

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

REQUEST FOR QUOTATION

RFQ No. : 2023-139 NP LV
Date: : 27-Jul-23
PR No./End-User : 2023-07-0996/OAC-L

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.

The lease of venue, including meals, will be undertaken in accordance with Section 53.10 (Lease of Real Property and Venue) of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184

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 copy of your ***latest Business/Income Tax Return (Form 1701Q/1701, 2550M/2550Q, 2551M/2551Q, or 0605, etc.)** together with the ***signed copy of Purchase Order (PO) prior to the date of event**.

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 **12:00 P.M. of 01 August 2023.**



GLAMOUR FE N. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)



SAM V. MANGLICMOT
Chief
Procurement Management Division
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

1. Award shall be made on per: **Item Basis** **Lot Basis** **Total Quoted Price**
2. Services shall be rendered on 31-Aug-23
3. Place of Delivery: within Quezon City
4. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
5. Bidders shall provide **correct and accurate information** required in this form.
6. Quotations exceeding the Approved Budget for the contract shall be rejected.
7. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
8. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
9. 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.
10. 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.**
11. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
12. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
13. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
14. **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

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	Ceremonial Signing of Memorandum of Agreement between CSC and ARTA							
	Date of Activity: 31 Aug 2023							
	Number of Pax: 90 pax							
	Guaranteed Pax: 77 pax							
	Preferred/Proximity of Location: within Quezon City							
	Check-in Date and Time: 31 Aug 2023, 7:00 A.M.							
	Check-out Date and Time: 31 Aug 2023, 4:00 P.M.							
	<u>Specific Requirements/Inclusions:</u>							
	Free WiFi Access, Tables and Chairs (Banquet Set-up), Notepads and Pens,							
	Provision of Registration Tables, Projector/LCD Screen Backdrop, Podium for							
	Speakers, Table and Chairs (on Stage), etc.							
	Function Room Requirements: can accommodate 100 pax							
	Preferred Menu: Snacks (Sandwich/Pasta), Lunch (Chicken/Pork/Beef/Fish,							
	Vegetables, Rice, Noodles, Soup, Desserts)							
	Schedule of Servings: 10:00 A.M. and 12:00 NN							
	nothing follows							
	APPROVED BUDGET FOR THE CONTRACT: PHP200,000.00							



GLAMOUR FE N. MONTANO

Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature

Authorized Representative of the Service Provider

Lease of Venue and Catering Services for the Ceremonial Signing of the Memorandum of Agreement
between CSC and ARTA

RATING FACTOR OF SERVICE PROVIDERS

Name of Bidder: _____

RATING FACTORS	WEIGHT	RATING
I. Availability (20%)	100	
	100%	
II. Location and Site Condition (10%)		
a. Accessibility (within Quezon City)	50	
b. Four-Star Hotel	50	
	100%	
III. Neighborhood Data (10%)		
a. Prevailing rental/lease rate	50	
b. Sanitation and Health Condition	50	
	100%	
IV. Venue (30%)		
1. Space Requirement		
a. Function Room (can accommodate 100 pax, banquet set-up)	50	
2. Facilities	25	
3. WIFI Connection	25	
	100%	
V. Catering Services (30%)		
1. Catering services/meals	100	
a. AM Snacks		
b. Buffet Lunch		
c. Flowing coffee and tea		
	100%	
I. AVAILABILITY	x .20	
II. LOCATIO AND SITE CONDITION	x .10	
III. NEIGHBORHOOD DATA	x .10	
IV. VENUE	x .30	
V. CATERING SERVICES	x .30	
	FACTOR VALUE:	

Prepared by:



Atty. HAZEL JOY T. GALAMAY-GARDUQUE
Attorney V, OACI-ABTD

Approved by:



Atty. ARIEL G. RONQUILLO
Assistant Commissioner for Legal