

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

REQUEST FOR QUOTATION

RFQ No. : 2024-229 NP-SVP
Date: 29 August 2024
PR No./End-User : 2024-08-1231 / 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 and duly Notarized Omnibus Sworn Statement together with your proposal**. The **updated *Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

With the end view of obtaining the contract most advantageous to the government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184, **CSC reserves the right to reject any and all quotations/bids, to annul the procurement process, to declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s.**

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 **10:00 A.M. of 04 September 2024**.


GLAMOUR FE N. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


PRESENTACION M. GAJES
Supervising Administrative 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 Please see Annex A for details.
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 with asterisks (*) 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 and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission
 Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,
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Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
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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
	Supply and Delivery of Polo Shirt and Jacket for the conduct of 2024 Leaders and HR Symposium	1	lot					
	Customized CSI TWG Event Polo Shirt for the conduct of the 2024 Public Sector HR Symposium Quantity: 50 pcs Material: 100% Cotton; cotton petit pique; ribbed collar and armbands Color: Two-toned Colored Polo Shirt (Base and Accent Color to be determined 5 days after signing of NTP) Printing of CSC Logo: embroidered; clear and concise; Size in 2" x 2" Packaging: packed individually with plastic with size Supplier must provide sample finish product 5 working days after signing of the NTP Supplier must provide sample polo shirt (Cotton; cotton petit pique; ribbed collar and armbands) 5 working days after signing NTP with sizes S, M, L, XL, XXL, XXXL							
	Customized Event Jacket for the CSI TWG for the conduct of the 2024 Public Sector HR Symposium Quantity. 50 pcs Color: Khaki or Navy Blue (Final Color to be communicated by the end-user representative to the winning supplier 5 days after signing of NTP) Detailed Specifications: Metal Zippered front in high quality 4. With two (2) pockets on the side 5. Microfiber Button Cuffs 6. Fabric - Microfiber 7. Standard Waistband of at least 1.5 inches							
	8. Quick dry feature / Water repellant 9. Method of Print: Digital Embroidery 10. Print Placement: Left Chest							
	11. Packaging - individual Clear Packaging 12. Logo in Left Chest (Outline only/nearest color to fabric) - Embroidery same color as jacket - Size in 2 inches							
	Packaging: packed individually with plastic with size Supplier must provide sample finish 5 days after signing of the NTP Supplier must provide sample jacket 5 days after signing NTP with sizes S, M, L, XL, XXL, XXXL							
	Layout: Supplier shall submit proposed layout/s based on the specifications above together with the submission of price quotation, subject to end-user approval							

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	Delivery: All finished products must be delivered in good condition atleast one (1) week before the 2024 Leaders and HR Symposium or on or before 17 September 2024 (Tuesday)							
	In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) based on the amount specified in the Purchase Order for every day of delay shall be imposed							
	Repairs and Adjustments: Repairs and adjustments shall be accepted at least 10 days after delivery and shall be returned at least 3 days after.							
	Payment: Payable within 15 to 30 wd after complete delivery of finished and repaired products. Failure to comply with the Terms and Conditions stated herein shall result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning service provider. The CSC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.							
	APPROVED BUDGET FOR THE CONTRACT: PHP96,000.00							


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

Printed Name/Signature
 Authorized Representative of the Service Provider