

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-282 NP SVP  
Date: 10-Oct-24  
PR No./End-User : 2024-07-1107 / 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 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.

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 bidders.

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](mailto:csc.ofam.pmd@gmail.com) not later than **5:00 P.M. of 16 October 2024.**

  
**GLAMOUR FE N. 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 delivered/rendered on within seven (7) working days upon receipt of Purchase Order.
3. Place of Delivery: CSC-CO, OFAM Warehouse, Gr. Fir. IBP Rd. Batasan Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: \_\_\_\_\_
5. Technical specification with asterisks (\*) 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](http://www.philgeps.gov.ph) and register for free."

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

**Civil Service Commission**

Constitution Hills, Balasang Pambansa Complex Diliman, Quezon City.

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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
	Supply and Delivery of Service Laptops with Accessories for CSI Course Administrators	1	lot					
	Please see attached Technical Specifications							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP350,000.00</b>							

**GLAMOUR FERN 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: **Supply and Delivery of Service Laptops with Accessories for the Civil Service Institute (CSI) Course Administrators**

Approved Budget for the Contract: **Php 350,000.00** (inclusive of all government & applicable taxes)

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### GENERAL REQUIREMENTS

#### A. Technical Specifications

Item	Specification	Quantity
1	<p><b>Service Laptop for CSI</b></p> <p><b><u>Technical Specifications</u></b></p> <p><b>Processor:</b> 8-core Central Processing Unit (CPU)</p> <p><b>Graphics:</b> Integrated GPU (8-core or more) 16-core Neural Processing Unit (NPU) 100GB/s memory bandwidth</p> <p><b>RAM:</b> Minimum of 8GB unified memory (configurable to 16GB or more)</p> <p><b>Storage:</b> Minimum of 256 GB of SSD Storage (configurable to 512 GB or more)</p> <p><b>Display:</b> 13.6-inch or 15.3-inch (diagonal) Liquid Retina Display</p> <p><b>Connectivity:</b> Wi-Fi 6 Bluetooth 5</p> <p><b>Operating System:</b> Proprietary professional/enterprise operating system;</p> <p>Include but not limited to the following features:</p> <ul style="list-style-type: none"><li>• Screensavers that feature slow-motion videos and shuffle;</li><li>• Interactive widget and widgets that adapt to space on desktop;</li><li>• Video conferencing features: presenter overlay, reactions and gestures, video menu</li></ul>	4

Item	Specification	Quantity
	<p>bar item, screen sharing picker, screen share preview, portrait mode background blur, and zoom and pan;</p> <ul style="list-style-type: none"> <li>● Password and passkey sharing;</li> <li>● React to messages with stickers;</li> <li>● Populate information such as names and addresses on forms in PDFs;</li> <li>● Get word predictions directly in the text field based on what the keyboard predicts you're going to type; and</li> <li>● Option to blur photos and videos containing nudity.</li> </ul> <p><b>Charging and Expansion:</b> Charging and Expansion: Charging port 3.5mm headphone jack Two Thunderbolt/USB 4 ports</p> <p><b>Accessories:</b> USB-C or compatible Power Adapter with 2m cable</p> <p><b>Warranty:</b> One-year limited warranty</p>	
3	<p><b>Accessories</b> USB-C Digital AV Multiport Adapter</p>	2

## 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).

## 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.

## 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.

## 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**  
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Specialist  
Civil Service Institute

Approved:

  
**FERNANDO M. PORIO**  
Director IV  
Civil Service Institute