

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

REQUEST FOR QUOTATION

RFQ No. : 2023-214 NP LV
Date: 28-Sep-23
PR No./End-User : 2023-07-1413 / OHRMD-TSSD

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 **10:00 A.M. of 03 October 2023.**


GLAMOUR FE D. 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 _____
3. Place of Delivery: _____
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 Accommodations of the CO LFG Participants	1	lot					
	1. General Specifications							
	a. Accommodation shall be for a minimum of 42 to a maximum of 45 participants over four nights and five days.							
	b. Check-in shall be by lunch/afternoon of 16 October 2023							
	c. Check-out shall be by morning/lunch of 20 October 2023							
	d. Accommodation shall include room and breakfast for all participants.							
	e. Contractor shall cover all participants within the same establishment and shall not overflow to other accommodations.							
	f. Contractor shall be within three kilometers, with a maximum of five kilometers away from the Subic Bay Metropolitan Authority.							
	g. Contractor must be a business hotel or lodging business with at least three stars in a publicly accessible and reputable rating agency/service.							
	h. Payment shall be done through check payment, or, if available, through advice to debit account (ADA) facility of the Landbank of the Philippines, the government servicing bank (GSB) for CSC, and subject to tax within 15-30 days upon satisfactory completion of accommodation services and receipt of original billing statement.							
	2. Rooming Specifications							
	a. Rooms shall be quad-sharing studio deluxe rooms (rooms with CR), with excess for triple sharing.							
	b. Rooms occupants shall be grouped by gender whenever possible. Rooming with different genders SHALL ONLY BE ALLOWED after consent of participants AND approval of end-user coordinator.							

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	c. Rooms shall include complimentary internet/Wi-Fi access, drinking water replenished daily, toiletries and other amenities, as well as hot/cold baths.							
	3. Food Specifications							
	a. Contractor shall strictly provide breakfast, preferably before 7:30 AM for all 42 participants during the four-day stay (17 – 20 October 2023)							
	b. Contractor may optionally provide dinner for all 42 participants during the second to last night of the stay (17 – 19 October 2023), at additional cost declared in the bid but with total cost not more than the bid price.							
	c. Food provided should have at least one main viand, a vegetable viand, rice, and refreshments.							
	d. Service may be done buffet style, or via packed meals delivered to the rooms.							
	e. Contractor shall provide alternative meals whenever required due to dietary restrictions. As such, the end-user will provide an advance list of participants who may have such restrictions after the award of contract until the first meal service (breakfast) of participants.							
	<i>Please see attached Rating Factor</i>							
	APPROVED BUDGET FOR THE CONTRACT: PHP336,000.00							


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

 Printed Name/Signature
 Authorized Representative of the Service Provider