

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

REQUEST FOR QUOTATION

RFQ No. : 2022-133 NP-SVP
Date: July 29, 2022
PR No./End-User : 2022-06-0559 (OFAM-BGMD)

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 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**, you will be required to submit a ***signed copy of Purchase Order (PO) prior to the date of delivery**.

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 **03:00 P.M. of August 5, 2022**.


RENEL JOANNE G. GAMBITO
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508


SAM V. MANGLICMOT
Chief Administrative Officer
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 Thirty (30) government working days, 8am-5pm upon receipt of Purchase Order (PO)
3. Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor
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

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TIN No. _____

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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
1	Procurement of Various Construction Materials for the proposed Renovation of the Human Resource Relations Office (HRRO), 4th floor of CSC Main Building	1	lot					
	<i>* Materials for Masonry Works for Window Sill</i>							
	CHB	100	piece					
	Sand (Bistay)	20	bag					
	60x60cm Homogenous Tiles	20	piece					
	Tile Adhesive	10	bag					
	Portland Cement	8	bag					
	Tile Grout	3	bag					
	<i>* Materials for Installation of Drywall Partition</i>							
	50x75mmx3m Metal Studs	153	piece					
	50x75mmx3m Metal Track	60	piece					
	1/4 thk Hardiflex	83	piece					
	1/8x 1" Blind Rivets	5	box					
	1/8x 1/2" Blind Rivets	20	box					
	1/8" Stainless Drill Bit (for metal)	4	piece					
	1/8" Stainless Drill Bit (for concrete)	4	piece					
	<i>* Materials for Installation of Ceiling</i>							
	2" x 6m Double Furring	158	piece					
	1" x 3m Wall Angle	66	piece					
	1.5" x 6m Carrying Channel	40	piece					
	Double Wall Clip	150	piece					
	3/16thk Hardiflex	112	piece					

1/8x 1" Blind Rivets	5	box				
1/8x 1/2" Blind Rivets	28	box				
1/8" Stainless Drill Bit (for metal)	5	piece				
1/8" Stainless Drill Bit (for concrete)	5	piece				
<i>* Materials for Rewiring of Electrical</i>						
Wires	1	roll				
Utility Box	10	piece				
2-gang Switch	5	piece				
2-gang Universal Outlet	5	piece				
Flexible Hose	10	meter				
<i>* Materials for Installation of Floor and Wall Tiles at the Comfort Room</i>						
60x60 Unglazed Homogenous Tiles	32	piece				
60x60 Glazed Homogenous Tiles	145	piece				
Tile Adhesive	72	bag				
Portland Cement	36	bag				
Tile Grout	10	bag				
<i>* Materials for Reiping of Water and Sewer Line at the Comfort Room</i>						
1/2" dia. PPR Pipe	15	piece				
Teflon	5	roll				
Elbow	5	piece				
Treaded Elbow	5	piece				
Coupling	5	piece				
<i>* Materials for Plumbing Fixtures at the Comfort Room</i>						
Water Closet (complete with fittings)	2	set				
Shower (complete with fittings)	2	set				
Lavatory Basin (complete with fittings)	1	set				
Lavatory Faucet	1	piece				
S/S Bidet Spray	2	piece				
S/S Soap Holder	2	piece				
S/S Towel Holder	2	piece				
S/S Tissue Holder	2	piece				
<i>* Materials for Construction of Kitchen Counter</i>						
CHB	28	piece				
Portland Cement	8	bag				
Sand (Bistay)	12	bag				
120x60 Synthetic Granite/Homogenous Tiles	2	piece				
Tile Adhesive	3	bag				
Tile Grout	1	bag				
Tile Trim	1	piece				
Stainless Kitchen Sink (complete with fittings)	1	piece				
Gooseneck Kitchen Faucet	1	piece				

<i>Important:</i>											
1. The prospective bidder shall be required to present sample of actual item to be delivered on a scheduled date prior to award											
2. The end-user reserves the right to reject the item if found to be inferior quality based on evaluation											
Approved Budget for the Contract: PhP376,167.00											
xxxxxxxxxx-Nothing Follows-xxxxxxxxxx											



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Procurement Officer

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Printed Name/Signature

Authorized Representative of the Service Provider