Civil Service Commission
SFG-60
Request for Quotation

Solicitation No.: 2016-88
Date: 7/27/2016

Company Name : _____
Address : _____
Tel No. & Fax No. : _____

Quotation No. CSI2016-0223-103

*Please quote your **lowest price (VAT / Govt. Tax inclusive)** on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery, if applicable and submit your quotation duly signed by your representative on **Aug. 4, 2016** on the sealed envelope.*

SAM V. MANGLICMOT
Chief, General Services Division
Office for Financial & Assets Management (OFAM)

GENERAL CONDITIONS:

1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED.
2. IF APPLICABLE, DELIVERY PERIOD SHOULD BE WITHIN _____ CALENDAR DAYS, AT 8AM-11:30 AM & 1PM-3PM. at the General Services Division-OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City.
3. Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bidders shall use non-discretionary "pass/fail" criteria.
4. Bidders may send their Price Quotation/Bid Proposal to the CSC-BAC through facsimile (fax) at telefax numbers 931-8029 / 931-931-7984, or drop it personally in the Bid Box located at the General Services Division-OFAM, Basement, CSC.
5. Bidders shall indicate in their price quotation/s the corresponding Solicitation No./ Reference No. found in the PhilGEPS Bid Notice of Abstract, for the identification of the project/items.
6. **All items shall be delivered first before the payment is made by the CSC within the prescribed dates.**
7. **The CSC, as a collecting agency for the Bureau of Internal Revenue (BIR), shall deduct allowable Government Taxes.**
8. Warranty shall be for a period of six (6) months for supplies/materials and one (1) year for equipment, from the date of acceptance by the procuring entity.
9. Bidders who are first timer to participate in the CSC's procurement/bidding, shall submit a copy of their "PHILGEPS Registration CERTIFICATE" upon submission of the price quotation.
10. Bidders shall submit copies of brochures/designs/drawings showing certifications of the product being offered.
11. The Commission reserves the right to require bidders to conduct a product demonstration in the General Services Division - Office for Financial and Assets Management, CSC CO, Diliman, Quezon City.
12. Bidders must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Procurement of Supplies and Materials for the conduct of				
	Various CSI Training Course for July 2016				
	Requirements:				
	ID Jacket	480	pcs		
	3-Ring Binder, 1"	480	pcs		
	Certificate Holder	480	pcs		
	Photo Paper	8	packs		
	Bond Paper, A4-80gsm	112	rms		
	Ballpen, black	48	pcs		
	Easel Sheet	10	pads		
	Colored Paper, long bond	40	rms		
	Pentel Pen	120	pcs		
	Masking Tape 1"	65	rolls		
	Crayon,Crayola	10	bxs		
	Tissue Paper	5	rolls		
	Paper Towel	70	packs		
	Plastic Envelope w/ zipper	50	pcs		
	Battery AA, 4s	5	packs		
	Battery AAA, 4s	5	packs		
	Toner 35A	4	bxs		
	Toner 5520,colored set	2	sets		
	Tarpaulin	32	pcs		
	TOTAL APPROVED BUDGET: Php 186,128.00 (Incl. of VAT/Govt. Tax/service charge)				

99900

After having carefully read and accepted your General Conditions, I / We quote you on the item/s at prices noted above.

Printed Name/Signature

_____

Date