

Civil Service Commission
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2022-095 NP-Lease of Venue (2nd)
Date: : 13-Jul-22
PR No./End-User : 2022-06-0523 (PAIO)

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

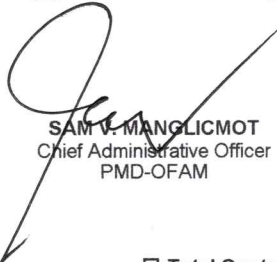
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective lessors who will submit a proposal with the lowest calculated and responsive offer shall be selected. **As a condition for award**, you will be required to submit a copy of your ***Mayor's/Business Permit**, together with your proposal. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a ***signed copy of Purchase Order (PO) prior to the date of delivery**.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than **03:00 P.M. of 20 July 2022**


MYRTIL MANUEL
Procurement Officer
931-7935, 931-7939; 931-8092 Loc. 508


SAM V. MANGLICMOT
Chief Administrative Officer
PMD-OFAM

TERMS AND CONDITIONS:

1. Award shall be made on per: Item Basis Lot Basis Total Quoted Price
2. Goods/Services shall be rendered on Seven (7) working days upon receipt of Purchase Order (PO)
3. Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
6. Bidders shall provide **correct and accurate information** required in this form.
7. Quotations exceeding the Approved Budget for the contract shall be rejected.
8. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
9. Terms of Payment: **within 15-30 days upon complete submission of supporting documents**.
10. Payment shall be made through Land Bank's LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
11. Liquidated Damages/Penalty: **amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
1	Lease of venue with provision for meals and accommodation and other amenities for the guests (Tentative date - 18-20 September 2022)	54	rms					
	54 Twin sharing rooms and 3 Triple rooms for 3 days 2 nights (no. of rooms subject to change)	3	rms					
	Can Adjust to the Abrupt Change of Schedule							
	Location: within Metro Manila approximately 10KMS away from Malacañan Palace							
	Hotel Category: 5 Star rating or its equivalent							
	Can provide atleast 70 rooms accommodation with complimentary, breakfast for 2 nights and 3 days							
	Can provide menu suitable to the needs of the guests							
	Can provide function room for the rehearsal, pocket meetings, and other related activities for free							
	Can provide utmost security and comfort for the guests							
	Can provide room for the video shoot in the evening and room for photo shoot in the morning							
	Catering services must be in-house and offers variety of menu selection including HALAL food							
	No Casino within the hotel building/premises							
	Must accept send bill policy							
	Approved Budget for the Lease of Venue Contract: PHP804,000.00							

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2	<p>Buffer Meals for the rehearsals to include free use of function room that can accommodate around 70 pax for classroom setup and sound system</p> <p>No of pax, subject to change depending on the no. of guest</p> <p>Section 41 - C of the 2016 GPBB IRR states that the HoPE reserves the right to reject any all bids, declare a failure or not award the contract of the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible, as determined by the HoPE</p> <p>Approved Budget for the Buffet Meal Contract: Php240,000.00</p> <p>TOTAL Approved Budget for the Contract: Php1,044,000.00</p> <p>----- Nothing Follows -----</p>	120	pax					


MYRNA T. MANUE
 Procurement Officer
 931-7935, 931-7938, 931-8092, Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider