

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

REQUEST FOR QUOTATION

RFQ No. : 2023-238 NP-SVP
Date: November 8, 2023
PR No./End-User : 2023-10-1564 (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 16 November 2023**.


RENEL JOANNE G. ROCACURBA
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508


PRESENTACION M. GAJES
Supervising 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 Seven to Fifteen (7-15) 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-14PM / 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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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
Supply and Delivery of Various Necessities for CSC Resource Center Building Dormitory								
	1. Flat Sheet for single size bed measuring 4" x 36" x 75", 250TC window pane design; color white; 100% pure cotton fabric	44	piece					
	2. Flat Sheet for single size bed measuring 6" x 36" x 75", 250TC window pane design; color white; 100% pure cotton fabric	46	piece					
	3. Fitted sheet for single size bed measuring 4" x 36" x 75", 300TC; color plain taupe or mocha; 100% pure cotton fabric	44	piece					
	4. Fitted Sheet for single size bed measuring 6" x 36" x 75", 300TC; color plain taupe or mocha; 100% pure cotton fabric	46	piece					
	5. Fitted Sheet for double size bed 300TC; color 1 plain blue and Light Green; 100% pure cotton fabric	2	piece					
	6. Flat sheet for double size bed 250TC; Window pane design; color white; 100% pure cotton fabric	2	piece					
	7. Pillow Case for pillow foam measuring 4" x 15" x 24", 250TC; window pane design; color white 100% pure cotton fabric	180	piece					
	8. Bath Towel White 24 x 54 inches, 100% Brazilian Cotton	44	piece					
	9. Gentle Bounce Pillow foam type (Uratex)	96	piece					
Approved Budget for the Contract: PhP534,400.00								
xxxxxxxxxx-Nothing Follows-xxxxxxxxxx								

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Printed Name/Signature _____
Authorized Representative of the Service Provider