unit					

Supported Operating System: OS X El Capitan 10.11, Microsoft Windows 10,8,1,8,7,XP: 32-bit or 64-bit									
Warranty: One-year bench limited warranty whole unit replacement, spareparts & accessories, phone and Web support included. Supplier shall respond w/in 24hrs for any technical assistance/support either telephone call, email, or site visit (for NCR) upon verbally/written notification by the End-user, with Authorized Service Center									
<b>Approved Budget for the Contract: PHP48,000.00</b>									
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Printed Name/Signature  
Authorized Representative of the Service Provider