

Civil Service Commission

SFG-60

Request for Quotation

Company Name : _____

Address : _____

Tel No. & Fax No. : _____

Solicitation No.: 2016-91

Date: 7/20/2016

ERPO2016-0712-042

Quotation No. _____

Please quote your **lowest price (VAT / Govt. Tax inclusive)** on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery, if applicable and submit your quotation duly signed by your representative on **July 28, 2016** on the sealed envelope.

SAM V. MANGLICMOT

Chief, General Services Division

Office for Financial & Assets Management (OFAM)

GENERAL CONDITIONS:

- ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED.
- IF APPLICABLE, DELIVERY PERIOD SHOULD BE WITHIN _____ CALENDAR DAYS, AT 8AM-11:30 AM & 1PM-3PM. at the General Services Division-OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City.
- Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bidders shall use non-discretionary "pass/fail" criteria.
- Bidders may send their Price Quotation/Bid Proposal to the CSC-BAC through facsimile (fax) at telefax numbers 931-8029 / 931-931-7984, or drop it personally in the Bid Box located at the General Services Division-OFAM, Basement, CSC.
- Bidders shall indicate in their price quotation/s the corresponding Solicitation No./ Reference No. found in the PhilGEPS Bid Notice of Abstract, for the identification of the project/items.
- All items shall be delivered first before the payment is made by the CSC within the prescribed dates.
- The CSC, as a collecting agency for the Bureau of Internal Revenue (BIR), shall deduct allowable Government Taxes.
- Warranty shall be for a period of six (6) months for supplies/materials and one (1) year for equipment, from the date of acceptance by the procuring entity.
- Bidders who are first timer to participate in the CSC's procurement/bidding, shall submit a copy of their "PHILGEPS Registration CERTIFICATE" upon submission of the price quotation.
- Bidders shall submit copies of brochures/designs/drawings showing certifications of the product being offered.
- The Commission reserves the right to require bidders to conduct a product demonstration in the General Services Division - Office for Financial and Assets Management, CSC CO, Diliman, Quezon City.
- Bidders must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Procurement of Table with Cabinet for Examination, Recruitment and Placement Office				
	Specifications:				
	Table with Cabinet				
	Main Table : 1800mm L x 700mm D x 750mm H	1	set		
	Side Table : 1000mm L x 450mm D x 700mm H				
	25mm MFC Laminated board				
	2mm pvc edge band				
	With modesty panel 450mm H				
	Cabinet : With 3 drawers each measures:				
	400mm L x 450mm 200mm H				
	With sliding door cabinet :				
	600 mm L x 450mm D x 700mm H with lock				
	Executive Fabric Chair	1	pc		
	Highback chair				
	Fabric with gaslift and tilting mechanism				
	TOTAL APPROVED BUDGET: Php 75,000.00 (Incl. of VAT/Govt. Tax/service charge)				

After having carefully read and accepted your General Conditions, I / We quote you on the item/s at prices noted above.

Printed Name/Signature

Date