

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-294 NP-SVP  
Date: : October 16, 2024  
PR No./End-User : 2024-09-1460 (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 24 October 2024**.

  
**RENEL JOANNE G. ROCACURBA**  
Procurement Officer  
931-7935; 931-7939; 931-8092 Loc. 508

  
**PRESENTATION 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](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. \_\_\_\_\_

RFQ No. 2024-292 NP-SVP  
 Date: October 15, 2024  
 PR No./End-User: 2024-09-1459 (OFAM-BGMD)

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
<b>Supply and Delivery of Various Construction Supplies/Materials for the Construction of Breastfeeding Room</b>								
1	50x75mmx3m Metal Studs	34	pcs					
2	50x75mmx3m Metal Track	20	pcs					
3	50x50mmx3m Metal Studs	5	pcs					
4	50x50mmx3m Metal Track	4	pcs					
5	1/4 thk Gypsum Board	26	pcs					
6	1/8"x1/2" Blind Rivets	3	pcs					
7	1/8" Stainless Drill Bit (for metal)	3	pcs					
8	1/8" Stainless Drill Bit (for concrete)	3	pcs					
9	Stranded Electrical Wire No. 12 AWG	1	roll					
10	Utility Box	5	pcs					
11	2-gang Switch	2	pcs					
12	2-gang Universal Outlet	5	pcs					
13	Flexible Hose	6	m					
14	60x120cm Synthetic Granite Tiles	2	pcs					
15	Stainless Steel Tile Trim	2	pcs					
16	4" CHB	15	pcs					
17	Tile Adhesive	1	bags					
18	Portland Cement	2	bags					
19	Tile grout (shade same with tiles)	1	bags					
20	Sand (bistay)	5	bags					
21	Teflon	1	roll					
22	1/2"x3m PPR Pipe	1	pcs					
23	1/2" Elbow with Tread	2	pcs					
24	1/2" Elbow	2	pcs					
25	1/2" Tee	2	pcs					
26	1/2" Coupling	2	pcs					
27	3" Sanitary Pipe PVC	1	pcs					

28	3" Sanitary Coupling	1	pcs						
29	3" Sanitary C.O. adaptor and C.O Plug	1	pairs						
30	3" Sanitary Wye	1	pcs						
31	3" Sanitary 1/8 Bend Double Hub	1	pcs						
32	Sealant	1	tube						
33	Anti-mold Silicon Sealant	1	tube						
34	S/S Kitchen Sink (complete with fittings)	1	set						
35	S/S Flexible Kitchen Faucet (with 2 functions)	1	set						
36	Aluminum Base and Overhead Cabinet	1	lot						
37	Flat Latex	1	tin						
38	Semigloss Latex	1	tin						
39	Skimcoat	2	bags						
40	Floor Sanding #100 3m.	3	m						
41	Acri Color (hansa yellow)	1	ltr						
42	Acri Color (raw sienna)	1	ltr						
43	Acri Color (bulletin red)	1	ltr						
44	Acri Color (lamb black)	1	ltr						
45	4" (rag) Paint Brush Roller	3	pcs						
46	4" (foam) Paint Brush Roller	3	pcs						
47	Paleta	1	pair						
48	4" Gauze Bandage	10	pcs						
49	4" Spatula	1	pc						
50	1" dia Stainless Rod (6m)	1	pcs						
<b>Approved Budget for the Contract: P1P76,936.00</b>									
xxxxxxxx-Nothing Follows-xxxxxxxx									

  
**RENEL JOANNE G. RDCACURBA**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

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