

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

REQUEST FOR QUOTATION

RFQ No. : 2023-091
Date: 5/24/2023
PR No./End-User : 2023-05-0554 (IRMO)

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 **21 June 2023 @ 3:00 p.m.**



EDGARDO M. WYCO
931-7935; 931-7939; 931-8092 Loc. 508



SAM V. MANGLICMOT
Chief Administrative Officer
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 _____
3. Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / 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 and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No.	<u>2023-091</u>
Date:	<u>24-May-23</u>
PR No./End-User:	<u>2023-04-554 (IRMO)</u>

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
1	Engagement of Courier Service for Delivery of Requested CSC Records / Documents							
	Specific Scope of Services							
	a. Daily pick-up of documents from CSC at 4:00 pm or as need arises.							
	b. Delivery to the addressee of CSC's documents within one (1) to two (2) calendar days reckoned from the date of pick-up							
	c. In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the SERVICE PROVIDER, the latter shall pursue the delivery until three (3) attempts, within the period specified as follows: * Three (3) calendar days if within Metro Manila and other parts of Luzon; and * Five (5) calendar days in any part of the Visayas and Mindanao Regions.							
	d. Release of CSC mail only to the addressee or authorized representative, and only upon presentation to and verification by the SERVICE PROVIDER of the authenticity of the identification card/s presented by the addressee or authorized representative.							
	e. Return to CSC all unclaimed mails within fifteen (15) days from CSC's dispatch							
	f. Submit to CSC within fifteen (15) calendar days, reckoned from CSC's dispatch the following: * Delivery Status Report and Delivery Receipts duly acknowledged by the addressee or his/her authorized representative, with signature over his/her printed name as proof that the addressee has received the document; * Other reports and relevant documents as may be required by CSC; and * Billing/Statement of Accounts							
	Bidder Qualifications							
	* Proven track record of at least five (5) years in the handling of "door-to-door and express delivery" of sensitive and valuable documents;							
	* Has a wide-range delivery network all over the Philippines, and							
	* Has an online document tracking system to facilitate verification of status of deliver by CSC.							
	Approved Budget for the Contract: PhP500,000.00.							
	xxxxxxxx-Nothing Follows-xxxxxxxx							

EDGARDO M. WYCO

Procurement Officer

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

Printed Name/Signature

Authorized Representative of the Service Provider