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

# **REQUEST FOR QUOTATION**

		RFQ No. :	2024-279 NP-SVP
		Date:	03-Oct-24
		PR No./End-User :	2024-07-1013 to 1018 (OAC-PaC)
Company Name	:		
Address :	:		
Tel No. & Fax No.	:		
Mobile No.	:		
PhilGEPS Reg. No.	:		
TIN No.	:		

Please quote your government price/s, 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 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 **10 October 2024 @ 9:00 a.m** 

EDGARDÓ M. WYCO 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:	
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2. Services shall be rendered on

n per: Item Basis

Lot Basis

□ Total Quoted Price

3.	Place of Delivery:

Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time

4. Technical specification with asterisks (\*) are mandatory. For goods, please indicate brand, model and country of origin.

- 5. Bidders shall provide **correct and accurate information** required in this form.
- 6. Quotations exceeding the Approved Budget for the contract shall be rejected.
- 7. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 8. The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;
- 9. Terms of Payment: within 15-30 days upon submission of complete 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.
10.	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**

Company Name :

Address :	
Tel No. & Fax No. :	
Mobile No :	
PhilGEPS Reg. No.	
TIN No.	

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECI If applicable, write the detailed specification Indicate brand, model and cour
1	Dining Table with Chairs					
	Material: Solid wood / Color: Black, walnut brown					
	Table Dimension: Diameter - 110 to 150 cm Width - H - 75cm / Chair Dimension: Width 40 to 60 cm, Height (from top to floor) - 80 to 90cm, Height (from seat to floor) At least 45cm Depth - 40 to 45cm					
2	Executive Table					
	Material: Wood / Color: Black, walnut brown					
	L-shape table with side cabinets / drawers inclusive of locks (preferably main table is separate from the side table)					
3	Executive Chair					
	Material: Steel base; 5-wheeled with safety function lock					
	Color: Black / Arm rest: 4D Arm rest					
4	Side Table					
	Material: Iron frame and wood board / Color: Black frame with beige or walnut brown board					
	Dimension: Height - 100cm, Depth - 30cm, Width - 120cm					
5	Wardrobe Cabinet					
	Material: Wood / Color: Black, walnut brown					
	Dimension: H - 165 to 180cm, D - 30 to 45cm, W - 90 to 100cm					
6	Bookshelf					
	Material: Wood / Color: Black, walnut brown					
	Dimension: H - 165 to 180cm, D - 30 to 45cm, W - 90 to 100cm					
	(see attached for details of each item)					
	Approved Budget for the Contract: PhP118,000.00.					
	xxxxxxxx-Nothing Follows-xxxxxxxxx					



Annex A

RFQ No. 2024-279 03-Oct-24 Date: 2024-07-1013 to 1018 (OAC-PR No./End-User: PaC)

		1
CIFICATIONS ons in the space provided. ountry of origin.	UNIT PRICE	TOTAL PRICE

Purchase of Dining Table with
Chairs at the Office of the Assistant
Commissioner

Material: Solid wood

Color: Black, walnut brown

Table Dimension: Diameter -110 to 150 cm, Width - H - 75 cm

Chair Dimension: Width – 40 to 60 cm, Height (from top to floor) – 80 to 90 cm, Height (from seat to floor) - At least 45 cm Depth – 40 to 45 cm

Features:

- Table - Extendable

- Shape - Oval

Chair – 4-seater; High back chair

with breathable fabric seat

- Can be easily assembled

- Modern/ Aesthetic dining set

One (1) year warranty on labor and repairs

Note:

 The payment shall be made 15 working days after the inspection and final acceptance of the item.

 The end-user reserves the right to reject the item if found to be inferior in quality based on evaluation.

Purchase of Executive Table at the Office of the Assistant

Commissioner

Material: Wood

Color: Black, walnut brown

L-shape table with side cabinets/

drawers inclusive of locks (Preferably main table is separate from the side table)

Dimensions:

(Main Table) Length/Width - 140 to 160 cm, Depth - 70 to 75 cm, Height - 75 cm

(Side Table) Length/Width - 110 to 120 cm, Depth - 40 to 50 cm, Height - 65 cm

With built-in wire/cable management top

One (1) year warranty on labor and repairs

Note:

 The payment shall be made 15 working days after the inspection and final acceptance of the item.

 The end-user reserves the right to reject the item if found to be inferior in quality based on evaluation.

Purchase of One (1) Executive
Chair for the Assistant
Commissioner
Material: Steel base; 5-wheeled with
safety function lock
Color: Black
Arm rest: 4D Arm rest
Seat Height: 60 to 75 cm
Seat Width: 55 to 65 cm
Seat Material: Polyurethane
Weight Capacity: 115 kg
Adjustable Head rest
With Piston lift height adjustment
Reclinable up to 150 degress and
swivelled up to 360 degrees
Warranty Period: One (1) year
warranty on gas lift, and other
movable parts

Note:

- The payment shall be made 15 working days after the inspection and final acceptance of the item.

 The end-user reserves the right to reject the item if found to be inferior in quality based on evaluation.

Purchase of Side Table at the Office of the Assistant Commissioner

Material: Iron frame and wood board

Color: Black frame with beige or walnut brown board

Dimension: Height – 100 cm, Depth – 30 cm, Width – 120 cm

Design: Double narrow side table, with 2-layer board with soft edges and cross bar

One (1) year warranty on labor and repairs

Note:

- The payment shall be made 15 working days after the inspection and final acceptance of the item.

- The end-user reserves the right to reject the item if found to be inferior in quality based on evaluation.

Purchase of Wardrobe Cabinet at the Office of the Assistant

Commissioner

Material: Wood

Color: Black or walnut brown

Dimension: Height - 165 to 180 cm,

Depth -30 to 45 cm, Width -90 to

100 cm

With full body mirror inside

Two-door cabinet

With 1 hanger rod that can carry 10 to 15 kilograms of clothes

With 1 open storage

With 2 drawers inside

Can be assembled

One (1) year warranty on labor and repairs

Note:

- The payment shall be made 15 working days after the inspection and final acceptance of the item.

- The end-user reserves the right to reject the item if found to be inferior in quality based on evaluation.

Purchase of Bookshelf at the Office of the Assistant Commissioner

Material: Wood

Color: Black or walnut brown

Dimension: Height – 165 to 180 cm, Depth – 30 to 45 cm, Width – 90 to 100 cm

Two (2) swing tempered glass doors

With 6 to 8 open shelves

With 2 to 4 drawers at the bottom

Can be assembled

One (1) year warranty on labor and repairs

Note:

 The payment shall be made 15 working days after the inspection and final acceptance of the item.

- The end-user reserves the right to reject the item if found to be inferior in quality based on evaluation.