

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

REQUEST FOR QUOTATION

RFQ No. : 2023-236
Date: 10/23/2023
PR No./End-User : 2023-10-1531 (OSM)


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.

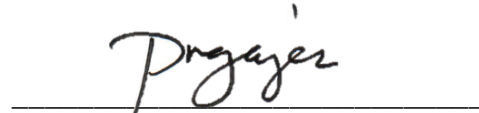
If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

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 **26 October 2023 @ 9:00 a.m.**



EDGARDO M. WYCO
931-7935; 931-7939; 931-8092 Loc. 508



PRESENTACION M. GAJES
Supervising Administrative Officer
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:



Item Basis



Lot Basis

Total Quoted Price

1. Award shall be made on per: _____
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

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

RFQ No. 2023-236
 Date: 23-Oct-23
 PR No./End-User: 2023-10-1531 (OSM)

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	Procurement of Hotel Venue for the 2023 Directorate Conference scheduled on Nov. 29 to Dec. 1, 2023							
	Hotel accomodation and meals for 113 pax (33 CO, 34 RO, 31 Executive Offices, 12 OSM, 3 RPs) (3 days, 2 nights)	113	pax					
	Additional Cost: Accomodation meals for 14 pax on November 28, 2023	14	pax					
	Cocktail meal for 113 pax during the Socials at the Hotel (Solidarity Night) Cost: Beverages/Drinks/Snacks 113pax	113	pax					
	Special Requirements:							
	Location: Clark Field, Pampanga							
	Check in date: 14 pax November 28, 2023 99 pax November 29, 2023 Check out date: December 1, 2023							
	Room Specification: Single Occupancy for 2 nights: 8 Twin/Double Occupancy for 2 nights: 53 a. Inclusive of daily breakfast b. Complimentary Wifi access per room c. Complimentary drinking water replenished daily d. Provision of parking passes to at least 10% of guests e. Provision of delivery vehicle passes for loading and unloading of events-related equipment during ingress and egress.							
	Other Requirements: (Please refer to the Terms of Reference (TOR))							
	Approved Budget for the Contract: PhP3,040,671.00.							
	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

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

TERMS OF REFERENCE

Project Title : **Lease of Venue for the Conduct of the CSC 2023 Directorate Conference**

Approved Budget : **PhP3,040,671 M** (*inclusive of all government and applicable taxes*)

Location: **Clark Field, Pampanga**

I. RATIONALE

This Terms of Reference (TOR) for the lease of venue has been prepared as part of the approved plan and budget for the conduct of 2023 Directorate Conference.

The Civil Service Commission (CSC) through the Office for Strategy Management (OSM) is holding the Directorate Conference primarily intended for operations planning for the incoming year and FY 2025. The activity hopes to be a venue to validate and finalize the CSC Central and Regional Offices of their FY 2024 WFP/OPCR and indicative WFP/OPCR for FY 2025. This is necessary in the preparation of Offices for the required submission of FY 2024 APP Non-CSE to the GPPB-TSO by first quarter of 2024 and posting to the Transparency Seal of FY 2025 APP Non-CSE by September 30 of the ensuing year.

Finally, the Directorate Conference is also an opportunity for the CSC leadership to engage in learning and team building activities to hone their leadership competencies.

II. SCOPE OF WORK AND JOB SPECIFICATIONS

The service provider should be able to provide a venue with room accommodations for 110 pax and plenary hall of at least 300 sqm which can accommodate at least 110 participants (banquet set-up), registration area, area for buffet set-up, basic facilities and amenities and wifi/internet connectivity, with the following specifications:

A. General

1. Function Room/Ballroom

i. Inclusive Dates:

- November 28, 2023, 6:00 p.m. – 10:00 pm (Set-up/Tech Run)
- November 29, 2023, 11:00 a.m. – 12:00 noon (Ingress)
- November 29, 2023, 1:00 pm – 5:00 pm (Event Proper)
- November 30, 2023, 8:00 am – 5:00 pm (Event Proper)
- November 30, 2023, 8:00 am – 7:30 - 10:00 pm (Solidarity Night)
- December 1, 2023, 8:00 am – 12:00 noon (Event proper)
- December 1, 2023, 1:00 pm onwards (Egress)

ii. Function Room/Ball Room Requirements:

Availability of the Function Room in the afternoon of November 28, 2023 for the Tech Run

Event Proper for Day 1, 29 November 2023, 1:00 pm. – 5:00 p.m. and Day 2, 30 November 2023, 8:00 a.m. – 5:00 p.m.

