

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

REQUEST FOR QUOTATION

RFQ No. : 2021-065 Shopping B
Date: : 31-Aug-21
PR No./End-User : 2021070268 / OFAM

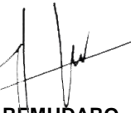
Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

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.

Prospective lessors 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. **If awarded**, please be advised that **you must conform first the 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 **12:00 P.M. of 7 September 2021**.


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


JULIUS B. REMUDARO
Chief, 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: Civil Service Commission-Central Office, IBP Road, Batasan Hills, Quezon City
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 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. 2021-065 Shopping B
 Date: 31-Aug-21
 PR No./End-User: 2021-07-0268 / OFAM

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 Common Office Supplies							
	LOT 1							
1	Alcohol, Isopropyl, 68%-72%, 500 ml (-5ml)	247	bottles					
2	Alcohol, Isopropyl, 68%-72%, scented, 3.785 liters	35	gallon					
3	LIQUID HAND SANITIZER, 500mL	23	Bottle					
1	BATTERY, dry cell, AA, 2 pieces per blister pack	17	pack					
2	BATTERY, dry cell, AAA	27	pack					
1	DISINFECTANT SPRAY, aerosol type	60	can					
	Approved Budget for the Contract:	P86,742.44						
	LOT 2							
1	BALLPOINT PEN, black	23	piece					
2	BALLPOINT PEN, blue	23	piece					
3	Clip, Backfold 32 mm	8	Box					
4	Clip, Backfold 22 mm	12	Box					
5	CORRECTION TAPE, 8m	135	piece					
6	CUTTER UTILITY/KNIFE, for general purpose	30	piece					
7	DATA FOLDER	220	piece					
8	DATA FILE BOX, large	12	piece					
9	ENVELOPE, documentary, A4 size	1	box					

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
10	ENVELOPE, documentary, Legal size	6	box					
11	ENVELOPE, expanding, kraft, Legal	4	box					
12	FASTENER, metal 70mm	47	box					
13	FOLDER, fancy, with slide, legal	1	bundle					
14	FOLDER, pressboard	7	box					
15	FOLDER, TAGBOARD, for A4 size documents	1	box					
16	FOLDER, TAGBOARD, for legal size documents	1	box					
17	GLUE, 200 grams	15	jar					
18	MARKER, permanent, bullet type, black	84	piece					
19	MARKER, permanent, bullet type, blue	74	piece					
20	MARKER, permanent bullet type, red	33	piece					
21	MARKER, whiteboard, felt tip, bullet type, black	50	piece					
22	MARKER, whiteboard, felt tip, bullet type, blue	50	piece					
23	MARKER, whiteboard, felt tip, bullet type, red	30	piece					
24	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	14	pad					
25	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	14	pad					
26	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	39	pad					
27	NOTEBOOK, stenographer	23	Piece					
28	PAPER CLIP, vinyl/plastic coated 33mm	200	box					
29	PAPER CLIP, vinyl/plastic coated 50mm	200	box					
30	PAPER, MULTICOPY, 80gsm, size: Legal	300	ream					
31	PAPER, Multi-Purpose (Copy) A4, 70 gsm	533	ream					
32	PAPER, MULTICOPY, 80gsm, size: A4	800	ream					
33	PAPER, MULTICOPY, 80gsm, size: A4 Yellow	9	ream					
34	PAPER, MULTICOPY, 80gsm, size: A4 Green	1	ream					
35	PAPER, Multi-Purpose (Copy) Legal, 70 gsm	216	ream					
36	PENCIL, lead with eraser	13	box					
37	PUNCHER, paper, heavy duty, with two hole guide	2	piece					
1	Rags	10	bundle					
38	Record Book, 300 pages	5	book					
39	Record Book, 500 pages	28	book					
40	Ring Binder, plastic, 32mm	5	bundle					
41	RUBBER BAND, 70mm min lay flat length (#18)	1	box					
42	SIGN PEN, Black, liquid/gel, 0.5 mm needle tip	206	piece					
43	SIGN PEN, blue, liquid/gel, 0.5 mm needle tip	186	piece					
44	SIGN PEN, red, liquid/gel, 0.5 mm needle tip	50	piece					
45	STAPLE REMOVER, plier type	20	piece					
46	STAPLE WIRE, Standard	60	box					
47	TAPE, MASKING, width: 24mm (±1mm)	2	box					
48	TAPE, Transparent, 24mm	318	roll					
49	TAPE, Transparent, 48mm	15	roll					
50	TWINE, plastic	11	roll					
	Approved Budget for the Contract:	₱483,474.65						
	LOT 3							
1	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	1	piece					
2	FLASH DRIVE, 16 GB	34	piece					

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
3	Ink, Epson L3110 - Ink (EPSON 003 - Yellow=7, Magenta=7, Cyan=7, Black=9)	30	bottles					
4	TONER, brother 1500 Printer	1	piece					
	Approved Budget for the Contract:							₱31,262.70
	Total Approved Budget Cost							₱601,479.80


GLAMOUR FED. MONTANO
 Procurement Officer
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Printed Name/Signature
Authorized Representative of the Service Provider