

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-292 NP-SVP  
Date: : October 15, 2024  
PR No./End-User : 2024-09-1459 (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](mailto:csc.ofam.pmd@gmail.com) not later than **3:00 PM of 23 October 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**  
 Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,  
**REQUEST FOR QUOTATION**

Annex A

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel No. & Fax No. : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_  
 PHILGEPS Reg. No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS	UNIT PRICE	TOTAL PRICE	
1	600mm x 600mm Homogenous Tiles	24	pcs						
	300mm x 600mm Homogenous Tiles (Accent 1)	30	pcs						
	300mm x 600mm Homogenous Tiles (Accent 2)	30	pcs						
	300mm x 600mm Homogenous Tiles	48	pcs						
	300mm x 450mm Homogenous Tiles (Brick outdoor wall tile)	40	pcs						
	Tile Adhesive	17	bags						
	Tile Grout	3	bags						
	<b>Approved Budget for the Contract: PhP34,913.00</b>								
		Deco Rock (river stone colonial) 1 sq.m/box	20	sqm					
		Portland Cement	11	bags					
	Sand (blstay)	5	cu.m						
	#12 Wires	1	roll						
	Utility Box	3	pcs						
	Junction Box	3	pcs						
	1-gang switch	2	pcs						
	2-gang universal outlet	1	pcs						
	1/2 Flexible hose	10	m						
	150mm dia. Pinlight	3	sets						
	Electrical Tape (big)	2	pcs						
	Lavatory Faucet (for basin type lavatory)	1	set						
	Water Closet (complete with fittings)	1	set						
	Urinal (complete with fittings)	1	set						
	S/S Hand Bidet Spray	1	pc						
2	S/S Tissue Holder	1	pcs						
	Stainless Floor Drain	1	pcs						
	Stainless Steel Grab Bar (U-shape)	2	sets						
	Stainless Steel Grab Bar (Angular)	1	set						
	Stainless Steel Grab Bar (U-shape)	2	sets						
	30-36in x 8ft x 5mm THK Wall Gutter	4	pcs						
	900mm x 2100mm Door (Sliding)	1	set						
	Stainless Steel Door Handle	2	set						
	Stainless Steel Rack (Please see attached sample)	1	set						
	Aluminum base cabinet (0.60X0.60X0.80m)	1	lot						
	600m x 600m Aluminum Casement Window (Awning)	1	set						
	38mm dia x 6m Stainless Steel Round Tubular	6	pcs						
	50mm x 75mm x 1mm THK Steel Tubular	18	pcs						
	Welding Rod #6013	10	box						
	<b>Approved Budget for the Contract: PhP131,125.00</b>								
XXXXXXXXXX-Nothing Follows-XXXXXXXXXXXX									

RENEL JOANNE G. ROCACURBA  
 Procurement Officer  
 931-7935, 931-7939, 931-8093, Loc. 508

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