

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

REQUEST FOR QUOTATION

RFQ No. : 2023-010 NP-SVP
Date: February 1, 2023
PR No./End-User : 2023-01-0103 (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 10 February 2023**.


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 Fifteen-Thirty (15-30) calendar 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

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Company Name : _____
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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	Various Construction Materials for the Proposed Renovation of the Office of Assistant Commissioner Ronquillo, 4th Floor of CSC Main Building (former CSI Training Room)	1	lot					
	<i>* Materials for Installation of Floor and Wall Tiles at the Comfort Room</i>							
	20x30cm Ceramic Wall Tiles	44	piece					
	Tile Adhesive	9	bag					
	Tile Grout	3	bag					
	<i>* Materials for Re-piping of Water and Sewer Line at the Comfort Room</i>							
	Teflon	10	roll					
	1/2" Angle Valve 2-way	3	piece					
	1/2" PPR Pipe (3m)	20	piece					
	1/2" Elbow with Thread	20	piece					
	1/2" Elbow	20	piece					
	1/2" Tee	20	piece					
	1/2" Coupling	20	piece					
	3" Sanitary Pipe PVC	6	piece					
	3" Sanitary Coupling	9	piece					
	3" Sanitary C.O. Adaptor and C.O Plug	6	roll					
	3" Sanitary Wye	9	piece					
	3" Sanitary 1/8 Bend Double Hub	6	piece					
	Roofing Sealant	2	tube					
	<i>* Materials for Installation of Plumbing Fixtures at the Comfort Room</i>							
	S/S Shower Set (complete with fittings)	1	set					
	Lavatory Basin (complete with fittings)	2	set					
	Lavatory Faucet (for basin type lavatory)	2	set					
	Water Closet (complete with fittings)	2	set					
	Urinal (complete with fittings)	1	set					
	S/S Hand Bidet Spray	2	piece					
	S/S Soap Holder	2	piece					
	S/S Bath Towel Bar	1	piece					
	S/S Tissue Holder	2	piece					
	Stainless Floor Drain	2	piece					
	Mirror	2	piece					

Double layer cor. Bathroom basket (22x22x35.5cm)	1	set					
<i>* Materials for Drywall Partition</i>							
50x75mmx3m Metal Studs	25	piece					
50x75mmx3m Metal Track	10	piece					
1/4 thk Hardiflex	17	piece					
1/8x 1" Blind Rivets	1	box					
1/8x 1/2" Blind Rivets	5	box					
1/8" Stainless Drill Bit (for metal)	5	piece					
1/8" Stainless Drill Bit (for concrete)	5	piece					
Riveter	1	piece					
Flat Latex	3	tin					
Semigloss Latex	3	tin					
Skim Coat	3	bag					
2" Gauze Bandage (gasa)	15	box					
Floor Sanding #100	3	box					
Tinting Color (raw sienna)	1	liter					
Tinting Color (Yellow)	1	liter					
<i>* Materials for Installation of Tubular Steel Vertical Slat Partition</i>							
50mmx75mmx6m, 1.5mm thk. Tubular	25	piece					
Welding Rod #362	3	box					
Rust converter	1	gal					
Laquer Enamel	4	gal					
Epoxy Primer	2	gal					
Polituff Putty	1	gal					
Laquer Thinner	2	gal					
Laquer Fio	1	gal					
Paint Brush #3	2	piece					
Paint Brush #1	2	piece					
#1 Baby Roller Brush (foam)	3	piece					
#7 Baby Roller Brush (rag)	3	piece					
Rags	1	kg					
Metal Disk (thin)	2	piece					
3/8" Drill bit (metal)	3	piece					
3/8" Drill bit (masonry)	3	piece					
<i>* Materials for Installation of Ceiling</i>							
2" x 6m Double Furring	18	piece					
1" x 3m Wall Angle	18	piece					
1.5" x 6m Carrying Channel	20	piece					
Double Wall Clip	155	piece					
3/16 thk Hardiflex	24	piece					
1/8x 1" Blind Rivets	1	box					
1/8x 1/2" Blind Rivets	6	box					
1/8" Stainless Drill Bit (for metal)	3	piece					
1/8" Stainless Drill Bit (for concrete)	3	piece					
Flat Latex	3	tin					
Semigloss Latex	3	tin					
Quick Dry Enamel	4	gal					
Paint Thinner	1	gal					
Paint Brush #3	2	piece					

	Paint Brush #1	2	piece						
	#1 Baby Roller Brush (foam)	3	piece						
	#7 Baby Roller Brush (rag)	3	piece						
	Sand Paper #100	2	m						
	<i>* Materials for Rewiring of Electrical and Installation of Lighting Fixtures</i>								
	#12 Wires	1	roll						
	Utility Box	10	piece						
	2-gang switch	3	piece						
	2-gang universal outlet	3	piece						
	Flexible hose	10	m						
	150mm diameter Pinlight	20	set						
	<i>* Materials for Repping of ACU</i>								
	Aero Tape	1	roll						
	Rubber Insulation 3/4" x 1/2" x 6'	3	piece						
	Polyethylene Tape	1	roll						
	<i>* Materials for Construction of Kitchen Counter</i>								
	4" CHB	14	piece						
	Portland Cement	3	bag						
	Sand (blstay)	5	bag						
	120x60 Syntetic Granite/Homogenous Tiles	2	piece						
	Tile Adhesive	1	bag						
	Tile Grout	1	bag						
	Tile Trim	2	piece						
	S/S Kitchen Sink (Complete with fittings)	1	set						
	Gooseneck Kitchen Faucet	1	set						
	<i>* Materials for Fabrication and Installation of Kitchen base and overhead</i>								
	3/4 thk Marine Plywood	2	piece						
	1/4 thk Marine Plywood	1	piece						
	Concealed Hinges	4	pair						
	Door Handle	4	piece						
	Wood Glue	1	gal						
	Magnetic Catches	4	piece						
	Iron Pin	1	box						
	1" Finishing Nail	1	kg						
	2" Common Nail	1	kg						
	Liston 1/2"x1"x12'	4	piece						
	Flatwall Enamel	4	gal						
	Quick Dry Enamel	4	gal						
	Paint Thinner	1	gal						
	Paint Brush #3	2	piece						
	Paint Brush #1	2	piece						
	#1 Baby Roller Brush (foam)	3	piece						
	#7 Baby Roller Brush (rag)	3	piece						
	Sand Paper #100	1	m						
	Tinting Color (raw Sienna)	1	qtr						
	Tinting Color (Yellow)	1	qtr						

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: Php215,250.00		
xxxxxxxx-Nothing Follows-xxxxxxxx		


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 Printed Name/Signature
 Authorized Representative of the Service Provider