

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-060 NP-LV  
Date: : 21-Mar-24  
PR No./End-User : 2024-03-368 (OSM)

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 25 March 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](http://www.philgeps.gov.ph) and register for free."**

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

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 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>Board and Lodging Requirements for the OSM Team Building Activity on April 15-17, 2024</b>	1	lot					
	Preferred/Proximity of Location: Batangas Area							
	3D/2N budget per person with accomodation and meals for <b>18</b> pax:							
	<b>Accomodation:</b>							
	4 Quad Rooms @ Php9,500.00							
	1 Junior Room @ Php6,500.00							
	1 Extra Person Charge @ Php1,600.00							
	<b>Meals:</b>							
	Day 1 - (Check In) PM Snacks, Dinner							
	Day 2 - Breakfast, Lunch, PM Snacks, Dinner							
	Day 3 - Breakfast, Lunch (Check Out)							
	<b>Amenities:</b> Air-conditioned rooms with basic hotel facilities but not limited to: beddings, cable television, refrigerator, toilet and bath and toiletries for each guest, hot and cold shower							
	Complimentary Welcome drinks							
	Wifi Internet in all rooms							
	Bottomless Drinks during meals							
	Free Flowing coffee and purified drinking water							
	Use of resort facilities: beach, infinity pool, and jacuzzi							
	(see table of rating factors below)							
	<b>Approved Budget for the Contract: PhP169,800.00.</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

**CIVIL SERVICE COMMISSION**  
**2024 OSM Team Building Activity**  
**TABLE OF RATING FACTORS FOR LEASE OF VENUE**

	RATING FACTORS	WEIGHT (%)	OSM Rating (%)
I	<b>Availability</b>	<b>100</b>	
II	<b>Location Site Condition</b>		
	1. Accessibility	50	
	2. Parking Space	50	
		<b>100</b>	
III	<b>Neighborhood Data</b>		
	1. Sanitation and Health Condition	25	
	2. Police and Fire Station	25	
	3. Restaurant	25	
	4. Banking and Postal	25	
		<b>100</b>	
IV	<b>Venue</b>		
	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	
		<b>100</b>	<b>0.00</b>

I	Availability	x (0.50) =	
II	Location and Site Condition	x (0.10) =	
III	Neighborhood Data	x (0.05) =	
IV	Venue	x (0.35) =	
<b>Factor Value</b>			<b>0.00</b>
	Total	100%	
	Passing Rate	92%	
	Remarks: Passed/Failed		

Prepared by:

  
**JOHN MICHAEL GONZALES**  
 Planning Officer I

Noted by:

  
**NOEL L. JAUDALSO**  
 Supervising HR Specialist

Approved by:

  
**Atty. HELENE GRACE T. RAMOS**  
 Director IV

Date: February 26, 2024