

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

REQUEST FOR QUOTATION

RFQ No. : 2021-073 NP SVP
Date: : 14-Oct-21
PR No./End-User : 2021-10-0364 / IAS

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
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 lessors 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**, 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**, 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 **10:00 A.M. of 20 October 2021**.



GLAMOUR FE N. MONTANO
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508



JULIUS B. REMUDARO
Chief, 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. Goods/Services shall be rendered on Please see Annex A
3. Place of Delivery: Please see Annex A
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."**

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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
	Procurement of Services of a Subject Matter Expert (SME) for the Conduct of a Virtual Capability-Building for CSC Quality Management System Internal Audit Team	1	lot					
	Subject Matter Understanding of the *Requirements of a QMS using ISO 9001:2015 Standard; *Waste Identification, Analysis and Elimination; *Root Cause Identification and Analysis; and *Data Analysis							
	Eligibility Criteria Minimum Requirements of a Resource Person/Trainer *Consultant/Trainer/Auditor for at least five (5) years *Executive Management experience for at least ten (10) years *Has good understanding of CSC programs and projects through prior engagement with the Commission *Must have obtained at least a satisfactory rating from one of its clients preferably in the conduct of a similar training course in the last three (3) years Service Provider must be: *ISO 9001 certified *Accredited or recognized by the CSC as an L&D partner in building capabilities of civil servants.							
	Number of Participants Minimum of 25 pax Each participant in excess of the guaranteed minimum number of participants shall be based on a per head rate based on the offer submitted by the service provider. Final billing shall be based on the actual number of attendees guaranteed at 25 pax/training course. Offers must be inclusive of TAX and other applicable charges.							

<p>Date/Time/Place Tentative on 18-19 and 22-23 November 2021 depending on the availability of participants *Four (4) full days between 8:00 a.m. and 5:00 p.m. *Via virtual platform to be set up by the service provider (Zoom, MS Teams, Webex, or other virtual platform whichever is available or convenient for all participants)</p>							
<p>Approved Budget Inclusive of tax and other applicable charges, provision of handouts/e-copy of the training presentation and e-certificates.</p>							
<p>APPROVED BUDGET FOR THE CONTRACT: PhP205,000.00</p>							



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Printed Name/Signature
Authorized Representative of the Service Provider