

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-303 NP-SVP  
Date: : October 21, 2024  
PR No./End-User : 2024-10-1479 (OCA)

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 28 October 2024**.

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

  
**PRESENTACION M. GAJES**  
Supervising 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 Thirty (30) calendar days after approval of final product samples
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](http://www.philgeps.gov.ph) and register for free."**

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Authorized Representative of the Service Provider

**Civil Service Commission**  
 Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,  
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 PhilGEPS Reg. No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

ITEM NO.	ITEM & DESCRIPTION	ABC	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	<b>Supply and Delivery of Appreciation Token</b>								
	<b>BAMBOO POWERBANK</b>								
1	<ul style="list-style-type: none"> <li>Bamboo Powerbank (10000 mAh)</li> <li>Bamboo Case</li> <li>Others: Each item and hard box packaging customized with the print/stamping/engraving of the CSC logo</li> </ul>	₱100,000.00	100	box/set					
	<b>WOODEN CSC PENS</b>								
2	<ul style="list-style-type: none"> <li>Wooden Gel Pen with Cap</li> <li>Wooden Pen Stand with slot for business cards</li> <li>Others: Each item and hard box packaging customized with the print/stamping/engraving of the CSC logo</li> </ul>	₱50,000.00	100	box/set					
	<b>CUSTOMIZED BAGS</b>								
3	<ul style="list-style-type: none"> <li>Synthetic leather tote bag in black color</li> <li>Others: Customized with printing of CSC logo and core purpose statement</li> </ul>	₱80,000.00	100	piece					
	<b>CUSTOMIZED UMBRELLA</b>								
4	<ul style="list-style-type: none"> <li>Foldable Magic Umbrella with case</li> <li>With leather backing</li> <li>Others: Customized with printing of CSC logo and core purpose statement</li> </ul>	₱25,000.00	50	piece					
	<b>CUSTOMIZED UMBRELLA</b>								
5	<ul style="list-style-type: none"> <li>Foldable Golf Umbrella</li> <li>With leather backing and foam handle</li> <li>Others: Customized with printing of CSC logo and core purpose statement</li> </ul>	₱50,000.00	50	piece					
	<b>CUSTOMIZED VACUUM FLASK GIFT SET</b>								
6	<ul style="list-style-type: none"> <li>500 ML Double Wall Vacuum Flask with Mug Gift Set</li> <li>Box printed with CSC logo</li> <li>Paper Material: Imported book binding paper</li> <li>Material board #30 - recycled black or royal blue color foil stamping 100% handmade using white glue</li> <li>Ribbon: Gross grain 1/4" in red color</li> </ul>	₱22,500.00	30	box/set					

<p><b>SET OF HAND TOWELS</b></p> <ul style="list-style-type: none"> <li>• Wasig multi-purpose towel (1nabel)</li> <li>• Box printed with CSC logo in black color</li> <li>• Paper Material: Imported book binding paper</li> <li>• Ribbon: Gross grain 1/4" in red color</li> </ul>	<p>₱30,000.00</p>	<p>30</p>	<p>box/set</p>			
<p><b>CAPIZ BOX BY KULTURA</b></p> <ul style="list-style-type: none"> <li>• Natural Color</li> <li>• Capiz Box Design set of 3 (Dimension: 8.5 x 3 x 24cm)</li> <li>• Others: Each item and hard box packaging customized with the print/stamping/engraving of the CSC logo</li> <li>• Ribbon: Gross grain 1/4" in red color</li> </ul>	<p>₱75,000.00</p>	<p>75</p>	<p>box/set</p>			
<p><b>TRAVELWORK ESSENTIAL KIT</b></p> <ul style="list-style-type: none"> <li>• Two-fold umbrella</li> <li>• 500ml vacuum bottle</li> <li>• Pen</li> <li>• USB, 16 GB</li> <li>• A5-size leather corporate journal with magnetic snap buckle</li> <li>• Portable Bluetooth speaker</li> <li>• 10000 mAh Powerbank with four output charging cables</li> <li>• Others: Each item and hard box packaging customized with the print/stamping/engraving of the CSC logo</li> <li>• Box/packaging dimension: 44 x 30 cm (estimated minimum size)</li> </ul>	<p>₱150,000.00</p>	<p>75</p>	<p>box/set</p>			
<p><b>DIGITAL LUGGAGE SCALE AND TRAVEL ADAPTOR</b></p> <ul style="list-style-type: none"> <li>• 13 x 21 cm Thermo Leather Notebook</li> <li>• 10000 mAh Powerbank</li> <li>• Leather Wallet Card Holder</li> <li>• USB, 16 GB</li> <li>• Key Chain</li> <li>• Metal Roller and Ballpoint Pen</li> <li>• Others: Each item and hard box packaging customized with the print/stamping/engraving of the CSC logo</li> <li>• Paper Material: Imported book binding paper</li> <li>• Material board #30 - recycled black or royal blue color foil stamping 100% handrade using white glue</li> <li>• Ribbon: Gross grain 1/4" in red color</li> </ul>	<p>₱45,000.00</p>	<p>30</p>	<p>box/set</p>			
<p><b>PECTEN TRINKET JEWELRY DISH (SET OF 2)</b></p> <ul style="list-style-type: none"> <li>• Colored Jewelry Dish Set by Tesoros</li> <li>• Material: Scallop/Salt Water Clams</li> <li>• Others: Hard box packaging customized with the print/stamping/engraving of the CSC logo</li> <li>• Ribbon: Gross grain 1/4" in red color</li> </ul>	<p>₱46,470.00</p>	<p>30</p>	<p>box/set</p>			
<p><b>DECORATIVE DESK ORGANIZER</b></p> <ul style="list-style-type: none"> <li>• Mother of Pearl Decorative Desk Organizer</li> <li>• Material: Mother of Pearl Shell</li> <li>• Supplier: Negros Oriental Arts and Heritage</li> <li>• Others: Hard box packaging customized with the print/stamping/engraving of the CSC logo</li> <li>• Ribbon: Gross grain 1/4" in red color</li> </ul>	<p>₱90,000.00</p>	<p>30</p>	<p>box/set</p>			
<p><b>POLO SHIRT</b></p> <ul style="list-style-type: none"> <li>• Polo Shirt</li> <li>• Color: Black</li> <li>• Others: Customized with engraving of CSC logo at Left Chest and core purpose statement</li> </ul>	<p>₱37,500.00</p>	<p>75</p>	<p>piece</p>			

	<p><b>Bidder requirements:</b></p> <ol style="list-style-type: none"> <li>1. The above items shall be procured by lot; thus, interested service providers/suppliers must provide a quote for each lot/item.</li> <li>2. Bidder must have at least three years of experience in providing required items to government and private offices.</li> <li>3. Bidder must submit a proposal within five (5) working days based on the above deliverables with price quotation of the items inclusive of admin cost, delivery fee, and other applicable cost.</li> <li>4. Submit samples with printed logo (any logo) during the submission of bid quotation.</li> <li>5. Proof/final product samples should be submitted within two working days upon receipt of the Purchase Order and Notice to Proceed, subject to the approval of the End User.</li> <li>6. Delivery should be NOT LATER THAN THIRTY (30) calendar days after approval of final product samples.</li> </ol>									
	<p>xxxxxxxxxx-Nothing Follows-xxxxxxxxxx</p>									

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