

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

REQUEST FOR QUOTATION

RFQ No. : 2022-199 NP-SVP
Date: November 11, 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 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**, the supplier 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 **3:00pm of 17 November 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 Seven (7) working days upon receipt of Purchase Order (PO)
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 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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 PhilGEPS Reg. No. : _____
 TIN No. : _____

| ITEM NO. | ITEM & DESCRIPTION | QTY | UNIT | YES | NO | REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small> | 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 (Bisaya) | 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 | pieces | | | | | |
| 60x60 Glazed Homogenous Tiles | 145 | piece | | | | | |
| Tile Adhesive | 72 | bag | | | | | |
| Portland Cement | 36 | bag | | | | | |
| Tile Grout | 10 | bag | | | | | |
| | | | | | | | |
| <i>* Materials for Repiping 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 (Bis:ay) | 12 | bag | | | | | |
| 120x60 Syntetic 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 | | | | | |

| | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Important: | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | |
| xxxxxxxx-Nothing Follows-xxxxxxxx | | | | | | | | | | | | | | | | | | |

RENEL JOANNE G. GAMBITO

Procurement Officer

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

Printed Name/Signature

Authorized Representative of the Service Provider