

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

REQUEST FOR QUOTATION

RFQ No. : 2023-230 (Shopping)
Date: : October 16, 2023
PR No./End-User : 2023-10-1468; 10-1478;
10-1466; 10-1470; 10-
1465; 10-1469; 10-1471
(CSLO)

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**, the supplier 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 **5:00 PM of October 30, 2023**.

(Signed)
PRESENTACION M. GAJES
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508

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) working days upon PO Conforme
3. Place / time of Delivery: CSC- Central Office, Batasan Pambansa Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: One (1) year on parts and service
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

Mode of Procurement: Shopping (B)

RFQ No. 2023-230 (Shopping)Date: October 16, 2023PR No./End-User: 2023-10-1468; 10-1478; 10-1466; 10-

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
Lot 1								
1	HOT AND COLD WATER DISPENSER, Dimension: W-31 x H-103 x D- 30 cm)	2	units					
	ABC: P24,000.00 (P12,000 per unit)							
2	OVEN TOASTER, 12.7" D x 15.4" W x 15.1" H, Control Knob	1	unit					
	ABC: P2,000.00							
3	TELEVISION (TV), Smart TV, 43 inches, Full HD with accessories, 220 volts	1	unit					
	ABC: P22,000.00							
4	BATHROOM MIRROR, with cabinet (Color: White, Size: 90 x 11 x 65 cm)	1	unit					
	ABC: P2,500.00							
5	FLOWER VASE (Color: Crystal Glass; Size: 12.5 x 12.5 cm)	4	units					
	ABC: P1,200.00 (P300 per unit)							
6	DISH DRAINER / RACK, Color: White, Size: 3/5 layers+shelf	1	unit					
	ABC: P1,500.00							
	Total ABC for Lot 1 : P53,200							
Lot 2								
7	BRANDED HEAVY DUTY ELECTRIC DRILL with Free DIY Accessories or Kit 220 volts	1	unit					
	Total ABC for Lot 2: P3,500.00							
Lot 3								
8	SOFA, 3 seaters, standard size, cushioned with arm rest, Color: Beige	2	units					
	ABC: P60,000.00 (P30,000 per unit)							
9	ROUND TABLE (4 seaters), Length: 35.4 inches (90cm); Height: 29.5 inches (75 cm); Chairs width: 23.2 inches (59cm); Chairs High: 28.7 inches (73cm); Color: Chocolate brown; Please see attached picture	2	units					
	ABC: P60,000 (P30,000 per unit)							
10	BOOK SHELVES, Solid Wood; 5 layers shelves, Height: 158.5 cm; Width: 91.7cm	1	unit					
	ABC: P10,000.00							
	Total ABC for Lot 2: P130,000.00							
	==== NOTHING FOLLOWS =====							

(SIGNED)
PRESENTACION M. GAJES
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature
Authorized Representative of the Service Provider