

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

REQUEST FOR QUOTATION

RFQ No. : 2023-115 NP-SVP
Date: June 29, 2023
PR No./End-User : 2023-06-0840 (OFAM-OD)

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**, 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 **3:00pm of 07 July 2023**.


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


SAM V. MANGLICMOT
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	UNIT PRICE	TOTAL PRICE
1	Food for the Executive Conference Meeting on July 2023							
	No. of pax: 110 pax							
	Venue: Resource Center Building at Civil Service Commission, Central Office							
	DAY 1 - Lunch (Preferred Menu):	110	pax					
	Two (2) Lechon							
	Paella							
	Chicken Relyeno							
	Kare-Kare							
	Relyenong Bangus							
	Beef Morcon							
	Fruit Salad							
	DAY 1 - Dinner (Preferred Menu):	110	pax					
	Baked Macaroni							
	Chicken Barbeque							
	Embutido Grande							
	Potato Salad							
	DAY 2 - Breakfast (Preferred Menu):	110	pax					
	Garlic Fried Rice							
	Egg							
	Tapa							
	Bacon							
	DAY 2 - Lunch (Preferred Menu): (No rice)	110	pax					
	Steamed Prawn and Crabs							
	Chicken Relyeno							
	Beef Roast Slices							

Chicken Pastel								
American Ham								
Young Corn, Quail Eggs, Green Peas with Shrimp								
Chicken Potato Salad								
Fruit Salad								
DAY 2 - Dinner (Preferred Menu):	110	pax						
Inihaw na Baboy								
Adobong Sugpo								
Pancit Palabok								
Beef Caldereta								
Fresh Lumpiang Ubod								
Fruit Salad								
Catering Service for 110 pax	1	lot						
Minimum Requirement:								
Walters/Waitresses in uniform								
Buffet Table set-up with Chafing Dishes								
Tables and Chairs with Linens								
Complete Dinnerware								
Approved Budget for the Contract: PHP178,800.00								
XXXXXXXXXX-Nothing Follows-XXXXXXXXXX								

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Procurement Officer

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

Printed Name/Signature
Authorized Representative of the Service Provider