

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

REQUEST FOR QUOTATION

RFQ No. : 2023-019 NP-SVP
Date: February 13, 2023
PR No./End-User : 2023-02-0188 (CSI)

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 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**, the supplier 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 **3:00pm of 17 February 2023**.


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


SAM V. MAWGLICMOT
Chief Administrative Officer
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 / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
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."**

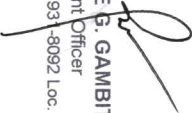
Printed Name/Signature
Authorized Representative of the Service Provider

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
1	Meals for the conduct of Pre-Work Activities for the Review and Updating of the Tool Kit, from Gender Mainstreaming (GM) to Gender Equality, Disability and Social Inclusion (GEDSI), and Proposal for ACCSM within the Civil Service Commission	1	lot					
	Date: February 22-23, 2023							
	Guaranteed No. of Pax: 60 pax							
	Provision of Plated Meal (Breakfast)							
	Schedule of Serving: 7:00am to 7:30am							
	Preferred Menu: Steamed Rice, Fish Viand, Chicken/Pork/Beef Viand, Dessert/Fresh Fruits							
	Provision of AM Snack (Blue Plate)							
	Schedule of Serving: 9:30am to 10:00am							
	Preferred Menu: Pasta/Pancit, Garlic Bread, Iced Tea							
	Provision of Buffet Lunch							
	Schedule of Serving: 12:00nn							
	Preferred Menu: Steamed Rice, Soup, Vegetable Salad, Fish Viand, Chicken/Pork/Beef Viand, Dessert/Fresh Fruits							
	Provision of PM Snack (Blue Plate)							
	Schedule of Serving: 3:00am to 03:30pm							
	Preferred Menu: Pasta/Pancit, Garlic Bread, Iced Tea							
2	Date: March 1-2, 2023	1	lot					
	Guaranteed No. of Pax: 25 pax							
	Provision of Plated Meal (Breakfast)							
	Schedule of Serving: 7:00am to 7:30am							
	Preferred Menu: Steamed Rice, Fish Viand, Chicken/Pork/Beef Viand, Dessert/Fresh Fruits							

Provision of AM Snack (Blue Plate)										
Schedule of Serving: 9:30am to 10:00am										
Preferred Menu: Pasta/Pancit, Garlic Bread, Iced Tea										
Provision of Buffet Lunch										
Schedule of Serving: 12:00pm										
Preferred Menu: Steamed Rice, Soup, Vegetable Salad, Fish Viand, Chicken/Pork/Beef Viand, Dessert/Fresh Fruits										
Provision of PM Snack (Blue Plate)										
Schedule of Serving: 3:00am to 03:30pm										
Preferred Menu: Pasta/Pancit, Garlic Bread, Iced Tea										
Approved Budget for the Contract: Php110,500.00										
xxxxxxxxxxx-Nothing Follows-xxxxxxxxxxx										


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 Procurement Officer
 931-7935, 931-7939, 931-8092 Loc. 508

Printed Name/Signature
 Authorized Representative of the Service Provider