

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

REQUEST FOR QUOTATION

RFQ No. : 2023-145 NP LV
Date: : 04 August 2023
PR No./End-User : 2023-08-1059 / 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.

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 **05:00 P.M. of 08 August 2023**.


GLAMOUR F. N. 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 for details.
3. Place of Delivery: Please see Annex A for details.
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

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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
	Lease of Venue for the Accommodation of 2023 Public Sector HR Symposium TWG, Officials and Guests	1	lot					
	Minimum Guaranteed No. Of Pax: 50 pax							
	Maximum Guaranteed No. Of Pax: 77 pax							
	Specific Requirements:							
	Proximity of Location: Within 3 to 5 km radius from the World Trade Center, Pasay City							
	Check-in and Check out Date between: 25-28 September 2023							
	Rooms Specifications:							
	Single Occupancy for 3 nights							
	Single occupancy for 2 nights							
	Single Occupancy for 1 night							
	Double Occupancy for 3 nights (with separate beds)							
	a. Studio Deluxe room as the minim category for all rooms							
	b. Inclusive of Daily Breakfast for all Checked-in Guests							
	c. Complimentary Wifi access per room							
	d. Complimentary drinking water, replenished daily							
	e. In-room safe							
	f. In-room coffee and tea making facilities							
	g. Provision of parking passes at least 15% of the total rooms availed and complimentary parking for vehicle of officials and guests							
	h. Hot/cold bath & toilet, towels and toiletries.							
	Other Requirements:							
	a. Must be at least a three (3) star business hotel							

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	b. Actual no. Of rooms/head counts, no. Of nights and room type shall be subject to change up to until one (1) week before the above chck-in date, and shall be within the approved budget for the contract							
	c. With track record of handling corporate clients for the past three (3) years.							
	d. Can accommodate early check-in or late check-out on a per request basis							
	Note: Payments shall be made within 15-30 days upon satisfactory completion of the accommodation services and receipt of original billing.							
	<i>Please see attached Rating Factor</i>							
	APPROVED BUDGET FOR THE CONTRACT: PHP544,500.00							


GLAMOUR F. N. MONTANO

Procurement Officer

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

 Printed Name/Signature
 Authorized Representative of the Service Provider

2023 PUBLIC SECTOR HR SYMPOSIUM

TABLE OF RATING FACTORS FOR LEASE OF VENUE

CRITERIA	WEIGHT
I. Availability	100%
II. Location and Site Condition	
1. Accessibility	50%
2. Parking Space	25%
3. PWD Friendly	25%
	100%
III. Neighborhood Data	
1. Prevailing Rental Rate	25%
2. Sanitation and Health Condition	25%
3. Police and Fire Station	10%
4. Restaurant	25%
5. Banking and Postal	15%
	100%
IV. Venue	
1. Structural Condition	15%
2. Functionality	
a. Conference Rooms	15%
b. Room Arrangement	5%
c. Light Ventilation and air conditioning	5%
d. Space Requirements	5%
3. Facilities	
a. Water supply and toilet	4%
b. Lightning System	5%
c. Elevators	4%
d. Fire escapes	4%
e. Firefighting equipment	4%
f. Internet and Telecommunications	4%
g. Audio Visual Equipment	5%
4. Other Requirements	
a. Maintenance	5%
b. Attractiveness	5%
c. Security	5%
5. Client's Satisfactory Rating	10%
	100%
I. Availability	x (0.5) =
II. Location and Site Condition	x (0.3) =
III. Neighborhood Data	x (0.1) =
IV. Venue	x (0.1) =
FACTOR VALUE	
TOTAL	100%
PASSING RATE:	93%
REMARKS: PASSED/FAILED	
REMARKS: PASSED/FAILED	

Prepared by:


DAISY N. TARROZA

Senior Human Resource Specialist

4-Aug-23

Approved by:


FERNANDO M. PORIO

Director IV

4-Aug-23