

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2024-185 NP-SVP
Date: July 31, 2024
PR No./End-User : 2024-07-1136, 2024-07-1137, 2024-07-1138, 2024-07-1039, 2024-07-1140, 2024-07-1141 (OCH)

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 08 August 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 [x] Lot Basis [] Total Quoted Price
2. Goods/Services shall be rendered on twenty (20) 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 and register for free."

Authorized Representative of the Service Provider

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

Annex A

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

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 (OCH)

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	Wall Mounted Glass Board, atleast 5 feet in length, atleast 4 feet in height Approved Budget for the Contract: PhP17,000.00	1	unit					
2	High Speed Scanner , atleast thirty (30) pages scanned per minute, atleast sixty (60) pages can fit in the Document Feeder, can scan images, can be connected to Mobile and other sources, compatible with Windows and Mac OS and other operating system, can accommodate A4, Folio, Legal and Letter paper sizes and other paper sizes, can scan back to back Projector , 4,800 ANSI Lumens (Standard), 3,840 ANSI Lumens (ECO), Native Resolution: SVGA (800 x 600), Max Supported Resolution: WUXGA (1,920 x 1,200), Aspect Ratio: 4:3 (Native), 16:9 (Supported), Contrast Ratio: 20,000:1, Optical Zoom Ratio: 1.1x, Compatible with Windows, MAC and other operating systems, Compatible with USB and HDMI etc. Portable Thermal Printer , can print A4 size as well as other paper sizes, wireless and bluetooth function, inkless, compatible with IOS and Android etc., compatible with Windows or MAC and other Operating Systems, atleast 25 pages per minute printing speed Colored Printer , can print Scan, Copy and Fax, uses minimal ink when printing, compatible with MAC and Windows as well as other Operating Systems, can print pictures, A4 and other paper sizes, WiFi, Bluetooth and Mobile Compatible Approved Budget for the Contract: PhP105,000.00	1	unit					
3	Satellite Phones / Walkie Talkie , 4 units, warranty: shall be at least one (1) year, four (4) sets Walkie Talkie (Two-Way Radio) with Rechargeable Batteries, Four (4) pos Battery Charger, Four (4) pos Spare of Rechargeable Batteries, four (4) license certificates issued by NTC for SRRS category, four (4) units of Belt Clip, it shall have a minimum operating range of 5km (line-of-sight), it shall be License free, it shall have a compact design, which will enable the user to carry the device with ease, it shall have Battery Status Indicator and saver mode, it shall have volume control, it shall have internal VOX (Voice Activated Transmit), it shall have Push-To-Talk Identification (PTT ID), Short Range Radio Service (SRRS) classification, NTC One Time License (No Required License Renewal) Approved Budget for the Contract: PhP65,000.00 xxxxxxxxxxx-Nothing Follows-xxxxxxxxxxxx	1	lot					

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 Procurement Officer
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 Printed Name/Signature
 Authorized Representative of the Service Provider