

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

REQUEST FOR QUOTATION

RFQ No. : 2024-318 NP-SVP
Date: : November 8, 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 15 November 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) working 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 and register for free."**

Authorized Representative of the Service Provider


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 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
	Supply and Delivery of Various Construction Supplies/Materials for the Construction of Breastfeeding Room							
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	1	pcs					
29	3" Sanitary C. O. adaptor and C. O Plug	1	1	pairs					
30	3" Sanitary Wye	1	1	pcs					
31	3" Sanitary 1/8 Bend Double Hub	1	1	pcs					
32	Sealant	1	1	tube					
33	Anti-mold Silicon Sealant	1	1	tube					
34	S/S Kitchen Sink (complete with fittings)	1	1	set					
35	S/S Flexible Kitchen Faucet (with 2 functions)	1	1	set					
36	Aluminum Base and Overhead Cabinet	1	1	lot					
37	Flat Latex	1	1	tin					
38	Semigloss Latex	1	1	tin					
39	Skimcoat	2	2	bags					
40	Floor Sanding #100 3m.	3	3	m					
41	Acri Color (hansa yellow)	1	1	ltr					
42	Acri Color (raw sienna)	1	1	ltr					
43	Acri Color (bulletin red)	1	1	ltr					
44	Acri Color (lamb black)	1	1	ltr					
45	4" (rag) Paint Brush Roller	3	3	pcs					
46	4" (foam) Paint Brush Roller	3	3	pcs					
47	Paleta	1	1	pair					
48	4" Gauze Bandage	10	10	pcs					
49	4" Spatula	1	1	pc					
50	1" dia Stainless Rod (6m)	1	1	pcs					
Approved Budget for the Contract: PhP76,936.00									
xxxxxxxx-Nothing Follows-xxxxxxxx									


RENEL JOANNE G. ROCACURBA
 Procurement Officer
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 Printed Name/Signature
 Authorized Representative of the Service Provider