

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

**REQUEST FOR QUOTATION**

RFQ No. : 2023-011 NP-SVP  
Date: January 31, 2023  
PR No./End-User : 2023-01-0102 (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 09 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) 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](http://www.philgeps.gov.ph) and register for free."**

\_\_\_\_\_  
Printed Name/Signature  
Authorized Representative of the Service Provider

**Civil Service Commission**

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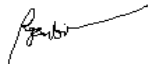
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 PhilGEPS Reg. No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

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
1	<b>Procurement of Various Construction Materials for the proposed Renovation of the Human Resource Relations Office (HRRO), 4th floor of CSC Main Building</b>	1	lot					
	<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>							
	#12 Wires	4	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 Repiping 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)	15	piece					
1/2" Elbow with Thread	15	piece					
1/2" Elbow	15	piece					
1/2" Tee	15	piece					
1/2" Coupling	15	piece					
3" Sanitary Pipe PVC	4	piece					
3" Sanitary Coupling	6	piece					
3" Sanitary C.O Adaptor and C.O Plug	4	pair					
3" Sanitary Wye	6	piece					
3" Sanitary 1/8 Bend Double Hub	4	piece					
Roofing Sealant	2	tube					
<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					
Double Layer cor. Bathroom Basket (22x22x35.5cm)	2	set					
Stainless Floor Drain	2	piece					
<i>* Materials for Construction of Kitchen Counter</i>							
4" CHB	28	piece					
Portland Cement	8	bag					
Sand (Bistay)	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					
<i>* Materials for Construction of Pantry Cabinet</i>							
3/4 thk Marine Plywood	2	piece					
1/4 thk Marine Plywood	1	piece					
Concealed Hinges	4	pair					
Door Handle s/s	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" x 1" x 12'	4	piece					
Flatwall Enamel	2	gal					
Quick Dry Enamel	2	gal					
Paint Thinner	1	gal					

Paint Brush #3	2	piece						
Paint Brush #1	2	piece						
#1 Baby Roller Brush (foam)	2	piece						
#7 Baby Roller Brush (rag)	2	piece						
Sand Paper 3M #100	1	m						
Tinting Color (raw sienna)	1	qtr						
Tinting Color (yellow)	1	qtr						
<i>* Materials for Painting Works</i>								
Flat Latex	10	tin						
Semigloss Latex	10	tin						
Quick Dry Enamel (white)	4	gal						
Flatwall Enamel (white)	4	gal						
Paint Thinner	4	gal						
Automotive Lacquer Paint (Analok Color)	1	gal						
Skimcoat	4	bags						
Floor Sanding #100 (3m)	20	m						
Polituff Putty	1	gal						
Acri Color (hansa yellow)	2	ltr						
Acri Color (raw sienna)	2	ltr						
Tinting Color (raw sienna)	2	qtr						
Tinting Color (hansa yellow)	2	qtr						
Rags	2	kgs						
Patching Compound	10	kgs						
Paint Brush 1"	5	piece						
Paint Brush 2"	5	piece						
Paint Brush Roller 7"	5	piece						
Paint Brush Roller 4" (rag)	5	piece						
Paint Brush Roller 4" (foam)	5	piece						
Spatula 4"	5	pair						
Paleta	50	piece						
Gauze Bandage	4	gal						
Wood Glue								
<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								
<b>Approved Budget for the Contract: PhP419,250.00</b>								
xxxxxxxx-Nothing Follows-xxxxxxxx								



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*Printed Name/Signature*  
Authorized Representative of the Service Provider