



REQUEST FOR QUOTATION

RFQ No:23-12-057
Date:12/13/23

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

Mode of Procurement : NP-53.9 - Small Value Procurement
APP Reference: Item no. 1 of 13th 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
AURORA B. MANTILLA
BAC 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 **December 18, 2023 at 8:30am.**
- 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 : Forty - Eight Thousand Six Hundred Forty Pesos Only(P140,000.00)**

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
1	500	pax	PROCTAD ACCREDITATION Training 1 MEAL AND 2 SNACKS			
			Meal - Lunch with drinks(1main dish with 1 side dish) , Snack AM and PM(with drinks)			
			Delivery is Minimum of 25pax maximum of 50 pax / day			
			Delivery Schedule is Dec. 21 - 22, 2023 and January -February 2024.			
			Specific schedule per day will be provided by the end user two days prior the schedule.			
			Food will be delivered and pack on the set schedule at Civil Service Commission Caraga Region.			
			Payment shall be made per completed delivery per week			

Printed Name & Signature of Dealer/



**ACKNOWLEDGMENT RECEIPT OF
REQUEST FOR QUOTATION (RFQ) NO. 23-12-057**

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



**ACKNOWLEDGMENT RECEIPT OF
REQUEST FOR QUOTATION (RFQ) NO. 23-12-057**

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