

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

**REQUEST FOR QUOTATION**

RFQ No. : 2023-120 NP LV  
Date: 05 JULY 2023  
PK No./End-User : 2023-07-0863 (ERFU-EAD)

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. You are also required to submit copy of your **\*latest Business/Income Tax Return (Form 1701Q/1701, 2550M/2550Q, 2551M/2551Q, or 0605, etc.)**.

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 **11:00 A.M. of 11 July 2023**.

  
**GLAMOUR F. M. 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 Please see Annex A.
3. Place of Delivery: within Zambales
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](http://www.philgeps.gov.ph) and register for free."**

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

### Civil Service Commission

Constitution Hills, Bataasang Pambansa Complex Diliman, Quezon City,

### REQUEST FOR QUOTATION

RFQ No. 2023-120 NP LV  
 Date: 05-Jul-23  
 PR No./End-User: 2023-07-1863 (ERPO-EAD)

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

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
	<b>Board and Lodging for the conduct of 2023 ERPO Team Building Activity</b>	<b>1</b>	<b>lot</b>					
	Number of Pax: 30 pax							
	Date of Activity : 24-25 August 2023							
	Preferential/Proximity of Location: within Zambales							
	Check-in Date and Time: 24 August 2023, 1:00 P.M.							
	Check-out Date and Time: 25 August 2023, 11:00 A.M.							
	<b>Schedule of Meals Serving:</b>							
	<b>24 August 2023</b>							
	Plated or Buffet Lunch with Drinks							
	Plated or Buffet Dinner with Drinks							
	<b>25 August 2023</b>							
	Plated or Buffet Breakfast with Drinks							
	Plated or Buffet Lunch with Drinks							
	The resort provider shall provide an air-conditioned rooms with basic hotel facilities but not limited to beddings, cable television, WIFI access, refrigerator, coffee/tea, toilet and bath with daily replenishment of bath towels and toiletries for each guest, hot and cold shower, water supply.							
	Rooms preferably with 1-2 beds, can comfortably accommodate 2-4 pax per room.							
	With open area to conduct team building activities.							
	<i>Please see attached Criteria for Rating</i>							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP124,800.00</b>							

  
**GLAMOUR FE M. MONTANO**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 503

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

**TABLE OF RATING FACTORS FOR LEASE OF VENUE**

	<b>RATING FACTORS</b>	<b>WEIGHT (100%)</b>	<b>RATING</b>
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II.</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. PWD friendly	(50)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(50)	
	2. Police and Fire Station	(50)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	a. Structural Condition	(20)	
	b. Functionality		
	1. Room arrangement (e.g., single, double, etc.)	(10)	
	2. Light, ventilation, and air conditioning	(5)	
	3. Space requirements	(5)	
	c. Facilities		
	1. Water supply and toilet	(10)	
	2. Lighting system	(5)	
	3. Fire escapes	(5)	
	4. Fire fighting	(5)	
	5. Internet and telecommunications	(5)	
	d. Other requirements		
	1. Maintenance	(5)	
	2. Attractiveness	(5)	
	3. Security	(5)	
	e. Catering Services	(10)	
	f. Client's satisfactory rating	(5)	
		<b>100</b>	
	<b>RATING FACTORS</b>	<b>WEIGHT (100%)</b>	<b>RATING</b>
<b>I.</b>	<b>Availability</b>	x (.5) =	
<b>II.</b>	<b>Location and Site Condition</b>	x (.1) =	
<b>III.</b>	<b>Neighborhood data</b>	x (.05) =	
<b>IV.</b>	<b>Venue</b>	x (.35) =	
<b>FACTOR VALUE</b>			
<b>TOTAL</b>			
<b>PASSING RATE</b>			<b>80</b>
<b>REMARKS: PASSED/FAILED</b>			

Prepared by:



**MA. VENUS I. SEBASTIAN**  
Administrative Officer V

Reviewed by:



**SHERWYNE V. FARNICAN**  
Chief HR Specialist

Approved by:



**PRISCO S. RIVERA, JR.**  
Director IV