

**Civil Service Commission****SFG-60****Request for Quotation**

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Tel No. &amp; Fax No. : \_\_\_\_\_

Solicitation No.: 2015-066

Date: December 9, 2015

PAIO2015-1208-049

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 **December 17, 2015** on the sealed envelope.

**SAM V. MANGLICMOT**

Chief, General Services Division

Office for Financial &amp; Assets Management (OFAM)

**Telefax: 931-8029; Tel. 931-7935 loc. 506 / 545****GENERAL CONDITIONS:**

- ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED.
- 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.
- 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.
- 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.
- 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.
- All items shall be delivered first before the payment is made by the CSC within the prescribed dates.**
- The CSC, as a collecting agency for the Bureau of Internal Revenue (BIR), shall deduct allowable Government Taxes.**
- 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.
- 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.
- Bidders shall submit copies of brochures/designs/drawings showing certifications of the product being offered.
- 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.
- 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
	<b>Supply and Delivery of ARTA Caravan T-Shirt</b>	<b>1</b>	<b>lot</b>		
	<b>(for Luzon, Visayas and Mindanao Batch</b>				
	<b>Specifications:</b>				
<b>1</b>	<b>for Students</b>				
	<b>Size: S, M, L (each quantity to be provided)</b>	<b>800</b>	<b>pcs</b>		
	<b>Style: Round with short sleeve      Color: White T-shirt</b>				
	<b>Material: 60% polyester; 40% cotton</b>				
	<b>Printing Process: Light transfer and silk screen</b>				
	<b>Approved Budget: P120,000.00</b>				
<b>2</b>	<b>Polo T-shirt with ladies and men's fit</b>	<b>232</b>	<b>pcs</b>		
	<b>Embroidered Civil Service Commission Logo 3 x 2 (h,w)(front)</b>				
	<b>Size: S, M, L (each quantity to be provided)</b>				
	<b>Color: White Polo T-shirt</b>				
	<b>Approved budget: P69,600.00</b>				
	<b>Note: Please refer to the attached design</b>				
	<b>Delivery: Metro Manila</b>				
	<b>Period: 7-12 Calendar days after approval of proofs</b>				
	<b>Bidder has no record or case of being penalized due to</b>				

	delayed delivery				
	Payment Term: Send bill/Gov't Term				
	Ms. Fiaberna Salumbides				
	Public Assistance and Information Office (PAIO)				
	TL Nos. 931 7935/39 ext. 101-103				
	<b>TOTAL APPROVED BUDGET: Php 189,600.00 (Incl. of VAT/Govt. Tax/service charge)</b>				

*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*