

ACKNOWLEDGMENT RECEIPT OF
REQUEST FOR QUOTATION (RFQ) NO. 23-06-027

I hereby acknowledge receipt from the **Civil Service Commission (CSC) Caraga Regional Office** of the documents pertaining to the above RFQ:

COMPANY NAME : _____
CONTACT PERSON : _____
ADDRESS : _____
CONTACT NUMBER : _____
E-MAIL ADDRESS : _____

Printed Name & Signature of Dealer/
Authorized Representative

Date



REQUEST FOR QUOTATION

RFQ No:23-06-027

Date:6/9/23

Name of Supplier/Dealer: _____
 Address: _____
 Contact Number: _____
 Philgeps No. _____
 TIN _____

Mode of Procurement : NP-53.10 Lease
 of Real Property and Venue

APP Reference: APP No.VI PSEO
 Orientation of 2nd Supplemental APP

Sir/Madam:

If available in your stock, please quote your lowest price, all taxes included, for the following article/services enumerated below and submit your quotation as soon as possible to this office to the undersigned stating the shortest time which delivery could be made by yourself.

Very truly yours,

ATTY. MARIA JONIKA G. ROMANO
 BAC Vice-Chairperson

Terms and Conditions :

- Price Validity shall be for a period of 30 calendar days from submission of the RFQ.
- Delivery period within (30 CDs) from receipt of Contract/Purchase Order (PO) or **As indicated schedule below.**
- Warranty shall be for a period of six (6) months for supplies and materials ; at least 1 year for equipment or as indicated in the product warranty whichever is longer.
- Bidders must submit the following documentary requirements:
 - Mayor's/Business Permit (to be submitted upon submission of offer)
 - PhilGEPS Registration Number (to be submitted upon submission of offer)
 - Income/Business Tax Return (for ABCs above PhP 500,000.00) (to be submitted upon submission of offer)
 - Omnibus Sworn Statement (for ABCs above PhP 50,000.00) (to be submitted before issuance of Notice of Award)
- Mode of delivery [] Pick up; [] Door to-door delivery at the Civil Service Commission (CSC) Caraga Regional Office, Butuan City.
- Liquidated Damages : One-tenth (1/10) of one (1) percent of the cost of the undelivered item/s for every day of delay.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- The CSC Caraga Regional Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- Deadline for submission of quotation shall be on **June 14, 2023 at 3:00Pm.**
- Award shall be made on : Per Item Basis Lot/ Package Total Quoted
- Please put check (/) mark if your product/service is compliant with the technical specifications/terms and

Your Quotation Must be Sealed

ABC : One Hundred Fifty Six Thousand Four Hundred Sixty Four Pesos Only (156,464.00)

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
			PSEO ORIENTATION			
			Date of Activity : July 12, 2023			
	18	pax	Day 0 Meals (Dinner)			
	200	pax	Day 1 1 meal and 2 Snacks			
	4	pax	Day 1 1 meal (dinner Only)			
	3	rooms	Room Accomodation (3 Room for 1 day)			
			Room Requirement : 1 room with two singel bed, 2 rooms with queensize bed			
			Meals Requirement : 2 Main dish(Choice of fish - no crem dory, beef or chicken), • 1			
			AM and PM snacks with fresh canned juice (not powdered based)			
			with free flowing coffee and water			

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
			Venue Requirement:			
			• Capacity can accommodate at least up to 200 pax •			
			• With 2 standby waiters (during buffet)			
			• with standby generator			
			• with a functional sound system			
			• with at least four (4) microphones			
			• well –lighted			
			• LCD Projector and screen			
			• can accommodate the charging of laptops of the participants & speakers			
			• use of CSC multi-media projector & laptop is free of charge			
			• Free wifi access with adequate access and stable connection.			
			• comfort Room is PWD friendly, clean & sanitized			
			• Air conditioning units easy to adjust the temperature			
			• With spacious Parking space			
			• with Secretariat table and chairs			

Printed Name & Signature of Dealer/