



REQUEST FOR QUOTATION

RFQ No:23-09-047
Date:9/8/23

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.1 of 8th
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 **September 12, 2023 at 1:00pm.**
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: Seventy Three Thousand Eight Hundred Seventy Five Pesos Only(P73,875.00)

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
			FAMILY DAY			
1	75	pax	1 MEAL AND 2 SNACK AND VENUE			
			Meals : 3 main dish and 2 side dish , softdrinks, Dessert (no Creamdorry / tilapia for the fish)			
			Snacks : as per request preferably fresh juice			
			Venue Specifications:			
			Exclusive for the CSC activity			
			Beach Front with shoreline (exclusive for CSC as per schedule)			
			with Cottages / cabana at least 3			
			Can accommodate atleast 75 pax			
			With table and chairs			
			Date : 9/29/23 6:00 am to 6:00 pm			
			Location : Preferably within Buenavista , Nasipit and Carmen , 'ADN			
			xx			

Printed Name & Signature of Dealer/

ACKNOWLEDGMENT RECEIPT OF
REQUEST FOR QUOTATION (RFQ) NO. 23-09-047

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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ADDRESS : _____
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Printed Name & Signature of Dealer/
Authorized Representative

Date