

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

REQUEST FOR QUOTATION

RFQ No. : 2024-074 NP SVP
Date: : 19 April 2024
PR No./End-User : 2024-03-0369 / ERPO-OD

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/services 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 service provider 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. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment.

With the end view of obtaining the contract most advantageous to the government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184, CSC reserves the right to reject any and all quotations/bids, to annul the procurement process, to declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s.

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 **03:00 P.M. of 26 April 2024.**


GLAMOUR F. N. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


PRESENTACION M. GAJES
Supervising Administrative Officer
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 within seven (7) days upon receipt of Purchase Order (PO).
3. Place of Delivery: CSC-CO, OFAM Warehouse, Gr. Flr. IBP Rd. Batasan Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. For goods, please indicate brand, model and country of origin. Failure to comply with any of the said requirements shall be a cause for the disqualification of your quotation.
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. The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;
10. Terms of Payment: **within 15-30 days upon submission of complete supporting documents.**
11. 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."
12. 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.
13. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
14. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
15. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
16. 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,

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RFQ No. 2024-074 NP SVP
 Date: 18 April 2024
 PR No./End-User: 2024-03-0369 / ERPO OD

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

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
	Supply and Delivery of Office Furnitures for ERPO Directors and Staff							
1	Executive Chair for ERPO Directors Strong nylon frame Ultra flexible 3D adjustable armrests, height adjustable lumbar support, and height and angle adjustable headrest Multi-function mechanism back-recline and tilt-lock feature 150 kg load capacity Seat-sliding function for improved ergonomics 3-year warranty	2	units					
2	Executive table for ERPO Director IV Dimensions: Main Table: L160 x D70 x H75cm Side Cabinet: L120 x D45 x H65cm Table Top: 2.5cm thick board Slidings in 2mm PVC edge band machine pressed Structure: E1 standard available in 7 finishes Inclusions: With built-in 1 wire management top cover in silver aluminum finish (16cm L x 8cm D) without socket; with 2 drawer cabinet with central lock mechanism in soft closed; with 1 swing door cabinet with lock and key; with 2 layer open shelves; metal legs; 2x2 metal steel in customized powder coated finish and adjustable feet leveler.	1	unit					
3	Visitor's Chairs for ERPO Directors Stackable, compact & lightweight frame 125 kg backrest load capacity + 130 kg seat load capacity Fabric padded seat + Polypropylene seat and back	4	units					

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Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No., : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

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
4	Mini Conference Table with 4 Chairs for the Directors IV and III 4-Seater Conference Table Melamine board top Measurements: D120xH75 cm (Approximately) Color: Beechwood Conference Table Chair Dimensions: Approx. 17"L x 23"W x 31"H Color: Fabric black, Fabric Gray, PVC black Lateral/Horizontal Fling Cabinet	2	sets					
5	Dimension: W90cm x D45cm x H104cm (Approx) 4 Layer with door and lock Materials: Steel Colors: off-white Office Chairs for ERPO Staff Ergonomic high back executive office chair Height adjustable with back and headrest, with foam cushion Leather or Fabric Seat, with armrest, with tilting mechanism, star base Support 100kg of weight	4	units					
6	3-Seater Sofa/Couch for ERPO Directors Height: 33"64cm Depth: 33.5"/85cm Length 84"/213cm Seat Height: 18.5/47cm Arm Height: 26.5"/67cm	28	pcs					
7		2	sets					

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 Mobile No. : _____
 PHILGEPS Reg. No. _____
 TIN No. _____

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
	Materials: Maple frame seat cushions; trillium fiber back cushions; base (stainless steel, walnut or bronze-plated steel); fabric or leather upholstery							
APPROVED BUDGET FOR THE CONTRACT: PHP374,000.00								


GLAMOUR FE N. MONTANO
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider