

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

REQUEST FOR QUOTATION

RFQ No. : 2024-159 NP SVP
Date: 19 July 2024
PR No./End-User : 2024-07-0955 & 2024-07-0956 / 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 latest Business/Income Tax Return 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. **If awarded**, please be advised that you must conform first the PO prior to the date of event/delivery/installation.

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 **05:00 P.M. of 25 July 2024**.

GLAMOUR FE 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 CSC-CO, Batasan Hills, Quezon City
3. Place of Delivery: Please see Annex A for details.
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. For goods, please indicate brand, model and country of origin.
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. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
10. 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.
11. 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.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **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 and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission

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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	Lot 1 - Supply and Delivery of Meals through Catering Services for the Conduct of Leadership and Management Certification Program (CPro) Batch 23 Date of Activity: 12-23 August 2024 Target Number of Pax:	1	lot					
	Breakfast	Minimum Guaranteed Participants	Maximum Number of Participants					
	AM Snacks	25 pax	30 pax					
	Lunch	25 pax	30 pax					
	PM Snacks	25 pax	30 pax					
	Dinner with Pica Pica	30 pax	40 pax					
	<i>Note: Please see attached Technical Specifications for further details.</i>							
	APPROVED BUDGET FOR THE CONTRACT: PHP331,000.00							
2	Lot 2 - Supply and Delivery of Meals through Catering Services for the Conduct of Leadership and Management Certification Program (CPro) Batch 24 Date of Activity: 14-25 October 2024 Target Number of Pax:	1	lot					
	Breakfast	Minimum Guaranteed Participants	Maximum Number of Participants					
	AM Snacks	3 pax	5 pax					
	Lunch	50 pax	60 pax					
	PM Snacks	50 pax	60 pax					
	Dinner with Pica Pica	60 pax	70 pax					
	<i>Note: Please see attached Technical Specifications for further details.</i>							
	APPROVED BUDGET FOR THE CONTRACT: PHP575,500.00							

GLAMOUR FE 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: **DESKTOP FOR GRAPHIC DESIGNING, VIDEO EDITING, AND ANIMATION**

Approved Budget for the Contract: **Php 306, 236.00**

I. RATIONALE

The project mandates the procurement and delivery of cutting-edge Desktop and Accessories from the accredited supplier by the Philippine Government Electronic Procurement System (PhilGEPS) of the Department of Budget and Management (DBM). These devices will serve as a foundation in crafting compelling e-Learning courses to be offered in the CSC Learning Management System (LMS) which entails a spectrum of activities, including dynamic graphic design, seamless video editing, captivating animation, responsive helpdesk support, innovative programming.

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)*". Moreover, the procurement of the said goods is based on and consistent with duly approved 2024 Annual Procurement Plan (APP) of the Commission.

II. GENERAL PROVISION

- The vendor shall provide desktop meeting the following minimum specifications and acceptance of will be based on compliance with the specified technical requirements.
- The CSC reserves the right to inspect the products before the acceptance to accept or reject based on the results of the inspections.

III. GENERAL REQUIREMENTS

A. Technical Specifications

Item	Specification	Quantity
1	Desktop for Graphic Designing, Video Editing and Animation <u>Technical Specifications</u> Processor: 8-core Central Processing Unit (CPU) Graphics: Integrated GPU (10-core GPU or up) 16-core Neural Engine 100GB/s memory bandwidth RAM: Minimum of 8GB unified memory (configurable to 16GB or more) Storage:	2

	<p>Minimum of 256 GB of SSD Storage (configurable to 512 GB or more)</p> <p>Display: 24 inch (diagonal) LED-backlit display; 4.5K Retina display, 4480-by-2520 pixels</p> <p>Connectivity: Wi-Fi 6 Bluetooth 5</p> <p>Operating System: Proprietary professional/enterprise operating system; Include but not limited to the following features:</p> <ul style="list-style-type: none"> ● Screensavers that feature slow-motion videos and shuffle; ● Interactive widget and widgets that adapt to space on desktop; ● Video conferencing features: presenter overlay, reactions and gestures, video menu bar item, screen sharing picker, screen share preview, portrait mode background blur, and zoom and pan; ● Password and passkey sharing; ● React to messages with stickers; ● Populate information such as names and addresses on forms in PDFs; ● Get word predictions directly in the text field based on what the keyboard predicts you're going to type; and ● Option to blur photos and videos containing nudity. <p>Charging port Two Thunderbolt/USB 4 ports with support for Charging, DisplayPort, Thunderbolt 3 (up to 40 Gbps), USB 4 (up to 40 Gbps) HDMI Port</p> <p>Accessories: USB-C or compatible Power Adapter with 2m cable Keyboard with Numeric Keypad Magic Mouse or Magic Trackpad</p> <p>Warranty: One-year limited warranty</p>	
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B. Other Requirements

The bidder/supplier/company must be:

- 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. PAYMENT

To consummate the sale, payment, through a Landbank of the Philippines (LBP) Cheque, shall be made within 15-30 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

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.


