

Civil Service Commission
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City
931-7935; 931-7939; 931-8092 Loc. 508

REQUEST FOR QUOTATION

RFQ No. : 2025-156 NP LV
Date: : 15 May 2025
PR No./End-User : 2025-05-0759 / OLA

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 service provider 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, PHILGEPS Registration Certificate, and Notarized Omnibus Sworn Statement** 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, please be advised that you must conform first the PO prior to the date of event/delivery/installation.

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 **5:00 P.M. of 20 May 2025**.


GEMMA F. OXCIANO
Procurement Officer

Procurement Management Division
Office for Financial & Assets Management (OFAM)


PRESENTACION M. GAJES
Supervising Administrative Officer

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. Goods/Services shall be rendered on 19-21 June 2025
3. Place of Delivery: _____ as specified in the attached Annex
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

TECHNICAL SPECIFICATIONS FOR LEASE OF VENUE WITH PROVISION OF MEALS FOR THE 2025 OLA TEAM BUILDING ACTIVITY

General Description

Lease of Venue with Provision of Meals and Accommodation for the 2025 OLA Team Building Activity.

1. GENERAL REQUIREMENTS

- **Event Title:** 2025 OLA Team Building Activity
- **Date:** June 19–21, 2025 (3 days, 2 nights)
- **Number of Participants:** forty-seven (47) persons
- **Location Requirement:** Preferably beachside resort with swimming pools
- **Accessibility:** Must be accessible by land travel from Quezon City

2. APPROVED BUDGET

- The approved budget for the event is Six Thousand Pesos (₱ 6,000.00) per person. Five Thousand of which is allotted for the Lease of Venue and Meals while the remaining One Thousand Pesos (₱1,000.00) shall cover other expenses related to the TBA.

3. ACCOMMODATION REQUIREMENTS

- **Check-in:** June 19, 2025 (afternoon)
- **Check-out:** June 21, 2025 (after lunch)
- **Room Type:** Shared accommodations (double/triple/family sharing) with air-conditioning and private toilet & bath
- **Total Capacity:** Must accommodate forty-seven (47) pax comfortably
- **Amenities:** Clean linens, toiletries, towels, and housekeeping services

4. MEAL AND SNACK PROVISION

Full Board Meals and Snacks for forty-seven (47) pax starting from PM snack on **June 19** to Lunch on **June 21**, inclusive of:

June 19:	June 20:	June 21:
○ PM Snack	Breakfast	Breakfast
○ Dinner	AM Snack	AM Snack
	Lunch	Lunch
	PM Snack	
	Dinner	

Meal Requirements:

- Buffet style or plated service (preferably buffet)
- Must include at least one rice dish, one meat dish, one vegetable dish, dessert, and beverage
- Snacks must be substantial (e.g., sandwiches, pasta, local delicacies) with drinks
- Free-flowing drinking water, brewed coffee, and hot water throughout the event duration

5. VENUE REQUIREMENTS

- **Beach Access:** On-site or walking distance
- **Swimming Pools:** At least one clean adult pool
- **Function Room(s):**
 - At least one air-conditioned function room that can accommodate forty-six (46) pax in a team-building or seminar-style arrangement
 - Equipped with:
 - PA System (microphones, speakers)
 - Projector and screen or LCD TV for presentations
 - Tables and chairs
 - Wi-Fi access
 - Whiteboard or flipchart with markers

6. OTHER REQUIREMENTS

- **Security:** 24/7 on-site security
- **Parking:** Sufficient space for private vehicles or shuttle transport
- **Staff Support:** On-call event coordinator or point person during the stay
- **Recreational Facilities:** Availability of team-building or sports areas (e.g., volleyball, obstacle course, etc.) is a plus
- **Clean and Safe Environment:** Proper sanitation and COVID-19 safety compliance, if applicable

7. PAYMENT AND INCLUSIONS

- Payment shall be made upon check-in or within 30 days after the Team Building Activity.
- Quotation should be **inclusive of all taxes, service charges, and other fees**
- Clearly indicate inclusions/exclusions in the price
- Specify payment terms and cancellation policies

Approved by:



ATTY. ALMA FLORES-FORONDA
Director IV
Office for Legal Affairs

OLA4/X70
TS_OLA_TBA_05/14/25

“Lease of Venue for the Conduct of the FY 2025 OLA Team Building Activity”

RATING OF SERVICE PROVIDER

Direction: All service providers who are complying with your minimum requirements shall be rated. Service provider/s that did not meet the minimum requirements shall not be rated for they are already non-compliant with regards to specifications. Indicate if the hotel passed or failed in the rating as your remarks.

CRITERA	WEIGHT			
I. Availability	100%			
II. Location and Site Condition				
1. Accessibility	50%			
2. Parking Space	50%			
	100%			
III. Neighborhood Data				
1. Sanitation and Health Condition	25%			
2. Police and Fire Station	25%			
3. Restaurant	25%			
4. Banking and Postal	25%			
	100%			
IV. Venue				
1. Structural Condition	20%			
2. Functionality				
a. Conference Room	10%			
b. Room arrangement	5%			
c. Light, ventilation, and air conditioning	5%			
d. Space requirements	5%			
3. Facilities				
a. Water Supply and toilet	4%			
b. Lighting system	5%			
c. Elevators	4%			
d. Fire escapes	4%			
e. Firefighting equipment	4%			
f. Internet and Telecommunications	4%			
g. Audio Visual Equipment	5%			
4. Other Requirements				
a. Maintenance, including replenishment of toiletries, bottled water, and towels	5%			
b. Attractiveness	5%			
c. Security	5%			
5. Catering Services	5%			
6. Client’s Satisfactory Rating	5%			
	100%			
RATING FACTORS	WEIGHT			
I. Availability	x (0.50) =			
II. Location and Site Condition	x (0.10) =			

TOTAL	100%			
PASSING RATE:	92%			
REMARKS: PASSED/FAILED				

End-user Evaluator:



MARY GRACE H. PADAPAT
 Signature over Printed Name
Designation: Atty. V
Date: 13 May 2025

Approved By:



ATTY. ALMA FLORES-FORONDA
 Signature over Printed Name
Designation: Director IV
Date: 13 May 2025