- Use of Function/Ball Room, Business Center, during event days;
- Use of receiving area;
- Provision for early turnover of the Function/Ball Room, daily, (2) hours prior to event, with Air-conditioning of the Function/Ball Room;
- WIFI connectivity before, during and after event;
- Assist in developing the floor plan layout in coordination with the other Events Service Provider;
- Provision of security and janitorial personnel from ingress to egress (*refer to Workforce requirement below*);
- General cleaning of the hall at all times from ingress, event proper and egress, including rest rooms;
- Thorough cleaning and regular disinfection, sanitation, and misting of all general facilities and furnishing;
- Constant supply of hand soap, tissues and proper handwashing guide in all restrooms; and

2. Banquet Requirements:

i. Lunch and Dinner: Assisted Buffet*

- 1 Appetizer
- 1 Soup Pot
- 2 Composed Salads
- 3 Main Dish
- 1 Rice Paddy or Noodle
- 1 Garden
- 2 Sweet Lounge Desert

*All buffets include assorted Leafs, dressings, Bread Loaf, Rolls and Butter, Steamed rice and Two Seasonal fresh fruits

ii. Breakfast:

- Buffet as part of the accommodation

- iii. Schedule of serving:
 - o November 29, 2023 - lunch with pm snacks and dinner;
 - o November 30 - breakfast, am snacks, lunch with pm snacks, dinner.
 - o November 30, 2023 (Solidarity Night after Dinner with Beverages/Snacks)
 - o December 1 - breakfast, am snacks, and lunch

3. Room Accommodation:

- i. Rooms (Single Occupancy) 8 Rooms for 2 nights (November 29 and 30, 2023)
- ii. Rooms (Twin Sharing/Double Sharing with Separate beds) 53 Rooms for 2 nights (November 29 and 30, 2023)

4. Inclusions:

- i. Free use of function room to accommodate the total number of pax with enough space for workshop activities; can accommodate 113 pax; preferred area size: 300 sqm
- ii. Free and strong WIFI connections (rooms and conference area)
- iii. Excellent sound system, at least five (5) wireless mic and audio jack (with stand-by audio technician);
- iv. Free use of electricity , power extensions, projectors, podium, whiteboards, markers, erasers, notepads & pencils;
- v. Free flowing coffee/tea and water (hot and cold);
- vi. Free use of other recreational amenities (swimming pool, gym, etc).

B. Workforce

1. Supervisor/Event Manager (Must be available before, during and after the event);
2. Stand-by Electrical/IT Technician;
3. Standard Janitorial Posting; and
4. Security Guards within the premises.

C. Parking

1. Reserved free parking slots (10% of Guests guaranteed)
2. Provision of delivery vehicle passes for loading and unloading of events-related equipment during ingress and egress.

D. Facilities

1. General overhead lighting from ingress to egress;

2. Proper ventilation during ingress and egress (e.g. air-conditioning system, electric fans); and
3. Public address system for in-house announcement.

III. **MODE OF PROCUREMENT**

The mode shall be **Negotiated Procurement - Lease of Venue** as provided under Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184.

IV. **BUDGETARY REQUIREMENT**

Leasing of the venue for the conduct of the 2023 Directorate Conference shall not exceed the approved budget amounting to **PhP 3,040,671** inclusive of all government and applicable taxes.

Reservation is considered confirmed only upon signing of the contract and payment of deposit which constitute 50% of the total amount or submission of Certificate of Availability of Funds.

Subsequently, processing of payment shall commence 15-30 working days, upon issuance of a Billing Statement, through the issuance of a Landbank of the Philippines (LBP) check by the CSC.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning service provider. The CSC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

V. **TAXES**

All taxes, fees, charges imposed and other legal execution due or that may become due shall be chargeable against the account of the service provider. The CSC as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

VI. **LOCATION OF THE EVENT**

Clark Field, Pampanga.

VII. CONFIDENTIALITY CLAUSE

The service provider shall not, during the term of this engagement and thereafter, disclose any confidential information obtained or acquired by them in connection with the above tasks and deliverables except upon the issuance of written consent by the CSC Chairperson.

Approved:


Atty. HELENE GRACE T. RAMOS
Director IV
Office for Strategy Management

October 19, 2023

CIVIL SERVICE COMMISSION
2023 Directorate Conference
TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)
I	Availability	100
II	Location 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 rooms	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
	b. Elevators	4
	c. Fire escapes	4
	d. Firefighting equipment	4
	e. Internet and Telecommunications	4
	f. Audio visual equipment	5
	4. Other requirements	
	a. Maintenance	5
	b. Attractiveness	5
	c. Security	5
	5. Catering Services	5
	7. Client's satisfactory rating	5
		100

I	Availability	x (0.50) =
II	Location and Site Condition	x (0.10) =
III	Neighborhood Data	x (0.05) =
IV	Venue	x (0.35) =
Factor Value		
	Total	100%
	Passing Rate	92%
	Remarks: Passed/Failed	

Prepared by:



NOE L. JAUDALSO
Supervising Human Resource Specialist

Approved by:



Atty. HELENE GRACE T. RAMOS
Director IV

Date: October 19, 2023