

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2023-196 NP SVP
 Date: September 19, 2023
 PR No./End-User: 2023-09-1282/ PAIO

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
	PRODUCTION OF CERAMIC COASTERS	594	SETS					
	Set of four (4) coasters with customized box and ribbon							
	Round Coaster							
	Diameter: 10.8 cm							
	Material: Ceramic, non-absorbent							
	Customization: Coaster printed with full color CSC logo and mission statement							
	Printing: UV print and cork back							
	Service Provider/Bidder Requirements:							
	1. Proof should be submitted Five (5) government working days after submission of material/s; the sample design of the product is attached for reference							
	2. Delivery should be within thirty (30) working days after approval of the final proof							
	3. Should be able to work with Adobe Cloud							
	4. Do not bid if not able to meet the specifications and deadlines							
	5. Bidder/Service Provider should not have been penalized for two weeks or more delay in the delivery							
	6. All materials provided to the bidder/service provider are property/ies of the Civil Service Commission and SHOULD NOT BE REPRODUCED OR REPRINTED WITHOUT WRITTEN CONSENT.							
	Approved Budget for the Contract (ABC): Php 297,000.00							


PEARLIE ANN S. RAMOS
 Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider