

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

REQUEST FOR QUOTATION

RFQ No. : 2024-026 NP-LV
Date: : 27-Feb-24
PR No./End-User : 2024-02-104 (IRMO)

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

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

The lease of venue, including meals, will be undertaken in accordance with Section 53.10 (Lease of Real Property and Venue) of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184

Prospective service provider 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, latest Business/Income Tax Return** 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**, please be advised that **you must conform first the PO prior to the date of event**.

With the end view of obtaining the contract most advantageous to the government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184, **CSC reserves the right to reject any and all quotations/bids, to annul the procurement process, to declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s.**

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 **3:00 P.M. of 28 February 2024**.



EDGARDO M. WYCO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)



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

TERMS AND CONDITIONS:

1. Award shall be made on per: **Item Basis** **Lot Basis** **Total Quoted Price**
2. Services shall be rendered on _____
3. Place of Delivery: _____
4. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin. **Failure to comply with any of the said requirements shall be a cause for the disqualification of your quotation.**
5. Bidders shall provide **correct and accurate information** required in this form.
6. Quotations exceeding the Approved Budget for the contract shall be rejected.
7. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
8. **The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;**
9. Terms of Payment: **within 15-30 days upon submission of complete 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


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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	Conduct of the 2024 IRMO/ICTO Team Building Activity	1	lot					
	Date of Activity: 21-23 March 2024							
	No. of Pax: 33							
	Preferred/Proximity of Location: within Quezon Province							
	Check-in Date and Time: 21 March 2024 2:00 PM							
	Check-out Date and Time: 23 March 2024 12:00 PM							
	Schedule of Meals Serving:							
	21 March 2024							
	Plated or buffet dinner with drinks							
	22 March 2024							
	Plated or buffet breakfast with drinks							
	Plated or buffet lunch with drinks							
	Plated or buffet dinner with drinks							
	23 March 2024							
	Plated or buffet breakfast with drinks							
	The resort provider shall provide an air-conditioned rooms with basic hotel facilities but not limited to: beddings, cable television, WIFI access, refrigerator, coffee/tea, toilet and bath with daily replenishment of bath towels and toiletries for each guest, hot and cold shower, water supply							
	Rooms preferably with 1-2 beds; can comfortable accommodate at least 2-4 pax per room							
	With open area/function hall to conduct team building activities/socials							
	(see table of rating factors below)							
	Approved Budget for the Contract: PhP135,300.00.							
	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

OFFICE : INTEGRATED RECORDS MANAGEMENT OFFICE – CIVIL SERVICE COMMISSION

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Location Site Condition		
	1. Accesibility	50	
	2. Parking Space	20	
	3. Other added amenities (function room/ conference hall)	30	
		100	
II.	Neighborhood Data		
	1. Prevailing rental rate	50	
	2. Sanitation and health condition	25	
	3. Police and fire station	10	
	4. Cafeteria	15	
		100	
III.	Real Estate		
	a. Structural condition	30	
	b. Functionality		
	a. Room arrangement (e.g. single, double, etc.)	15	
	b. Light Ventilation, and air conditioning	10	
	c. Space requirements	5	
	c. Facilities		
	a. Water supply and toilet	10	
	b. Lighting system	5	
	c. Fire escapes	2	
	d. Internet and Telecommunications	10	
	e. Audio visual equipment	3	
	d. Other requirements		
	a. Maintenance	5	
	b. Attractiveness	5	
		100	
IV.	Free Services and Facilities		
	1. Janitorial and security	30	
	2. Airconditioning	20	
	3. Water and Light Consumption	20	
	4. Secured Parking Space	10	
		100	
I.	Location Site Condition	X (0.20) =	
II.	Neighborhood Data	X (0.20) =	
III.	Real Estate	X (0.50) =	
IV.	Free Services and Facilities	X (0.10) =	
	Factor Value		100

RATED BY: _____
Signature over Printed Name

OFFICE: _____

DATE: _____