

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

REQUEST FOR QUOTATION

RFQ No. : 2024-334 NP-SVP
Date: 11-Nov-24
PR No./End-User : 2024-07-1013 to 1018
(OAC-PaC)

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. / e-mail : _____
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 **18 November 2024 @ 3:00 p.m**



EDGARDO 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: **Item Basis** **Lot Basis** **Total Quoted Price**

2. Services shall be rendered on _____

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.

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,

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 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
	FURNITURES AND FIXTURES							
1	Dining Table with Chairs	1	set					
2	Executive Table	1	set					
3	Executive Chair	1	pc					
4	Side Table	1	pc					
5	Wardrobe Cabinet	1	set					
6	Bookshelf	1	set					
	<i>see attached for details...</i>							
	Approved Budget for the Contract: PhP118,000.00.							
	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

	Purchase of Dining Table with Chairs at the Office of the Assistant Commissioner	
Set	Material: Solid wood	1
	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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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. 	

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	Purchase of Executive Table at the Office of the Assistant Commissioner	
Set	Material: Wood	1
	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.	

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	Purchase of One (1) Executive Chair for the Assistant Commissioner	
Piece	Material: Steel base; 5-wheeled with safety function lock	1
	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 degrees 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.	<div style="border: 1px solid purple; padding: 5px; display: inline-block;"> Certified that Annual Proc supporting d PAGE 4 </div>

	Purchase of Side Table at the Office of the Assistant Commissioner	
Piece	Material: Iron frame and wood board	1
	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.	

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	Purchase of Bookshelf at the Office of the Assistant Commissioner	
Set	Material: Wood	1
	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	
	<p>Note:</p> <ul style="list-style-type: none"> - 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. 	<p>Certified that t Annual Procure supporting doc</p> <p>PAWS 4</p>

	Purchase of Wardrobe Cabinet at the Office of the Assistant Commissioner	
Set	Material: Wood	1
	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	
	<p>Note:</p> <ul style="list-style-type: none"> - 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. 	<p>verified that Office of Procurement Reporting de</p> <p>PAGE 4</p>