

**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.: 2024-03-007  
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. ESQUERRA**  
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](http://www.philgeps.gov.ph) and register for free.*

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

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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
	300V ac Input Rack Mount, Stand Alone	unit	1			
	Uninterruptible Power Supply, 2400W, 3000V, with output voltage of 200/208/220/230/240 VAC, 12V Battery, 4hrs to recover to 90% Capacity					

Approved Budget for the Contract: Php 60,000.00

Delivery Period: Within 10 days after receipt of P.O.

  
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