



REQUEST FOR QUOTATION

RFQ No:23-08-041

Date:8/3/23

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

Mode of Procurement : SMALL VALUE
 PROCUREMENT (SEC. 53.9)

APP Reference: APP No.1 of 6th
 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,

AURORA B. MANTILLA
 BAC -Chairperson

Terms and Conditions :

1. Price Validity shall be for a period of 30 calendar days from submission of the RFQ.
2. Delivery period within (30 CDs) from receipt of Contract/Purchase Order (PO) or **As indicated schedule below.**
3. 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.
4. Bidders must submit the following documentary requirements:
 - 4.1 Mayor's/Business Permit (to be submitted upon submission of offer)
 - 4.2 PhilGEPs Registration Number (to be submitted upon submission of offer)
 - 4.3 Income/Business Tax Return (for ABCs above PHP 500,000.00) (to be submitted upon submission of offer)
 - 4.4 Omnibus Sworn Statement (for ABCs above PhP 50,000.00) (to be submitted before issuance of Notice of Award)
5. Mode of delivery [] Pick-up; [] Door-to-door delivery at the Civil Service Commission (CSC) Caraga Regional Office, Butuan City.
6. Liquidated Damages : One-tenth (1/10) of one (1) percent of the cost of the undelivered item/s for every day of delay.
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
8. 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.
9. Deadline for submission of quotation shall be on **August 7, 2023 at 10:00am.**
10. Award shall be made on : Per Item Basis Lot/ Package Total Quoted
11. Please put check (/) mark if your product/service is compliant with the technical specifications/terms and

Your Quotation Must be Sealed **ABC Fifty Three Thousand Pesos Only(P53,000.00)**

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
			Room Accomodation for the delegates of August 20, 2023 CSE-PPT in Dapa , SDN (August 19-21 , 2023)			
1	rooms	2	2 Rooms (Good for four pax per rooms for two days)			
2	rooms	5	5 Rooms (Good for 3 pax /rooms for two days)			
			REQUIREMENTS:			
			Location : Must be within the General Luna, SDN			
			No Bunk Bed			
			With free Breakfast			
			with Comfort Room / room			
			Complete Linens and towels for each pax			
			with Complementary water and toiletries			
			Payment Term : Payment shall be made based on the actual number of rooms utilized on the said date.			

 Printed Name & Signature of Dealer/

ACKNOWLEDGMENT RECEIPT OF
REQUEST FOR QUOTATION (RFQ) NO. 23-08-041

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

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

Printed Name & Signature of Dealer/
Authorized Representative

Date