

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

Company Name : _____

Address : _____

Tel No. & Fax No. : _____

Solicitation No.: 2015-067

Date: December 10, 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 18, 2015** on the sealed envelope.

SAM V. MANGLICMOT

Chief, General Services Division

Office for Financial & Assets Management (OFAM)

Telefax: 931-8029; Tel. 931-7935 loc. 506 / 545**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
	Supply and Delivery of Toner Cartridge for Samsung	147	pcs.		
	MLT-D116L Printer				
	Specifications:				
	1. Brand new and original				
	2. Bidder must be an authorized dealer of				
	Samsung Toners				
	3. Only bid offer/quotation supported with				
	Authorization from Samsung Co. shall be				
	accepted and considered				
	Payment Term: Send bill/Gov't Term				
	TOTAL APPROVED BUDGET: Php 396,900.00 (Incl. of VAT/Govt. Tax/service charge)				

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

