

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

**REQUEST FOR QUOTATION**

RFQ No. : 2023-163 Shopping (B)  
Date: : August 23, 2023  
PR No./End-User : 2023-08-1109, 2023-07-0860,  
2023-07-0894 (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**, you will be required to submit a **\*duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex B**), together with the **\*signed copy of Purchase Order (PO) prior to the date of event/delivery/installation**.

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 01 September 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 (15) 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](http://www.philgeps.gov.ph) and register for free."**

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

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 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>Chainsaw, 14" (Note: Must be DENR Accredited Supplier)</b> Specifications: Bar Length: 12 to 14 inches Displacement: 31.8 cm³ Power Output (KW/hp): 1.4 / 1.8 Revolutions per minute (rpm) MAX: 14000 Revolutions per minute (rpm) idle: 2800 Weight (kg): 4 to 5 Power-to-Weight Ratio (kg/KW): 3.1 Spund Power Level: 112 Vibration Level Left/Right (m/s²): 6.6/7.8 OIomatic Saw Chain Type: PM3 Saw Chain Pitch: 3/8" P Engine (2-MIX/4-MIX): 2 MIX <b>Approved Budget for the Contract: PhP16,000.00</b>	1	unit					
2	<b>Telescopic Pole Pruner (Note: Must be DENR Accredited Supplier)</b> Bar Length (inches): 12 Displacement (cm³): 25.4 Power Output (KW/hp): 0.95/1.3 Weight (kg): 4 to 7.3 Sound Pressure Level: 98 Sound Power Level: 107 Vibration Level Left/Right (m/s²): 2.6 / 6.0 OIomatic Saw Chain Type: PMM3 Saw Chain Pitch: 3/8" P Total Length with Cutting Attachment (cm): 270-390 <b>Approved Budget for the Contract: PhP55,000.00</b>	1	unit					
3	<b>50" Ceiling Fan Modern Inverter Indoor/Outdoor with Remote Control</b> Dark Brown, Wood, 6 speed with timer Note: Please see attached photo for reference <b>Approved Budget for the Contract: PhP17,500.00</b>	1	unit					
4	<b>Analog Telephone Unit</b> <b>Approved Budget for the Contract: PhP32,500.00</b> xxxxxxxxxxxx-Nothing Follows-xxxxxxxxxxxx	50	pieces					

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