

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

REQUEST FOR QUOTATION

RFQ No. : 2024-041 Shopping (B)
Date: March 14, 2024
PR No./End-User : 2024-03-00319 (OFAM)

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, 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 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 22 March 2024**.


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

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LOT NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
1	CLEARBOOK, A4 size	47	piece					
	CLEARBOOK, Legal size	130	piece					
	LOOSELEAF COVER	23	bundle					
	NOTEPAD, stick-on, 50mm x 76mm	259	pad					
	NOTEPAD, stick-on, 76mm x 100mm	268	pad					
	NOTEPAD, stick-on, 76mm x 76mm	254	pad					
	STENO NOTEBOOK	354	piece					
	PAPER, MULTIPURPOSE A4	291	ream					
	FOLDER, pressboard	19	box					
	MAGAZINE FILE BOX, Large	71	piece					
DATA FILE BOX	376	piece						
Approved Budget for the Contract: PhP180,999.85								
2	SIGN PEN, Extra Fine Tip, Black	361	piece					
	SIGN PEN, Extra Fine Tip, Blue	329	piece					
	SIGN PEN, Extra Fine Tip, Red	144	piece					
	MARKER, Fluorescent	129	set					
	MARKER, Permanent, Black	355	piece					
	MARKER, Permanent, Blue	301	piece					
	MARKER, Permanent, Red	247	piece					
	MARKER, Whiteboard, Black	184	piece					
	MARKER, Whiteboard, Blue	159	piece					
	MARKER, Whiteboard, Red	126	piece					
PENCIL, lead/graphite, with eraser	90	box						
CHALK, white enamel	1	box						
Approved Budget for the Contract: PhP42,436.37								

	BATTERY, dry cell, size AA	337	pack					
	BATTERY, dry cell, size AAA	243	pack					
	DISINFECTANT SPRAY	97	can					
	HAND SOAP, liquid	73	bottle					
	RAGS	30	kilo					
	FACE MASK	146	box					
	INK, for stamp pad	28	bottle					
	GLUE, all-purpose	82	jar					
	STAPLE WIRE, standard	157	box					
3	TWINE, plastic	27	roll					
	BLADE, for general purpose cutter/utility knife	23	tube					
	CUTTER/UTILITY KNIFE, for general purpose	89	piece					
	DATER STAMP	9	piece					
	FASTENER	57	box					
	PUNCHER, paper, heavy duty	27	piece					
	RUBBER BAND No. 18	46	box					
	STAMP PAD, felt	14	piece					
	TISSUE, INTERFOLDED PAPER TOWEL	281	pack					
	INSECTICIDE	63	can					
	Approved Budget for the Contract: PhP99,982.53							
	DIGITAL VOICE RECORDER	10	unit					
	EXTERNAL HARD DRIVE (1TB)	53	unit					
4	ELECTRIC FAN, ceiling mount, orbit type	1	unit					
	ELECTRIC FAN, industrial, ground type	1	unit					
	ELECTRIC FAN, stand type	11	unit					
	Approved Budget for the Contract: PhP269,435.79							
	TAPE, electrical	21	roll					
	TAPE, masking, 24mmx10mmx33m	185	roll					
	TAPE, masking, 48mmx10mmx33m	128	roll					
	TAPE, packaging, 48mmx10mmx33m	133	roll					
	TAPE, transparent, 48mmx10mmx33m	129	roll					
5	CLIP, backfold, 25mm	220	box					
	CLIP, backfold, 32mm	190	box					
	CLIP, backfold, 50mm	147	box					
	FILE TAB DIVIDER, A4	19	pack					
	FILE TAB DIVIDER, Legal	9	pack					
	PAPER CLIP, vinyl/plastic coated, 33mm	150	box					
	Approved Budget for the Contract: PhP56,013.23							
	xxxxxxxxxx-Nothing Follows-xxxxxxxxxx							



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Printed Name/Signature
Authorized Representative of the Service Provider