

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

REQUEST FOR QUOTATION

RFQ No. : 2023-099 NP LV
Date: : 05-Jun-23
PR No./End-User : 2023-06-0718 (erpo)

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

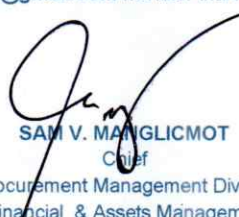
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

The lease of venue, including meals, will be undertaken in accordance with Section 53.10 (Lease of Real Property and Venue) of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184

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 copy of your ***latest Business/Income Tax Return (Form 1701Q/1701, 2550M/2550Q, 2551M/2551Q, or 0605, etc.)** together with the ***signed copy of Purchase Order (PO) prior to the date of event**.

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 **1:00 P.M. of 08 June 2023**.


GLAMOUR F. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


SAM V. MANGLICMOT
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. Services shall be rendered on June 19-23, 2023.
3. Place of Delivery: within Greater Metro Manila.
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. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
9. 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."
10. 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.**
11. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
12. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
13. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
14. **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

Civil Service Commission

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
						If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.		
	Lease of Venue for the Board and Lodging with Function Room for the conduct of Test Item Writing and Review Workshop (TIWRW)	1	lot					
	Date of Activity: 19-23 June 2023							
	No. of Pax : 26							
	Proximity of Location: Within Greater Metro Manila							
	Check-in Date and Time : 19 June 2023, 2:00 P.M.							
	Check-out Date and Time: 23 June 2023, 12:00 P.M.							
	Specific Requirements:							
	*Function Room: free use of function room from 7:00 A.M. TO 12:00 A.M.							
	*Well-lighted							
	*Soundproof							
	*Division between working area and dining area (if feasible)							
	*Spacious (can accommodate 26 pax)							
	- Additional tables for materials and equipment							
	- Space for serving tables (flowing coffee, tea, water, candies, etc.)							
	*Space for dining area (good for 26 pax)							
	*With provision and free use of the following:							
	- Electricity							
	- Extension cords for the use of at least 20 laptops							
	- Pad Paper and pencils							
	- Portable screen and LCD projector and/or large television to serve as screen projector							
	- Audio system and microphone							

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						If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.		
	- Whiteboard and markers and erasers							
	- Internet access with password (for exclusive use of CSC Staff)							
	Room Requirements:							
	Twin Sharing							
	Single bed per pax							
	Air-conditioned room with hot and cold shower							
	TV set, preferably with cable or streaming apps							
	With complimentary toiletries, towels and bottled water.							
	Preferred Menu:							
	At least three (3) viands per meal							
	With free:							
	Soup, vegetable salad and fruits during breakfast, lunch and dinner							
	flowing coffee, tea, and water							
	Flowing candies, nuts, and chips for the duration of the seminar							
	Schedule of Serving:							
	19 June 2023 : Lunch, PM Snack, and Dinner							
	20-22 June 2023: Breakfast, AM Snack, Lunch, PM Snack, Dinner							
	23 June 2023: Breakfast and AM Snack							
	Other Requirements:							
	Price inclusive of Service Charge and VAT							

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						If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.		
	Terms of payment: billing statement to be paid after the workshop.							
	With internet connection for use of the facilitators							
	Function room, guest rooms, and restrooms are all in the same building.							
	Free use of amenities/facilities (swimming pool, gym, entertainment area, etc.)							
	<i>*Note: Please see attached Criteria for Selection for your guidance.</i>							
	APPROVED BUDGET FOR THE CONTRACT: PHP508,000.00							


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

Printed Name/Signature
Authorized Representative of the Service Provider