

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

REQUEST FOR QUOTATION

RFQ No. : 2024-305 Shopping (B)
Date: : October 22, 2024
PR No./End-User : 2024-08-1156 (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.

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 October 22, 2024**.


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


PRESENTACION M. GAJES
Procurement 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) government working days upon approval 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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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
	Supply and Delivery of Various Common Office Supplies / Equipment Not Available at the PS-DBM, for the 2nd Semester							
1	BATTERY, dry cell, size AA	425	pack					
2	BATTERY, dry cell, size AAA	268	pack					
3	BLADE, for general purpose cutter/utility knife	8	tube					
4	CALCULATOR, Compact	9	unit					
6	CLIP, backfold, 19mm	281	box					
7	CLIP, backfold, 25mm	271	box					
8	CLIP, backfold, 50mm	177	box					
9	CUTTER/UTILITY KNIFE, for general purpose	10	piece					
11	DUST PAN	4	piece					
12	EXTERNAL HARD DRIVE	26	unit					
13	FASTENER	39	box					
14	FILE TAB DIVIDER, A4	16	pack					
15	FILE TAB DIVIDER, Legal	5	pack					
19	GLUE, all-purpose	89	jar					
20	HAND SOAP, liquid	77	bottle					
21	INDEX TAB	2	box					
40	PENCIL SHARPENER	1	piece					
41	PUNCHER, paper, heavy duty	10	piece					
42	RUBBER BAND No. 18	14	box					
46	STAMP PAD, felt	3	piece					
48	TAPE DISPENSER, table top	42	piece					
49	TAPE, electrical	33	roll					
50	TAPE, masking, 48 mm	155	roll					
51	TAPE, packaging, 48 mm	135	roll					
52	TAPE, transparent, 48 mm	127	roll					
53	TISSUE, INTERFOLDED PAPER TOWEL	297	pack					
Approved Budget for the Contract: Php190,172.72								

22	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	2	cart					
23	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	2	cart					
24	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	2	cart					
25	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	2	cart					
54	TONER CARTRIDGE, HP CE285A (HP85A), Black	45	cart					
Approved Budget for the Contract: PhP180,229.50								
5	CLEANER, Toilet Bowl and Urinal	4	bottle					
10	DISINFECTANT SPRAY	104	can					
16	FIRE EXTINGUISHER, dry chemical	4	unit					
26	INSECTICIDE	68	can					
27	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	100	piece					
28	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	100	piece					
Approved Budget for the Contract: PhP82,601.45								
29	MARKER, Permanent, Black	324	piece					
30	MARKER, Permanent, Blue	300	piece					
31	MARKER, Permanent, Red	264	piece					
32	MARKER, Whiteboard, Black	131	piece					
33	MARKER, Whiteboard, Blue	132	piece					
34	MARKER, Whiteboard, Red	109	piece					
43	SIGN PEN, Fine Tip, Black	567	piece					
44	SIGN PEN, Fine Tip, Blue	498	piece					
45	SIGN PEN, Fine Tip, Red	208	piece					
Approved Budget for the Contract: PhP74,886.30								
17	FOLDER, L-type, A4	22	pack					
18	FOLDER, pressboard	10	box					
35	NOTEPAD, stick-on, 50mm x 76mm	259	pad					
36	NOTEPAD, stick-on, 76mm x 100mm	251	pad					
37	NOTEPAD, stick-on, 76mm x 76mm	261	pad					
38	PAPER CLIP, vinyl/plastic coated, 33mm	175	box					
39	PAPER, MULTIPURPOSE A4	431	ream					
47	STENO NOTEBOOK	265	piece					
Approved Budget for the Contract: PhP128,273.66								
xxxxxxxx-Nothing Follows-xxxxxxxx								


RENEL JOANNE G. ROCACURBA
 Procurement Officer
 931-7935; 931-7339; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider