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

REQUEST FOR QUOTATION

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RFQ No.	:	**2022-100 NP-SVP**
Date:	:	**June 24, 2022**
PR No./End-User	:	**2022-06-0515 (IRMO)**

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 ***signed copy of Purchase Order (PO) prior to the date of delivery.**

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 **03:00 P.M. of June 29, 2022**.

RENEL JOANNE G. GAMBITO	**SAM V. MANGLICMOT**
Procurement Officer	Chief Administrative Officer
931-7935; 931-7939; 931-8092 Loc. 508	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: **Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor**
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 **thrity (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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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	**2022 IRMO Team Building Activity**	1	lot					
	Venue Accommodation for 3 days and 2 nights							
	Date: July 14-16, 2022							
	Approved Budget for the Contract: PhP156,000.00							
	xxxxxxxxxx-Nothing Follows-xxxxxxxxxx							

RENEL JOANNE G. GAMBITO

Procurement Officer

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

_____

Printed Name/Signature

Authorized Representative of the Service Provider