

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

REQUEST FOR QUOTATION

RFQ No. : 2023-105
Date: 6/16/2023
PR No./End-User : 2023-06-0774
(OHRMD)


Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. / E-Mail : _____
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 supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. **As a condition for award**, the selected supplier will be required to submit a copy of its **updated PhilGEPS Registration or Mayor's / Business Permit**, whichever is applicable, or both, as the case maybe. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit. **If awarded**, you will be required to submit a ***duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex B**), together with the ***signed copy of Purchase Order (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 **20 June 2023 @ 9:00 a.m.**



EDGARDO M. WYCO
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 _____
3. Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
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

RFQ No. 2023-105 NP-SVP
 Date: 16-Jun-23
 PR No./End-User: 2023-06-0774 (OHRMD)

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

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	2023 Orientation Program for New Entrants (OPEn) - Meals for 80 CSC employees @ P900 each on 26, June 2023 (Breakfast, AM snacks, Lunch, PM Snacks, Dinner)	80	pax					
	<u>Inclusions for Breakfast: Filipino or Continental</u>							
	Egg / Steamed Rice / Chicken or Pork / Coffee or Hot Choco / Dessert							
	<u>Inclusion for AM and PM snack</u>							
	AM - pasta and drink / PM - sandwich and drink							
	<u>Inclusion for Lunch and Dinner</u>							
	Chicken or Beef or Pork / Fish / Vegetable salad / Steamed Rice / Dessert / Drinks / Buffet set-up with food servers / Chairs and Tables for dining for 80 pax / Glasswares / Unlimited Coffee							
	Date of buffet set-up: 26 June 2023 at 6:00 AM / Venue: 4th Floor, CSC Resource Center							
2	Meals for 80 CSC employees @ P900 each on 27, June 2023 (Breakfast, AM snacks, Lunch, PM Snacks, Dinner)	80	pax					
	<u>Inclusions for Breakfast: Filipino or Continental</u>							
	Egg / Steamed Rice / Chicken or Pork / Coffee or Hot Choco / Dessert							
	<u>Inclusion for AM and PM snack</u>							
	AM - pasta and drink / PM - sandwich and drink							
	<u>Inclusion for Lunch and Dinner</u>							
	Chicken or Beef or Pork / Fish / Vegetable salad / Steamed Rice / Dessert / Drinks / Buffet set-up with food servers / Chairs and Tables for dining for 80 pax / Glasswares / Unlimited Coffee							
	Date of buffet set-up: 27 June 2023 at 6:00 AM / Venue: 4th Floor, CSC Resource Center							
3	Food for 80 CSC employees for Cultural Night on 26, June 2023, 6:00 PM to 7:30 PM @ P300.00 each	80	pax					
	Cultural Night Inclusions							
	Finger food / Cocktail drinks / Cocktail setup							
	Approved Budget for the Contract: PhP126,000.00							
	xxxxxxxx-Nothing Follows-xxxxxxxx							


EDGARDO M. WYCO
 Procurement Officer

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

 Printed Name/Signature
 Authorized Representative of the Service Provider