

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

REQUEST FOR QUOTATION

RFQ No. : 2024-059 NP-SVP
Date: : March 25, 2024
PR No./End-User : 2024-02-0263 (OFAM-BGMD)

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

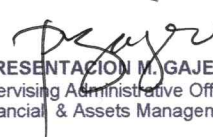
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods/services listed in **Annex A**. Also, furnish us with descriptive brochures, catalogs, literatures and/or samples, if applicable.

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 03 April 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. Fir. 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 Pambansa Complex Diliman, Quezon City,
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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	0.5mm thk Ribbed Type Color Roofing	88	lm					
2	0.5mm thk 18"-24" Color Ridge Roll (3 m's)	9	piece					
3	0.5mm thk 18"-24" Color Box Gutter (3 m's)	14	piece					
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	Tansi	2	roll					
11	3" PVC Elbow	8	piece					
12	3" PVC Pipe	2	piece					
13	Welding Rod	1	kg					
14	Prosil Sealant	2	piece					
15	3/16" thk Hardiflex	28	piece					
16	2" Gasa Tape	2	roll					
17	Angle Bar 1"x1"	6	piece					
18	Metal Furring Single	40	piece					
19	W Clip	100	piece					
20	C-Purlins 2x4"	4	piece					
21	Flat Bar 1"	8	piece					
22	Carrying Channel	20	piece					
23	7" Roller Brush	4	piece					
24	Baby Roller Rugs	3	piece					
25	1" Paint Brush	3	piece					
26	2" Paint Brush	3	piece					
27	Metal Sheet Cutter	1	piece					

28	Epoxy Primer	4	gal					
29	Rust Converter	1	gal					
30	Roof Guard (Blue)	2	gal					
31	Acrylic Thinner	5	gal					
32	Sand Paper #100	5	m					
33	Silikwel	1	gal					
34	Skim Coat (20 kg)	1	bag					
35	Flat Latex	2	tin					
36	Semi-gloss Latex	2	tin					
37	Acrycolor Raw Sienna	1	liter					
38	Acrycolor Hanza Yellow	1	liter					
39	Maple Wood Stain	1	liter					
40	Sanding Sealer	1	gal					
41	Laquer Flo	1	liter					
42	Clear Gloss	2	liter					
43	Fulative (1/2 L)	1	liter					
44	Heavy Duty Riveter	2	piece					
45	Heavy Duty Cordless Drill	1	piece					
46	Heavy Duty Cordless Grinder	1	piece					
47	Steel Wire Brush for Grinder	3	piece					
48	Cutting Disk (for Steel)	5	piece					
49	Stainless Steel Drill Bit 1/8 (for steel)	1	pack					
50	Stainless Steel Drill Bit 1/8 (for stone)	1	pack					
51	8x24 Trapal	1	piece					
Approved Budget for the Contract: PhP173,874.75								
xxxxxxxx-Nothing Follows-xxxxxxxx								



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 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider