


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

**REQUEST FOR QUOTATION**

RFQ No.	<u>2024-0176 NP SVP</u>
Date:	<u>July 24, 2024</u>
PR No./End-User:	<u>2024-06-0844/ PAIO</u>

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel No. & Fax No. : \_\_\_\_\_  
 Mobile No.. : \_\_\_\_\_  
 PhilGEPS Reg. No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	<b>PRODUCTION OF CSC BRANDING COLLATERALS</b>							
1	<b>Branded Ribbon (white and dark blue satin ribbons)</b>	300	roll					
	Size: 1.5cm (1,500 meters each for white satin and dark blue satin)							
	Color: Full color (CSC logo) for white ribbon							
	Hot stamp for dark blue ribbon							
	Packaging: 20 meters per roll (150 rolls for white satin and 150 for dark blue satin)							
	<b>Approved Budget for the Contract (ABC): Php 90,000.00</b>							
2	<b>Notepad</b>	4,800	piece					
	Size: 4 x 8 inches							
	Color: Full color (no print on the back pages)							
	No. of leaves: 60 leaves							
	page 2 of 3							

  
**PEARLIE ANN S. RAMOS**  
 931-7935; 931-7939; 931-8092 Loc. 508

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

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	No. of designs: 5 designs							
	No. of copies: 960 pads per design							
	Binding: Tear-off note-type adhesive binding							
	Others: Each notepad to be packaged in plastic wrap							
	<b>Approved Budget for the Contract (ABC): Php 120,000.00</b>							
3	<b>Wooden flash drive with wood box</b>	400	pcs.					
	Property: USB 3.0 16 GB							
	Must be customized with CSC logo on flash drive and box							
	Approved Budget for the Contract (ABC): Php 120,000.00							
	<b>TOTAL APPROVED BUDGET FOR THE CONTRACT: Php330,000.00</b>							
	<i>page 2 of 3</i>							

*PS Ramos*  
**PEARLIE ANN S. RAMOS**

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

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 Printed Name/Signature  
 Authorized Representative of the Service Provider

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	<b>Bidder requirements:</b>	500	pcs.					
	1. Total contract price must include applicable taxes;							
	2. Must submit samples along with quotation;							
	3. Initial design/prototype must be submitted two (2) working days after submission of design/layout;							
	4. Delivery of all items should be fourteen (14) working days after approval of proof; and							
	5. Should be able to work with Adobe Creative Cloud							
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x							
	<i>page 3 of 3</i>							

  
**PEARLIE ANN S. RAMOS**  
Procurement Officer

\_\_\_\_\_  
*Printed Name/Signature*

