

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2024-290 NP SVP
 Date: October 15, 2024
 PR No./End-User: 2024-10-1532

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PhilGEPS Reg. No. _____
 TIN 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 APPRECIATION TOKENS							
Travel essential kit	400	boxed set					
- Foldable mobile phone stand							
- All-in-one travel adaptor (built-in multi-plugs) with two USB charging port							
- Others: Each item and hard box packaging customized with the print/stamping/engraving of the CSC logo							
- Box/packaging dimension: 15 x 13 cm (estimated minimum size)							
Approved Budget for the Contract (ABC) for Lot 1: Php 160,000.00							
Bidder requirements:							
1. Bidder must have at least three years experience in providing required items to government and private offices.							
2. Bidder must submit a proposal within ten (10) working days based on the above deliverables with price quotation inclusive of admin cost, delivery fee, and other applicable cost.							
3. Submit sample with printed logo (any logo) during the submission of bid quotation.							
4. Proof/final product sample should be submitted within two (2) working days upon receipt of the Purchase Order and Notice to Proceed, subject to the approval of the End-user.							
5. Delivery should not be NOT LATER THAN SIXTY (60) CALDENDAR DAYS after approval of final product sample							
xxxxxx							

PEARLIE ANN S. RAMOS
PEARLIE ANN S. RAMOS

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

 Printed Name/Signature
 Authorized Representative of the Service Provider