

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

**REQUEST FOR QUOTATION**

RFQ No. : 2023-215  
Date: 9/28/2023  
PR No./End-User : 2023-09-1419 (OAC-HRG)


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 **03 October 2023 @ 3:00 p.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. 2023-215  
 Date: 28-Sep-23  
 PR No./End-User: 2023-09-1419 (OAC-HRG)

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
	<b>Procurement of Catering Services to Serve Meals for Attendees in the Conduct of 2-Days Orientation/Workshop on Streamlining of CSC Services and Business Process Review Using the Whole-of-Government Approach</b>							
1	<b>Requirements:</b>							
	<b>Day 1: October 12, 2023</b>							
	AM and PM Snacks and Lunch	65	pax					
	Dinner for 25 pax (pack meal)	25	pax					
	<b>Day 2: October 13, 2023</b>							
	Breakfast (packed meal)	25	pax					
	AM and PM Snacks and Lunch	65	pax					
	<b>Inclusion:</b>							
	Breakfast shall be available at 6:30am							
	Dinner shall be available at 6:00pm							
	Buffet table with linens and skirting							
	Flowing coffee during the event							
	Round table and chairs with cover							
	Managed buffet during the activity							
	All flatware, dinnerware and glassware							
	Note: The venue is at 4th floor of the CSC Resource Center Bldg. Use of elevator is prohibited for transporting equipment from Ground Floor. Stairs shall be used for this purpose.							
	<b>Approved Budget for the Contract: PhP117,000.00.</b>							
	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