

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

**REQUEST FOR QUOTATION**

RFQ No. : 2022-069 NP SVP  
Date: May 24, 2022  
PR No./End-User : 2022-05-0395 / 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 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**, 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 30 May 2022**.

  
**RENEL JOANNE M. GAMBITO**  
Procurement Officer  
Procurement Management Division  
Office for Financial & Assets Management (OFAM)

  
**SAM Y. MANGLICMOT**  
Chief 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. Goods/Services shall be rendered on **Please see Annex A for details.**
3. Place of Delivery: **Please see Annex A for details.**
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](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	Procurement of Services of a Subject Matter Expert (SME) for the conduct of Capability Building for Civil Service Commission Quality Management System Internal Audit Team	1	lot					
	<b>Minimum Requirements of the Subject Matter:</b>							
	Knowledge on Waste identification, analysis and elimination; Data analysis; and Root cause identification and analysis.							
	<b>Eligibility Criteria</b>							
	Understanding the requirements of ISO 9001:2015 standards - interpretation and application of critical clauses; Auditing Fundamentals using ISO 19011:2018 standards.							
	<b>Minimum Requirements of a Resource Person / Trainer Consultant / Trainer / Auditor on Quality Management System for at least 5 years;</b>							
	Executive management experience, 10 years; and Passed Lead Auditor's course on ISO 9001							
	* Each participant in excess of the guaranteed minimum number of participants shall be based in a per head rate computed from the cost offered for 30 pax							
	* Final billing shall be based on the actual number of attendees guaranteed at 30 pax							
	* Offers must be inclusive of TAX and other applicable charges							
	* Tentatively on 30 June 2022, 01 and 06-07 July 2022 depending on the availability date the participants							
	* Four full-day session between 8:00 am and 5:00 pm							
	* Via virtual platform to be set up by the Service Provider (Zoom, MS Teams, Webex, or other virtual platform whichever is available to or convenient for all participants)							
	Hybrid conduct may be implemented subject to the prevailing health protocols and availability of SME and participants							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP176,000.00</b>							

  
**RENEL JOANNE G. GAMBITO**  
Procurement Officer  
931-7935; 931-7939; 931-8092 Loc. 508

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