

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

REQUEST FOR QUOTATION

RFQ No. : 2024-008 NP-SVP
Date: : January 18, 2024
PR No./End-User : 2024-01-0016 (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/services listed in **Annex A**. Also, furnish us with descriptive brochures, catalogs, 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 service provider who will submit a proposal with the lowest calculated and responsive offer shall be selected. **As a condition for award**, you will be required to submit a copy of your **Mayor's/Business Permit**, together with your proposal. The **updated *Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment.**

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 **3:00 PM of 26 January 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 (7) calendar days upon receipt of Purchase Order (PO)
3. Place of Delivery: CSC-CO, OFAM Warehouse, Gr. Flr. IBP Rd. Batasan Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: _____
5. Technical specification are mandatory. **For goods**, please indicate brand, model and country of origin. **Failure to comply with any of the said requirements shall be a cause for the disqualification of your quotation.**
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. **The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;**
10. Terms of Payment: **within 15-30 days upon submission of complete supporting documents.**
11. 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.
12. 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.**
13. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
14. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
15. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
16. **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."**

Authorized Representative of the Service Provider

Civil Service Commission

Constitution Hills, Batasang Paribansa Complex Diliman, Quezon City,

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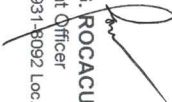
Mobile No. :

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
Refilling Station								
1	0.5mm thk Ribbed Type Color Roofing	24	pcs					
2	0.5mm thk 18"-24" Color Ridge Roll (3 m's)	9	pcs					
3	0.5mm thk 18"-24" Color Box Gutter (3 m's)	15	pcs					
4	Plain Sheet	1	roll					
5	1/8 x 1/2" Blind Rivets	2	box					
6	1/8 x 1" Blind Rivets	2	box					
7	2" Tekcrew (for steel)	1	box					
8	Double Sided Insulation	1	roll					
9	Plastic Gutter Mesh W=150cm (6 m's)	7	m					
10	Prosil Sealant	2	pcs					
11	3/16" thk Hardiflex	28	pcs					
12	2" Gasa Tape	2	roll					
13	3" PVC Elbow	8	pcs					
14	3" PVC Pipe	2	pcs					
15	7" Roller Brush	4	pcs					
16	Baby Roller Rugs	3	pcs					
17	1" Paint Brush	3	pcs					
18	2" Paint Brush	3	pcs					
19	Heavy Duty Riveter	2	pcs					
20	Heavy Duty Cordless Drill	1	pcs					
21	Heavy Duty Cordless Grinder	1	pcs					
22	Steel Wire Brush for Grinder	3	pcs					
23	Cutting Disk (for Steel)	5	pcs					
24	Stainless Steel Drill Bit 1/8 (for steel 10's)	1	box					
25	Stainless Steel Drill Bit 1/8 (for stone 10's)	1	box					
26	8x24" Tapal	1	pcs					
27	Metal Sheet Cutter	1	pcs					
28	Angle Bar 1"x1"	6	pcs					
29	Metal Furring Single	40	pcs					

30	W/ Clip	100	pcs					
31	C-Purlins 2x4"	4	pcs					
32	Flat Bar 1"	8	pcs					
33	Carrying Channel	20	pcs					
34	Epoxy Primer	4	gal					
35	Rust Converter	1	gal					
36	Roof Guard (Blue)	2	gal					
37	Acrylic Thinner	5	gal					
38	Sand Paper #100	5	m					
39	Stikwel	1	gal					
40	Skim Coat (20 kg)	1	bag					
41	Flat Latex	2	tin					
42	Semi-gloss Latex	2	tin					
43	Acrycolor Raw Sienna	1	liter					
44	Acrycolor Hanza Yellow	1	liter					
45	Maple Wood Stain	1	liter					
46	Sanding Sealer	1	gal					
47	Laquer Flo	1	liter					
48	Clear Gloss	2	liter					
49	Tansi	2	roll					
50	Fulatte (1/2 L)	1	liter					
Approved Budget for the Contract: PhP146,845.00								
XXXXXXXXXX-Nothing Follows-XXXXXXXXXX								


RENEL JOANNE G. ROCACURBA
 Procurement Officer
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 Printed Name/Signature
 Authorized Representative of the Service Provider