

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

REQUEST FOR QUOTATION

RFQ No. : 2024-268 NP-SVP
Date: October 1, 2024
PR No./End-User : 2024-09-1386, 2024-09-1350
(OFAM-OD)

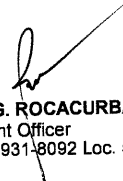
Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

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 09 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

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Company Name :

Address :

Tel No. & Fax No. :

Mobile No. :

PHIGEPS Reg. No. :

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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	High Speed Scanner (Desktop Sheet-Fed Scanner) Greyscale: 200 dpi; 60 ppm (Simplex) / 120 ipm (duplex); 300 dpi: 60 ppm (Simplex) / 120 ipm (duplex); Color: 60 ppm (Simplex) / 120 ipm (duplex), 300 dpi: 50 ppm (Simplex) / 100 ipm (duplex); Scanning Side: Simplex / Duplex; Scanning Element: Contact Image Sensor (CIS); Scanning Modes: Black and White, Error Diffusion, 256-level Greyscale, Advanced Text Enhancement, Advanced Text Enhancement II, 24-bit Color. Output Resolution: 150, 200, 240, 300, 400, 600 dpi; Auto Document Feeder (ADF) Capacity: 75 sheets; Interface: USB 2.0; Power Requirement: AC 100-240 V (50 / 60 Hz); Power Consumption Scanning: 27 watts; Dimensions (WxDxH): When trays are closed: 280 x 250 x 230 mm, When trays are opened: 280 x 606 x 366.4 mm Approved Budget for the Contract: PHP93,000.00	1	unit					
2	Desktop Computer, Intel Core 7 processor 150U (12MB cache, 10 cores, 12 threads, up to 5.4 GHz), 16 GB 2 x 8 GB, DDR4, 3200 MT/s, 1TB M. 2 PCIe NVMe Solid State Drive 23.8-inch FHD (1920 x 1080) Anti-Glare Narrow Border AT Infinity Non-Touch Display, Intel Iris Xe Graphics, Intel Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth wireless card, Windows 11 Home with DellPro Wireless Keyboard and Mouse Approved Budget for the Contract: PHP272,000.00	4	sets					
	XXXXXXXXXX-Nothing Follows-XXXXXXXXXX							

RENEL JOANNE G. ROCACURBA
 Procurement Officer
 931-7936, 931-7938, 931-8092 Loc. 508

Printed Name/Signature
 Authorized Representative of the Service Provider