

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-256 NP-SVP  
 Date: : September 27, 2024  
 PR No./End-User : 2024-07-1009 & 2024-07-1049 (OFAM-BGMD); and 2024-08-1220 & 2024-08-1214 (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 October 2024**.

  
**RENEL JOANNE G. ROCACURBA**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

  
**PRESENTACION M. GAJES**  
 Acting Chief 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 and register for free."**

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

**Civil Service Commission**  
 Constitution Hills, Balasang Pamantasan 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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LOT 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	3in1 Printer Colored with 5 sets of Ink  A3 size Laminating Machine Hot and Cold, reverse function 220V heavy duty with A3 250 sheets 250microns Laminating Film (Hot), with A4 500 sheets Glossy Laminating Film (Cold)  <b>Approved Budget for the Contract: PHP25,000.00</b>	1	set					
2	Desktop Computer, XE graphics, 8GB DDR4 3200MHZ, 256GB SSD + 1TB HDD, 23.8" FHD (1920x1080), LAN + WIFI + Bluetooth, Camera, HDMI Out (2x), Built in Speakers, Windows Professional 64bit, License OS and MS Office, USB Keyboard and Mouse  <b>Approved Budget for the Contract: PHP42,390.00</b>	1	set					
3	Printer, Inkjet Monochrome, Print Speed of up to 15.0 ipm (black), Ultra-high page yield of up to 6,000 pages (black), Spill-free, error-free refilling, Compact Integrated Tank Design, 4-year warranty or 50,000 pages, whichever comes first, USB2.0 interface, Network LAN or Wireless, Size: A4/Letter/Folio and Envelopes, Dimensions (WxDxH): 375 x 267 x 161mm, Box Content: Printer, Power Adapter, CD Driver and Manual, Ink Bottle  <b>Approved Budget for the Contract: PHP22,500.00</b>	2	unit					
4	Ink for Inkjet Printer (Compatible with the item stated above)  <b>Approved Budget for the Contract: PHP6,600.00</b>	5	bottle					
	Internal Solid State Drive (SSD), 2.5" form factor, 240GB capacity, SATA III interface, up to 545 MBps max. Sequential read  <b>Approved Budget for the Contract: PHP6,600.00</b>	3	piece					
	XXXXXXXXXX-Nothing Follows-XXXXXXXXXX							

**RENEL JOANNE G. ROCACURBA**  
 Procurement Officer  
 931-7935, 931-7939, 931-8092 Loc. 508

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