

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

**REQUEST FOR QUOTATION**

RFQ No. : **2023-227 (Shopping)**  
Date: **October 12, 2023**  
PR No./End-User : **2023-09-1917 (CSLO)**

Company Name/Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. / E-Mail : \_\_\_\_\_  
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 supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. **As a condition for award**, the selected supplier will be required to submit a copy of its **updated PhilGEPS Registration** or **Mayor's / Business Permit**, whichever is applicable, or both, as the case maybe. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit. **If awarded**, you will be required to submit a **'duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex B**), together with the **\*signed copy of Purchase Order (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 **October 19, 2023 @ 5:00 p.m.**

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\_\_\_\_\_  
**PRESENTACION M. GAJES**  
931-7935; 931-7939; 931-8092 Loc. 508

**TERMS AND CONDITIONS:**

1. Award shall be made on per:  **Item Basis**  **Lot Basis** Total Quoted Price
2. Goods/Services shall be rendered on \_\_\_\_\_
3. **Place / time of Delivery:** **Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM. Within seven (7) calendar days or as per Agreed Time**
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](http://www.philgeps.gov.ph) and register for free."**

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

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Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

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 PhilGEPS Reg. No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

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
Lot 1	<b>(Lot 1)</b> <b>PRINTER, INKJET, COLOR (2 units)</b>	<b>2</b>	<b>Units</b>					
	Print Method: Inkjet Maximum Resolution: 5760 x 1440 dpi Number of Paper Trays: 1 Standard Paper Input Capacity: Up to 100 sheets of Plain Paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper Maximum Paper Size; 215.9 x 1200 mm Connection: USB, Wi-Fi, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Nozzle Config.: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) 2 Years Warranty							
	<b>INK CATRIDGE, EPSON C13T664100 (T6641), Black (1 piece)</b>	<b>1</b>	<b>Piece</b>					
	<b>INK CATRIDGE, EPSON C13T664200 (T6642), Cyan (1 piece)</b>	<b>1</b>	<b>Piece</b>					
	<b>INK CATRIDGE, EPSON C13T664300 (T6643), Magenta (1 piece)</b>	<b>1</b>	<b>Piece</b>					
	<b>INK CATRIDGE, EPSON C13T664400 (T6644), Yellow (1 piece)</b>	<b>1</b>	<b>Piece</b>					
	<b>Total ABC: P 18,998.40</b>							
Lot 2	<b>(Lot 2)</b> <b>PRINTER, Laser, Monochrome (2 units)</b>	<b>2</b>	<b>Units</b>					
	<b>INK SET, Color Printer (for the printer to be procured above) (2 units)</b>	<b>2</b>	<b>Units</b>					
	<b>Total ABC: P 7,673.78</b>							

