

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

REQUEST FOR QUOTATION

RFQ No. : 2023-022 NP-SVP
Date: February 22, 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 03 March 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

Civil Service Commission
Constitution Hills, Batasang Paribansa Complex Diliman, Quezon City.

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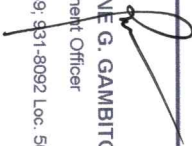
Company Name : _____
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TIN No. : _____

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
	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	* Materials for Installation of Floor and Wall Tiles at the Comfort Room 20x30cm Ceramic Wall Tiles Tile Adhesive Tile Grout Approved Budget for the Contract: PHP12,636.00	44 9 3	piece bag bag					
2	* Materials for Rejoining of Water and Sewer Line at the Comfort Room Teflon 1/2" Angle Valve 2-way 1/2" PPR Pipe (3m) 1/2" Elbow with Thread 1/2" Elbow 1/2" Tee 1/2" Coupling 3" Sanitary Pipe PVC 3" Sanitary Coupling 3" Sanitary C.O. Adaptor and C.O Plug 3" Sanitary Wye 3" Sanitary 1/8 Bend Double Hub Roofing Sealant Approved Budget for the Contract: PHP12,821.00	10 3 20 20 20 20 20 6 9 6 9 6 4	roll piece piece piece piece piece piece piece roll piece piece piece tube					
3	* Materials for Installation of Plumbing Fixtures at the Comfort Room S/S Shower Set (complete with fittings) Lavatory Basin (complete with fittings) Lavatory Faucet (for basin type lavatory) Water Closet (complete with fittings) Urinal (complete with fittings) S/S Hand Bidet Spray S/S Soap Holder S/S Bath Towel Bar S/S Tissue Holder	1 2 2 2 1 2 2 1 2	set set set set set piece piece piece piece					

	Stainless Floor Drain	2	piece					
	Mirror	2	piece					
	Double layer cor. Bathroom basket (22x22x35.5cm)	1	set					
	Approved Budget for the Contract: PHP41,671.00							
4	* Materials for Drywall Partition	26	piece					
	50x75mmx3m Metal Studs	10	piece					
	50x75mmx3m Metal Track	17	piece					
	1/4 thk Hardiflex	1	box					
	1/8x 1" Blind Rivets	5	box					
	1/8x 1/2" Blind Rivets	5	piece					
	1/8" Stainless Drill Bit (for metal)	5	piece					
	1/8" Stainless Drill Bit (for concrete)	1	piece					
	Riveter	3	tin					
	Flat Latex	3	tin					
	Semigloss Latex	3	bag					
	Skim Coat	15	box					
	2" Gauze Bandage (gasa)	3	m					
	Floor Sanding #100	1	liter					
	Tinting Color (raw sienna)	1	liter					
	Tinting Color (Yellow)	1	liter					
	Approved Budget for the Contract: PHP25,355.00							
5	* Materials for Installation of Tubular Steel Vertical Slat Partition	25	piece					
	50mmx75mmx6m, 1.5mm thk. Tubular	3	box					
	Welding Rod #362	1	gal					
	Rust converter	4	gal					
	Lacquer Enamel	2	gal					
	Epoxy Primer	1	gal					
	Poltuff Putty	2	gal					
	Lacquer Thinner	1	gal					
	Lacquer Flo	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					
	Approved Budget for the Contract: PHP43,891.00							
6	* Materials for Installation of Ceiling							
	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	3	piece					
	Paint Brush #1	3	piece					
	#1 Baby Roller Brush (foam)	3	piece					
	#7 Baby Roller Brush (rag)	3	piece					
	Sand Paper #100	3	m					
	Approved Budget for the Contract: Php27,660.00							
7	* Materials for Rewiring of Electrical and Installation of Lighting Fixtures							
	#12 Wires	1	roll					
	Utility Box	10	piece					
	2-gang switch	5	piece					
	2-gang universal outlet	5	piece					
	Flexible hose	15	m					
	150mm diameter Pinlight	24	set					
	Approved Budget for the Contract: Php21,995.00							
8	* Materials for Reiping of ACU							
	Aero Tape	1	roll					
	Rubber Insulation 3/4" x 1/2" x 6'	3	piece					
	Polythelyne Tape	1	roll					
	Approved Budget for the Contract: Php745.00							
9	* Materials for Construction of Kitchen Counter							
	4" CHB	16	piece					
	Portland Cement	4	bag					
	Sand (bistay)	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					
	Approved Budget for the Contract: Php9,178.00							
10	* Materials for Fabrication and Installation of Kitchen base and overhead Cabinet							
	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						
Approved Budget for the Contract: PhP14,414.00								
<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: PhP215,250.00								
xxxxxxxxxx-Nothing Follows-xxxxxxxxxx								


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 Procurement Officer
 931-7935, 931-7939, 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider