

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

REQUEST FOR QUOTATION

RFQ No. : 2022-139 (NP-SVP)
Date: : 11-Aug-22
PR No./End-User : 2022-08-0746 (IAS)

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 15 August 2022**.


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


SAM V. MANGLICMOT
Chief Administrative Officer
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 22-26, 30 and 31 August 2022
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

Civil Service Commission

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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
1	Catering Service for the Conduct of FY 2022 CSC QMS Internal Audit in CSC CO and enrolled CSC Ros on 22-26, 30 and 31 August 2022 Date and Time Needed : 22-26 and 30-31 August 2022 : 9:00 a.m. to 3:00 a.m. Type of Serving : Individually packed meal for Lunch ; Individually packed AM Snack (1 snack and beverage) ; Individually packed PM Snack (1 snack and beverage) Meals may vary based on the dietary-restrictions of the participants (Main Dish: Chicken, Fish, Beef, Pork, Veggies) Cold Drinks : Fresh juice, soda and/or iced tea Various menu for each day Schedule of Serving : DAY 1 (22 AUG 2022) : 10:00 AM - AM snack which includes one (1) snack and one (1) beverage, guaranteed minimum 140 sets 12:00 NOON - Lunch which includes one (1) soup/salad, two (2) main course, one (1) side dish, one (1) pasta, one (1) dessert, one (1) beverage and rice, guaranteed minimum 140 sets 2:30 PM - PM snack which includes one (1) snack and one (1) beverage, guaranteed minimum 33 sets DAY 2 (23 AUG 2022) : 10:00 AM - AM snack which includes one (1) snack and one (1) beverage, guaranteed minimum 20 sets 12:00 NOON - Lunch which includes one (1) soup/salad, two (2) main course, one (1) side dish, one (1) pasta, one (1) dessert, one (1) beverage and rice, guaranteed minimum 33 sets 2:30 PM - PM snack which includes one (1) snack and one (1) beverage, guaranteed minimum 30 sets DAY 3 (24 AUG 2022) :							

	10:00 AM - AM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 26 sets								
	12:00 NOON - Lunch which includes one (1) soup/salad, two (2) main course, one (1) side dish, one (1) pasta, one (1) dessert, one (1) beverage and rice; guaranteed minimum 33 sets								
	2:30 PM - PM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 26 sets								
	DAY 4 (25 AUG 2022) :								
	10:00 AM - AM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 26 sets								
	12:00 NOON - Lunch which includes one (1) soup/salad, two (2) main course, one (1) side dish, one (1) pasta, one (1) dessert, one (1) beverage and rice; guaranteed minimum 33 sets								
	2:30 PM - PM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 20 sets								
	DAY 5 (26 AUG 2022) :								
	10:00 AM - AM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 14 sets								
	12:00 NOON - Lunch which includes one (1) soup/salad, two (2) main course, one (1) side dish, one (1) pasta, one (1) dessert, one (1) beverage and rice; guaranteed minimum 14 sets								
	2:30 PM - PM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 10 sets								
	DAY 6 (30 AUG 2022) :								
	10:00 AM - AM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 10 sets								
	12:00 NOON - Lunch which includes one (1) soup/salad, two (2) main course, one (1) side dish, one (1) pasta, one (1) dessert, one (1) beverage and rice; guaranteed minimum 10 sets								
	2:30 PM - PM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 10 sets								
	DAY 7 (31 AUG 2022) :								
	12:00 NOON - Lunch which includes one (1) soup/salad, two (2) main course, one (1) side dish, one (1) pasta, one (1) dessert, one (1) beverage and rice; guaranteed minimum 140 sets								
	2:30 PM - PM snack which includes one (1) snack and one (1) beverage; guaranteed minimum 140 sets								
	Service provider must ensure quality of food and drinks prior to actual serving								
	Menu Proposal shall be submitted with quotation and/or costs per meal/per head/per day								
	Location of service provider must be within Quezon City to ensure that meals will be delivered fresh and one hour before the specified time								
	Not more than PhP75.00 per individually packed snack with cutlery								
	Not more than PhP250.00 per individually packed lunch with cutlery								

In excess of the guaranteed minimum number of order of individually packed AM and PM snack, price shall not exceed Php75.00 for each snack and In excess of the guaranteed minimum order of individually packed Lunch, price shall not exceed Php250.00, total bill shall not exceed Php215,000.00									
In case of additional orders, final total quantity of order shall be provided by IAS to service provider two (2) days before the first day of audit									
Meals should be in presentable packaging with reasonable service and with cutlery									
Price should be inclusive of mandatory government taxes									
Approved Budget for the Contract: Php215,000.00									
----- Nothing Follows -----									


MANUEL
 Procurement Officer
 931-7965, 931-949, 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider