

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

REQUEST FOR QUOTATION

RFQ No. : 2024-366 Shopping (B)
 Date: November 20, 2024
 PR No./End-User : 2024-04-0463 &
 2024-05-0701 / 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**, 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 **3:00 P.M. of 28 November 2024**.


RENEL JOANNE G. ROCACURBA
 Procurement Officer
 Procurement Management Division
 Office for Financial & Assets Management (OFAM)


PRESENTACION M. GAJES
 Procurement 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 rendered on Within seven (7) working days upon receipt of Purchase Order (PO).
3. Place of Delivery: CSC-CO, OFAM-Warehouse, Gr. Flr., Batasan Hill, Quezon City.
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. For goods, please indicate brand, model and country of origin.
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. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
10. 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."
11. 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.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **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."**

 Printed Name/Signature
 Authorized Representative of the Service Provider

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ITEM NO.	ITEM & DESCRIPTION	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
	Supply and Delivery of Supplies and Materials for CSI Operations							
1	Tape	10	roll					
2	Face Masks	2	box					
3	Brother Drum 2355 (Original)	3	cart					
4	Heavy Duty Puncher	3	unit					
	Specifications: Extra Large handle of all metal construction 3-hole adjustment for 30 sheets Lever lock for easy storage Metal gauge with scale Punch Capacity: 30 sheets							
APPROVED BUDGET FOR THE CONTRACT: PHP 16,300.00								

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