

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

**REQUEST FOR QUOTATION**

RFQ No. : 2023-248  
Date: 10/16/2023  
PR No./End-User : 2023-10-1555 (IRMO)

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. / E-Mail : \_\_\_\_\_  
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 **23 November 2023 @ 9:00 a.m.**



**EDGARDO M. WYCO**  
931-7935; 931-7939; 931-8092 Loc. 508



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

**TERMS AND CONDITIONS:**



**Item Basis**



**Lot Basis**

**Total Quoted Price**

1. Award shall be made on per: \_\_\_\_\_
  2. Goods/Services shall be rendered on \_\_\_\_\_
  3. Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
  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](http://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**

RFQ No. 2023-248 (Shopping B)  
 Date: 16-Nov-23  
 PR No./End-User: 2023-10-1555 (IRMO)

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
	Procurement of Office Equipment, Furniture and Fixtures							
1	Refrigerator	2						
2	Microwave	1						
3	Rice Cooker	2						
4	Water Dispenser	3						
5	Airpot	2						
	(see below for Specifications)							
	<b>Approved Budget for the Contract: PhP100,000.00.</b>							
	xxxxxxxx-Nothing Follows-xxxxxxxx							



**EDGARDO M. WYCO**

Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

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

**PROCUREMENT OF OFFICE EQUIPMENT, FURNITURE AND FIXTURES**  
**Php100,000.00**

**SPECIFICATION**

<b>1</b>	<b>REFRIGERATOR (2units)</b>	<b>Php40,000</b>
	No-Frost, Top Freezer	
	J-tech Inverter	
	Anti-Bacterial Deodorizer	
	7 Shields	
	Energy Saving Mode	
	2-way Fresh Room	
	Biomimetic LED	
	Smart Cooling Fan	
	Tempered Glass Shelves	
	Dark Silver Color	
	16 Egg Pockets	
	Sleek and Elegant Design	
	1-year Warranty on Parts & Labor	
	10 Years on Compressor	
<b>2</b>	<b>MICROWAVE (1 unit)</b>	<b>Php8,000</b>
	32 Liters	
	Healthy Cooking Function	
	Power Defrost	
	Ceramic Enamel Interior	
<b>3</b>	<b>RICE COOKER (2 units)</b>	<b>Php8,000</b>
	Teflon-coated cooker pot with glass cover	
	Automatic cook and keep warm function	
	Fully insulated handle and legs	
	Power Input: 1900W	
	Capacity: 5.6 Liters (30 cups)	
	With aluminum steamer	
	With measuring cup and spatula	
	1-year Warranty on Parts & Labor	
<b>4</b>	<b>WATER DISPENSER (3 units)</b>	<b>Php36,000</b>
	Hot & Cold Water Dispenser	
	Water Tank Capacity (1L Hot/3L Cold)	
	Built-in UV-C Water Sterilization	

	Kills 99.9% of Germs & Bacteria	
	Tri-Dispense (Hot, Room, Temp. Cold)	
	Hygienic Dispensing System	
	Bottom Loading	
	Food grade stainless steel water reservoir	
	Compressor Cooling	
	BPA Free	
	Light indicator	
	520 Watts Power	
	1 Year Warranty on Parts & Service	
	<b>5 AIRPOT (2 units)</b>	<b>Php8,000</b>
	Electric Airpot	
	Round Body	
	Cup Trigger Switch	
	Water Automatically Boils and Keep Warm	
	Soft Touch Flow Switch	
	Clearwater Level Gauge	
	Soft Touch Reboil Switch	
	Manual Air Pump	

**Php100,000**