

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

REQUEST FOR QUOTATION

RFQ No. : 2022-0189
Date: : 10/21/2022
PR No./End-User : 2022-10-1051

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 October 20, 2022**.


MYRA LIM MANUEL
Procurement Officer
931-7935, 931-7989, 931-8092 Loc. 508


SAM M. 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 Please see "Annex A"
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
 Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City.

REQUEST FOR QUOTATION

Company Name : _____

Address : _____

Tel No. & Fax No. : _____

Mobile No. : _____

PhilGEPS Reg. No. _____

TIN No. _____

RFQ No. 2022-189
 Date: 10/21/2022
 PR No./End-User: 2022-10-1051

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	Procurement of Services of a Subject Matter Expert/SP for the conduct of the three (3) in-house training course, as follows:	1	Lot					
	A. Leadership and the QMS (half day)							
	B. Tools Used in Meeting MMAE Requirements in ISO 9001:2015 Standard (2 halfdays)							
	C. Conducting Effective Management Review Meetings (2 halfdays)							
	1. Minimum of 40 pax per training course;							
	2. Rate of participant in excess of the guaranteed minimum number per training course shall be computed based on the rate per head of the cost offered per training course							
	3. Proposed training fees are inclusive of 12% tax							
	4. Tentative date of the training is between October and December 2022							
	5. Platform to be set by the service provider (Zoom, MS Teams, Webex, or other platform convenient to participants and SME)							
	Technical Requirements of SME/SP:							
	A. Management System Consultant/Trainer/Auditor:							
	B. QMS/Executive Management experience, not less than ten (10) years;							
	C. Has good understanding of CSC programs and projects through prior engagement with the Commission;							
	D. Obtained at least Satisfactory rating from similar trainings of its client.							

Technical Requirements of Consultancy Firm:									
A. Should be an all-Filipino corporation, incorporated under Philis. Laws;									
B. Certified ISO 9001:2015 Standards;									
C. Has assisted at least twenty five (25) government agencies/bureaus and 500 clients in the establishment/development and certification of a QMS;									
D. Accredited as L & D partner by the CSC in building capabilities of civil servants									
- With Attached Terms of Reference									
Approved Budget for the Contract: PhP169,500.00									
xxxxxxxxxx-Nothing Follows-xxxxxxxxxx									


MYRNA L. MANUEL
 Procurement Officer

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

 Printed Name/Signature
 Authorized Representative of the Service Provider

OFFICE OF THE ASSISTANT COMMISSIONERS

Assistant Commissioner for Special Concerns

Name of Project : **Procurement of Consulting Services for in-house trainings on (a) Leadership and the QMS, (b) Tools Used in Meeting MMAE (*monitoring, measurement, analysis and evaluation*) Requirements in ISO 9001:2015 Standard and (c) Conducting Effective Management Review Meetings**

Location : Civil Service Commission – Central Office
Batasan Complex, Constitution Hills, Quezon City

We are inviting accredited QMS Consultant firms/service providers duly registered with the Philippine Government Electronics Procurement System (PhilGEPS) of the Department of Budget and Management, for the QMS consulting services relative to the three (3) in-house trainings on (a) **Leadership and the QMS**, (b) **Tools Used in Meeting MMAE (*monitoring, measurement, analysis and evaluation*) Requirements in ISO 9001:2015 Standard**, and (c) **Conducting Effective Management Review Meetings**.

TERMS OF REFERENCE (TOR)

SCOPE AND OBJECTIVES

The Civil Service Commission needs the services of a consultancy firm to undertake the training and workshop on the three (3) in-house trainings on (a) **Leadership and the QMS**, (b) **Tools Used in Meeting MMAE (*monitoring, measurement, analysis and evaluation*) Requirements in ISO 9001:2015 Standard**, and (c) **Conducting Effective Management Review Meetings**.

The activities aim to maintain the effective implementation and monitoring of the CSC Quality Management System (QMS) and continually equip participants of the comprehensive understanding and skills of the requirements of ISO 9001:2015

standards, as well as to ensure the continuing suitability, adequacy, and effectiveness of the established QMS processes in CSC.

I. The QMS Consultant shall:

1. provide consulting services to the CSC in accordance with the terms and conditions of the approved contract;
2. provide technical guidance, and support to the participants to perform the necessary tasks towards the improvement of their respective CSC QMS enrolled processes; and
3. provide expertise in the conduct of training to ensure awareness, appreciation, and understanding of the Process Owners on the requirements of ISO 9001:2015 standards.

II. Technical Requirements for the QMS Consultancy Firm:

1. Should be an all-Filipino corporation, incorporated under Philippine laws, engaged in consulting and training services on Total Quality Management (TQM), and establishment of management systems for certification to ISO 9001:2015 Standard;
2. Should be certified to ISO 9001:2015 Standard;
3. Has been doing consulting work and training relative to Quality Management System (QMS) documentation for at least twenty-five (25) years;
4. Has already assisted at least twenty-five (25) government agencies/bureaus in the establishment of a QMS;
5. Has assisted over 500 clients, both in the private and public sectors, in the establishment/development of a QMS;
6. 100% of its ISO 9000 Project Consultants are Quality Assurance (QA) professionals; and
7. Its Project Consultants should have had training on the establishment and audit process of a QMS.

Contract Duration and Project Cost

The contract pertaining to the services that will be provided by the consultancy firm shall be five (5) half-day sessions. The training is planned within the month of December 2022. The budget allotted for the contract is **One Hundred Sixty-Nine Thousand, Five Hundred Pesos (PhP 169,500.00)**, inclusive of 12% VAT and other Government Taxes.

Approved:



KARIN LITZP. ZERNA

Acting Assistant Commissioner
Civil Service Commission