

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-117 NP-SVP  
Date: : May 27, 2024  
PR No./End-User : 2024-03-0322 (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, 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 and duly Notarized Omnibus Sworn Statement together with your proposal** together with your proposal. The **updated \*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

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 04 June 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](http://www.philgeps.gov.ph) and register for free."**

\_\_\_\_\_  
Authorized Representative of the Service Provider

**Civil Service Commission**  
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Annex A

RFQ No. 2024-117 NP-SVP  
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 Mobile No. : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
<b>Supply and Delivery of Various Construction Items of Carpentry and Plumbing Materials for Repair and Maintenance</b>								
1	Common Nails 2" 1 1/2" and 1" (2 kilo each size)	kilo	6					
2	Tansi Imm	kilo	3					
3	Tie Wire	kilo	3					
4	Black Screw 1" metal	box	5					
5	Black Screw 1 1/2 metal	box	5					
6	Blind Rivets 1/8 x 1/2	box	10					
7	Blind Rivets 1/8 x 1	box	10					
8	Concrete Drill Bits 1/8 - 5/8	set	10					
9	Riveter	piece	3					
10	Gooseneck Faucet Ordinary	piece	10					
11	Flush Handle	piece	10					
12	Flapper	piece	10					
13	Angle Valve 1/2 x 1/2	piece	5					
14	P Trap w/ clean out blister 1 1/4	piece	5					
15	Bar Sink Faucet	piece	5					
16	P Trap Lavatory	piece	5					
17	Flexible Hose 1/2 x 1/2 x 24	piece	5					
18	Flexible Hose 1/2 x 1/2 x 18	piece	5					
19	Hand Bidet	piece	10					
20	Urnal Flush	piece	10					
21	Leather Gloves	piece	10					
22	Safety Vest / Shirt	piece	10					
23	Ordinary Faucet	piece	15					
24	Trank to Bowl Bolts with Rubber Spuds	piece	15					
25	Flexibond	pail	5					
26	Toilet Mount Lever	piece	5					
27	HSS Step Drill Bits 4-20mm/4-32mm/5-35mm (2 set each)	set	6					
28	Blind Rivets 3/16 x 3/4	box	10					
29	Metal Cutting Disc	box	2					
30	Scissor for Iron Sheets	piece	3					
31	Stainless Steel Metal Drill Bits (1/8)	piece	15					
32	Door Knobs	piece	5					
33	Ordinary Plywood 1/4	piece	10					
<b>Approved Budget for the Contract: PHP98,450.00</b>								
xxxxxxxxxx-Nothing Follows-xxxxxxxxxx								

**RENEL JOANNE G. ROCACURBA**  
 Procurement Officer  
 931-7936; 931-7939; 931-8092 Loc. 508

\_\_\_\_\_  
 Printed Name/Signature  
 Authorized Representative of the Service Provider