

**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City  
931-7935; 931-7939; 931-8092 Loc. 508

**REQUEST FOR QUOTATION**

RFQ No. : 2024-299 NP SVP  
 Date: : October 22, 2024  
 PR No./End-User : 2024-10-1570 / OAC-SAS

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 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, PHILGEPS and Registration Certificate** together with your proposal. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, please be advised that you must conform first the PO prior to the date of event/delivery/installation.

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 **03:00 P.M. of 28 October 2024**.

*PS Ramos*  
**PEARLIE ANN S. RAMOS**  
 Procurement Officer  
 Procurement Management Division  
 Office for Financial & Assets Management (OFAM)

*Przajes*  
**PRESENTACION M. GAJES**  
 Supervising Administrative Officer  
 Procurement Management Division  
 Office for Financial & Assets Management (OFAM)

**TERMS AND CONDITIONS:**

- Award shall be made on per:      **Item Basis**                              **Lot Basis**                              **Total Quoted Price**
  - Goods/Services shall be rendered on \_\_\_\_\_ **within seven (7) working days upon PO Conforme**
  - Place of Delivery: \_\_\_\_\_ **CSC-Central Office, Batasan Pambansa Complex, Constitution Hills, Quezon City**
  - Please indicate Warranty: \_\_\_\_\_
  - Technical specification with asterisks (\*) are mandatory. **For goods**, please indicate brand, model and country of origin.
  - Bidders shall provide **correct and accurate information** required in this form.
  - Quotations exceeding the Approved Budget for the contract shall be rejected.
  - Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
  - Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
  - 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.**
- 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.**
  - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
  - In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
  - Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
  - 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