

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

**REQUEST FOR QUOTATION**

RFQ No. : 2021-050 Shopping B  
Date: 15-Jul-21  
PR No./End-User : 2021070268 / OFAM

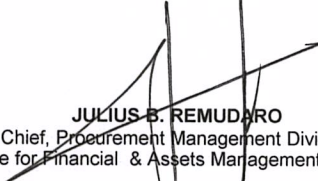
Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
TIN No. : \_\_\_\_\_

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.

Prospective lessors 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 **01:00 P.M. of 22 July 2021.**

  
**GLAMOUR FERN M. MONTANO**  
Procurement Officer  
931-7935; 931-7939; 931-8092 Loc. 508

  
**JULIUS B. REMUDARO**  
Chief, 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) Days upon receipt of Purchase Order (PO).**
3. Place of Delivery: Civil Service Commission-Central Office, IBP Road, Batasan Hills, 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](http://www.philgeps.gov.ph) and register for free."**

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

**Civil Service Commission**  
Constitution Hills, Bataasang Pamantasan Complex Diliman, Quezon City.


**REQUEST FOR QUOTATION**RFQ No. 2021-050 Shopping BDate: 15-Jul-21PR No./End-User: 2021-07-0268 / OFAM

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
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
	<b>Procurement of Common Office Supplies</b>							
	<b>LOT 1</b>							
1	Alcohol, Isopropyl, 68%-72%, 500 ml (5ml)	247	bottles					
2	Alcohol, Isopropyl, 68%-72%, scented, 3.785 liters	35	gallon					
3	LIQUID HAND SANITIZER, 500ml	23	Bottle					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	17	pack					
2	BATTERY, dry cell, AAA	27	pack					
1	DISINFECTANT SPRAY, aerosol type	60	can					
	<b>Approved Budget for the Contract: P44,507.21</b>							
	<b>LOT 2</b>							
1	BALLPOINT PEN, black	23	piece					
2	BALLPOINT PEN, blue	23	piece					
3	Clip, Backfold 32 mm	8	Box					
4	Clip, Backfold 22 mm	12	Box					
5	CORRECTION TAPE, 8m	135	piece					
6	CUTTER UTILITY/KNIFE, for general purpose	30	piece					
7	DATA FOLDER	220	piece					
8	DATA FILE BOX, large	12	piece					
9	ENVELOPE, documentary, A4 size	1	box					
10	ENVELOPE, documentary, Legal size	6	box					
11	ENVELOPE, expanding, kraft, Legal	4	box					
12	FASTENER, metal 70mm	47	box					
13	FOLDER, fancy, with slide, legal	1	piece					
14	FOLDER, pressboard	7	box					
15	FOLDER, TAGBOARD, for A4 size documents	1	box					



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
3	Ink, Epson L3110 - Ink (EPSON 003 - Yellow=7, Magenta=7, Cyan=7, Black=9)	30	bottles					
4	TONER, brother 1500 Printer	1	piece					
Approved Budget for the Contract:							P33,276.39	
<b>Total Approved Budget Cost</b>							<b>P403,235.70</b>	


**GLAMOUR FE N. MONTANO**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

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