VI. DELIVERY OF SERVICES

Upon receipt of the approved Purchase Order and Notice To Proceed (NTP), the winning bidder/supplier shall provide above-stated goods 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 delivery.


Prepared:


SHELLY MAE O. CAMILA
Human Resource Specialist II
Civil Service Institute

Reviewed:


JABRIELLE VINCEE D. ANASTACIO
Supervising Human Resource Specialist
Civil Service Institute

Approved:


FERNANDO M. PORIO
Director IV
Civil Service Institute

TECHNICAL SPECIFICATIONS (TS)

Name of Project: **SERVICE LAPTOP FOR GRAPHIC DESIGNING, VIDEO EDITING, ANIMATION AND HELPDESK**

Approved Budget for the Contract: **Php 320, 206.00**

I. RATIONALE

The project mandates the procurement and delivery of cutting-edge Service Laptops and Accessories from the accredited supplier by the Philippine Government Electronic Procurement System (PhilGEPS) of the Department of Budget and Management (DBM). These devices will serve as a foundation in crafting compelling e-Learning courses to be offered in the CSC Learning Management System (LMS) which entails a spectrum of activities, including dynamic graphic design, seamless video editing, captivating animation, responsive helpdesk support, innovative programming.

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)*". Moreover, the procurement of the said goods is based on and consistent with duly approved 2024 Annual Procurement Plan (APP) of the Commission.

II. GENERAL PROVISION

- The vendor shall provide service laptops meeting the following minimum specifications and acceptance of will be based on compliance with the specified technical requirements.
- The CSC reserves the right to inspect the products before the acceptance to accept or reject based on the results of the inspections.

III. GENERAL REQUIREMENTS

A. Technical Specifications

Item	Specification	Quantity
1	Service Laptop for Graphic Designing and Helpdesk <u>Technical Specifications</u> Processor: 8-core Central Processing Unit (CPU) Graphics: Integrated GPU (8-core)	3

Item	Specification	Quantity
	<p>16-core Neural Processing Unit (NPU) 100GB/s memory bandwidth</p> <p>RAM: Minimum of 8GB unified memory (configurable to 16GB or more)</p> <p>Storage: Minimum of 256 GB of SSD Storage (configurable to 512 GB or more)</p> <p>Display: 13.6-inch or 15.3-inch (diagonal) LED-backlit display with IPS technology</p> <p>Connectivity: Wi-Fi 6 Bluetooth 5</p> <p>Operating System: Proprietary professional/enterprise operating system;</p> <p>Include but not limited to the following features:</p> <ul style="list-style-type: none"> ● Screensavers that feature slow-motion videos and shuffle; ● Interactive widget and widgets that adapt to space on desktop; ● Video conferencing features: presenter overlay, reactions and gestures, video menu bar item, screen sharing picker, screen share preview, portrait mode background blur, and zoom and pan; ● Password and passkey sharing; ● React to messages with stickers; ● Populate information such as names and addresses on forms in PDFs; ● Get word predictions directly in the text field based on what the keyboard predicts you're going to type; and ● Option to blur photos and videos containing nudity. <p>Charging and Expansion: Charging and Expansion: Charging port 3.5mm headphone jack Two Thunderbolt/USB 4 ports</p> <p>Accessories: USB-C or compatible Power Adapter with 2m cable</p>	

Item	Specification	Quantity
	Warranty: One-year limited warranty	
3	Accessories USB-C Digital AV Multiport Adapter	2
4	Professional Video Editing Software An editing software designed specifically to the purchased Laptop that is capable of creating, editing and producing the highest quality video and taking advantage of the hardware and software integration. To a smoother performance and efficient utilization of system resources.	1

B. Other Requirements

The bidder/supplier/company must be:

- 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. PAYMENT

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

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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 delivery.

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