

Civil Service Commission

SFG-60

Request for Quotation

Company Name : _____

Address : _____

Tel No. & Fax No. : _____

Solicitation No.: 2016-102

Date: 8/4/2016

PAIO2016-0803-023

Quotation No. _____

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. 12, 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 EROPA Flash Drive for distribution to Delegates of the EROPA Conference	300	pcs		
	Specifications:				
	1. Printed with EROPA logo and theme				
	2. Flash drive (16gb)				
	NOTE:				
	1 Sample must be submitted for approval				
	2 Delivery should be within ten (10) working days upon approval of final proof				
	3 Materials should be delivered as specified				
	4 Qualified bidders will be asked to bring sample products				
	For further details, please contact:				
	Ms. ETHEL T. MONTEMAYOR				
	Tel No. 932-0381/931-7993				
	TOTAL APPROVED BUDGET: Php 150,000.00 (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

Civil Service Commission

SFG-6C

Request for Quotation

Company Name : _____

Address : _____

Tel No. & Fax No. : _____

Solicitation No.: 2016-121

Date: 8/30/2016

OFAM2016-0826-123

Quotation No. 4097196

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 Sept. 7, 2016 on the sealed envelope.

SAM Y. 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 Services of Photo, Video Documentation and Post Editing Services				
	Requirements:				
	1.) Coverage of four-day EROPA Conference and Executive Council Meeting				
	2.) Location : Manila Hotel				
	3.) Date : October 2016				
	4.) Specifics: Able to cover simultaneous conference proper, executive council meeting and breakout sessions				
	Responsibilities:				
	1. Attend briefing with documentation team for instructions/ list of photo, video shots				
	2. Come up with conference's OBB and CBB for video capsule				
	3. Ocular inspection of conference venue				
	4. Coverage of Day 1 including registration of delegates, conference opening, etc.				
	5. Coverage of cultural night and socials				
	6. Coverage of succeeding meetings, breakout sessions and Executive Council Meeting				
	7. Coverage of Tour for delegates				
	8. Submission of photos to Documentation Team immediately after sessions				
	9. On-site editing of a video capsule to be included in delegates' USB				
	10. Printing of 8R photos as souvenir for 200 speakers				
	11. Post-editing of clips according to approved storyboard				
	12. Submission of raw and final video (max of 5 minutes capsule and edited conference) ten (10) working days after the event				
	13. Among other photo, video coverage tasks as necessary seven (7) working days after the event				
TOTAL APPROVED BUDGET: Php 90,000.00 (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