

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-160 NP-SVP  
Date: : 12-Jul-24  
PR No./End-User : 2024-06-0949 (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.

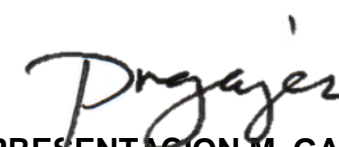
If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

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 **17 July 2024 @ 9:00 a.m**



**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: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time

4. Technical specification with asterisks (\*) are mandatory. **For goods**, please indicate brand, model and country of origin.

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

**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

**REQUEST FOR QUOTATION**

REQUEST FOR QUOTATION

RFQ No. 2024-160  
 Date: 12-Jul-24  
 PR No./End-User: 2024-06-949 (OSM)

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

LOT	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>Provision of Meals During the Conduct of the EXECOM for 127 Pax</b>							
	<b>Day 1</b>							
	Breakfast (Php350.00 x 70 pax)	70	pax					
	AM Snacks (Php250.00 x 127 pax)	127	pax					
	Lunch (Php500.00 x 127 pax)	127	pax					
	PM Snacks (Php250.00 x 127 pax)	127	pax					
	Dinner (Php500.00 x 127 pax)	127	pax					
	<b>Day 2</b>							
	Breakfast (Php350.00 x 70 pax)	70	pax					
	AM Snacks (Php250.00 x 127 pax)	127	pax					
	Lunch (Php500.00 x 127 pax)	127	pax					
	PM Snacks (Php250.00 x 127 pax)	127	pax					
	Dinner (Php500.00 x 127 pax)	127	pax					
	Inclusions: *Breakfast, Lunch and Dinner assisted buffet set-up - Soup - 3 Main Dish (Pork/Beef, Chicken and Fish) - Rice - Dessert - 1 Round Iced Tea or Juice *With chairs and tables set-up (Black, white or gray) *Set-up in the venue the day before the event *Provision of take-out containers							
	Food Tasting: July 23, 2024							
	Schedule of serving: July 29 July 30 Breakfast - 6:00 AM Breakfast - 6:00 AM AM Snacks - 10:00 AM AM Snacks - 10:00 AM Lunch - 12:00 Noon Lunch - 12:00 Noon PM Snacks - 3:00 PM PM Snacks - 3:00 PM Dinner - 5:00 PM Dinner - 5:00 PM							

The amount to be paid for the catering services shall be settled thru send bill arrangement and to be settled within 30 days upon receipt of the SOA. The supplier is required to submit the SOA within 5 working days from the conduct of the activity.							
Note: The venue is at the 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: PhP430,000.00.</b>							
xxxxxxxx-Nothing Follows-xxxxxxxx							

  
**EDGARDO M. WYCO**

Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

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*Printed Name/Signature*  
*Authorized Representative of the Service Provider*