

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

**REQUEST FOR QUOTATION**

RFQ No. : **2023-257 (NP-SVP)**  
Date: **November 17, 2023**  
PR No./End-User : **2023-11-1699 (ERPO)**

Company Name/Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. / E-Mail : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
TIN No. : \_\_\_\_\_

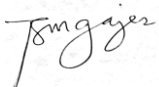
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

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 **November 21, 2023 at 5:00 p.m.**

**November 21, 2023 at 5:00 p.m.**

  
\_\_\_\_\_  
**PRESENTACION M. GAJES**  
931-7935; 931-7939; 931-8092 Loc. 508

**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 – CSC Resource Center Auditorium  
November 28, 2023 from 8:00 a.m. to 5:00 p.m.**
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. **2023-257 (NP-SVP)**  
 DDate: **November 17, 2023**  
 PR No./End-User **2023-11-1699 (ERPO)**

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	<b>Catering Services for the Conduct of 2023 Program on Examination and Eligibility Review (PEER) for the Executives</b>	1	lot					
	<p><b>Venue:</b> CSC Auditorium, 4<sup>th</sup> Floor, CSC Resource Center Building  <b>Date:</b> 28 November 2023 (Tuesday)  <b>No. of Participants:</b> 62 pax  <b>Type of Serving:</b> Buffet Set-up  <b>Food Requirements:</b>            Breakfast: Preferably fried rice, tapa / corned beef/ chicken and egg            AM Snack: One (1) snack and beverage            Lunch: Soup, three (3) viands, dessert, beverage and rice            PM Snack: One (1) snack and beverage            Dinner: Soup, three (3) viands, dessert, beverage and rice</p> <p><b>Other Specifications:</b></p> <ol style="list-style-type: none"> <li>Good for 62 pax with buffer</li> <li>Provision for:               <ul style="list-style-type: none"> <li>---Breakfast from 6:30 – 8:00 am</li> <li>---AM Snack from 10:00 a.m. – 10:15 am</li> <li>---Lunch from 12:00 nn – 1:00 pm</li> <li>---PM Snack from 3:00 pm – 3:15 pm</li> <li>---Dinner from 6:00 pm – 7:30 pm</li> </ul> </li> <li>With food variation for those who do not eat pork/ meat</li> <li>Flowing coffee and tea</li> <li>Candies and nuts per table</li> <li>Caterer to provide tables and chairs with linen and centerpiece (optional)</li> <li><b>Use of stairs (not elevator) in bringing up catering equipment/ tools/ tables and chairs</b></li> <li>Service provider must ensure quality of food and drinks prior to actual serving</li> <li>Menu proposal shall be submitted with the quotation</li> <li>Send bill arrangement</li> </ol>							
	<b>Approved Budget for the Contract: Php 150,000.00</b>							
	xxxxxxxx-Nothing Follows-xxxxxxxx							

(Signed)  
**PRESENTACION M. GAJES**  
 Procurement Officer

\_\_\_\_\_  
 Printed Name/Signature  
 Authorized Representative of the Service Provider