

**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

**REQUEST FOR QUOTATION**

RFQ No. : 2022-008 NP-SVP  
Date: February 4, 2022  
PR No./End-User : 2022-02-0021 (OFAM)

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile 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 lessors 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**, together with your proposal. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a **\*signed copy of Purchase Order (PO) prior to the date of delivery**.

Please accomplish and submit this form and all the required documents to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number 931-8029 or email to csc.ofam.pmd@gmail.com not later than 02:00 P.M. of February 11, 2022.



**RENEL JOANNE G. GAMBITO**  
Procurement Officer  
931-7935; 931-7939; 931-8092 Loc. 508



**JULIUS B. REMUDARO**  
Chief, Procurement Management Division  
Office for Financial & Assets Management (OFAM)

**TERMS AND CONDITIONS:**

1. Award shall be made on per:  Item Basis  Lot Basis  Total Quoted Price
2. Goods/Services shall be rendered on Seven (7) working days upon receipt of Purchase Order (PO)
3. Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor
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 made 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: 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".
15. **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 and register for free."**

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

### Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

### REQUEST FOR QUOTATION

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
1	<b>Modular Workstation (see attached plan and estimate)</b>							
	Specification:							
	• The Partitions shall be made with 6cm Aluminum Capping and Endtrim with Aluminum Skirting Base, durable laminate finish partition with glass panels on top with frosted stripes sticker having a height specified in the quantity estimate;							
	• The Workstation (desk, side return and back table) shall be made of stainless steel frame or aluminum in powder coat paint finish, Desktops/Tabletop: High-Pressure Laminate (HPL) finish and shall be "L" shaped (without cut) provide support on the panel which longer than 1.50m to prevent sagging;							
	• The tabletops shall be made of 25 mm thick particle boards High-Pressure Laminate (HPL) finish with PVC edging and plastic grommets (anticipate the location of mobile pedestal), where the computer and electrical wirings can easily pass though from the table top to the convenience outlet at the baseboard.							
	• The Acoustical panel should have a minimum thickness of 6 cm. It should also be equipped with aluminum raceway with cover at the baseboard where wires and telephone and LAN cables can be placed, and electrical outlets can be easily, safely and conveniently installed. Aluminum baseboard shall be user-friendly and can be easily removed and fixed during installation and/or inspection of wires and cables.							
	• Each work station shall have ready accessories, namely; heavy duty three (3) drawers mobile pedestal steel cabinet, center drawer and CPU holders which includes: pulls/handles and key lock/s; and install two (2) heavy duty duplex convenient outlet mounted at the base of the panel and connected to the power source.							
	• All partition and the peripherals comprising the modular workstations come with 1-year warranty from Manufacturing defects.							

	<b>Note:</b>						
	1. The prospective bidder shall be required to present sample of actual item						
	to be delivered on a scheduled date prior to award.						
	2. The end-user reserves the right to reject the item if found to be inferior						
	quality based on evaluation.						
	<b>Approved Budget for the Contract: PhP255,000.00</b>						
	xxx-Nothing Follows-xxx						



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*Printed Name/Signature*  
*Authorized Representative of the Service Provider*