

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

REQUEST FOR QUOTATION

RFQ No. : 2023-178 NP-SVP
Date: September 8, 2023
PR No./End-User : 2023-07-0881 & 2023-08-1111
(OFAM-BGMD)

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

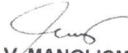
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

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 15 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:

- Award shall be made on per: Item Basis Lot Basis Total Quoted Price
- Goods/Services shall be rendered on Seven (7) calendar days upon receipt of Purchase Order (PO)
- Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
- Please indicate Warranty: _____
- Technical specification with asterisks (*) are mandatory. For goods, please indicate brand, model and country of origin.
- Bidders shall provide **correct and accurate information** required in this form.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
- 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."
- 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.**
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
- 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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| 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 | Materials for the Proposed Railing at Executive Balcony | | | | | | | |
| | Square Tubular Steel, 2" x 2" x 12mm | 19 | piece | | | | | |
| | Rectangle Tubular Steel, 1" x 2" x 10mm | 35 | piece | | | | | |
| | Base Plate 4mm thk (4" x 4") | 68 | piece | | | | | |
| | Welding Rod | 8 | piece | | | | | |
| | Bolts, 8mm | 272 | piece | | | | | |
| | Welding Mask | 2 | piece | | | | | |
| | Gloves Coverall | 2 | piece | | | | | |
| | Metal Primer | 1 | gal | | | | | |
| | Enamel Paint (Glossy Black) | 1 | gal | | | | | |
| | Paint Thinner | 1 | gal | | | | | |
| | Paint Brush, 2" | 5 | piece | | | | | |
| | Paint Roller 4" | 2 | piece | | | | | |
| | Sanding Disk (Flap Disc T27) | 7 | piece | | | | | |
| | Approved Budget for the Contract: Php59,065.00 | | | | | | | |
| 2 | Materials for the Proposed Repair of the Ceiling and Service Deck above the Server Room (ERPO) | | | | | | | |
| | 16L Plexibond Waterproofing | 7 | bag | | | | | |
| | #7 Baby Roller | 1 | piece | | | | | |
| | #1 Baby Roller | 1 | piece | | | | | |
| | Approved Budget for the Contract: Php28,240.00 | | | | | | | |
| | 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