

CIVIL SERVICE COMMISSION
Regional Office III
DMGC, Maimpis, City of San Fernando, Pampanga
(045) 455-3243
cscro3msd@yahoo.com.ph

REQUEST FOR QUOTATION

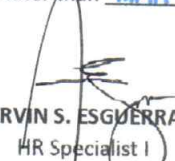
Company Name : _____ RFQ No.: 2024-03-006
Address : _____ Date : 3/21/2024
Contact No.: _____
PhilGEPS Reg. No.: _____
TIN No.: _____

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.

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, PhilGEPS Registration Number** and **Omnibus Sworn Statement** together with your proposal. **If awarded**, please be advised that you must conform first the **Purchase Order (PO)** prior to the date of event/delivery/installation.

Please accomplish and submit this form together with all the required documents in a **sealed envelope** indicating "**Confidential for BAC**" to Civil Service Commission Regional Office III, Mahusay St., Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga not later than MAR 26 2024, 3:00 PM.


ARVIN S. ESGUERRA
HR Specialist I
Property Custodian of Requesting Office


MELINDY B. TWAÑO
Chief HRS, MSD
Chief of the Division

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 Delivery period: **Within 10 days after receipt of P.O.**
- 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 rendered via check or 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: 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".
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


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 Date : 3/21/2024

ITEM NO.	ITEM AND DESCRIPTION	UNIT	QUANTITY	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	Multi-function Printer with Ink	unit	1			
	Type: Print, Scan, Copy with ADF					
	Ink system: Inktank, Color					
	Paper Size: A4, Letter, Legal					
	Ink, Epson T6641, Black	bottle	8			
	Ink, Epson T6642, Cyan	bottle	5			
	Ink, Epson T6643, Magenta	bottle	5			
	Ink, Epson T6644, Yellow	bottle	5			
	Toner Cartridge, HP CE285A (HP85A), Black	cartridge	7			
	Toner Cartridge, Brother TN-3478, Black	cartridge	1			
	Ribbon Cartridge, Epson C13S015632, Black	cartridge	8			
	Ribbon Cartridge, Epson C13S015516 (#8750), Black	cartridge	2			
	Ink Cartridge, Canon CL-811, Colored	cartridge	3			
	Ink Cartridge, Canon PG-810, Black	cartridge	3			
Approved Budget for the Contract: Php 79,160.00						
Delivery Period: Within 10 days after receipt of P.O.						


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