

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

REQUEST FOR QUOTATION

RFQ No. : 2023-220 NP-SVP
Date: October 3, 2023
PR No./End-User : 2023-09-1406
(OFAM-GSD)

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 supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. As a condition for award, the selected supplier will be required to submit a copy of its updated PhilGEPS Registration or Mayor's / Business Permit, whichever is applicable, or both, as the case maybe. The updated *Certification Platinum Membership may be submitted in lieu of the Mayor's/Business Permit. If awarded, you will be required to submit a *duly notarized Omnibus Sworn Statement in accordance with the attached format (Annex B), together with the *signed copy of Purchase Order (PO) prior to the date of event/delivery/installation.

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 **3:00pm of 10 October 2023**.


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


PRESENTACION M. GAJES
Supervising Administrative Officer
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

- Award shall be made on per: Item Basis Lot Basis Total Quoted Price
- Goods/Services shall be rendered on Fifteen (15) calendar days upon receipt of Purchase Order (PO)
- Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
- Please indicate Warranty: _____
- Technical specification with asterisks (*) are mandatory. For goods, please indicate brand, model and country of origin.
- Bidders shall provide correct and accurate information required in this form.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
- 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.
- 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.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
- 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


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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	Replacement of Defective Clutch Components of Utility Vehicle Toyota Coaster with Plate No. SFD-585 Model: 1999 Motor No. 1HZ-0295592 Chassis No. HZB50-0107161 Scope of Works: Full down transmission, Fly wheel refacing, replacement of clutch disc, pressure plate, released bearing, pilot bearing, clutch pork and air filter Parts: Brand New Genuine Toyota Parts Warranty: One (1) year warranty on parts and labor Approved Budget for the Contract: Php63,500.00 xxxxxxxxxx-Nothing Follows-xxxxxxxxxx	1	lot					


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 Procurement Officer
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 Printed Name/Signature
 Authorized Representative of the Service Provider