

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

REQUEST FOR QUOTATION

RFQ No. : 2023-255 NP SVP
Date: 17 Nov. 2023
PR No./End-User : 2023-11-1697 / 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.

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 service provider 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 and duly Notarized Omnibus Sworn Statement** together with your proposal. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **Unnotarized Omnibus Sworn Statement** subject to compliance therewith after award of contract but before payment.

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 22 November 2023**.

Original Signed
GLAMOUR FE N. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)

Original Signed
PRESENTACION M. GAJES
Supervising Administrative Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

- | | Item Basis | x Lot Basis | Total Quoted Price |
|---|---|------------------------|--------------------|
| 1. Award shall be made on per: | | | |
| 2. Goods/Services shall be rendered on | <u>Please refer to Annex A</u> | | |
| 3. Place of Delivery: | <u>CSC-CO, IBP Rd. Batasan Complex, Constitution Hills, Quezon City</u> | | |
| 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 submission of complete 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

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2023-255 NP-SVP
 Date: 17-Nov-23
 PR No./End-User: 2023-11-1697 / OHRMD-TSSD

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 If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	Catering, Event Decoration and Styling Services during the Whole-day CSC Central Office Year-end Celebration and PRAISE Awards Rites							
	* Provision of catering, event decoration and styling services for the Whole-day CSC Central Office Year-end Celebration and PRAISE Awards Rites							
	* Provision of meals (AM, lunch, and PM snacks) during the whole-day CSC Central Office Year-end Celebration and PRAISE Awards Rites							
	* Number of Participants: 550							
	* With provision of 10% buffer							
	* Expected Event Date: 15 December 2023							
	* Includes food tasting at least one week before event (11 December 2023)							
	* Includes food tasting at least one week before event (11 December 2023)							
	* Includes catering and service personnel (including site coordinator)							
	* Covers decoration services for the CSC Auditorium and related grounds, including expenses incurred for stage setup.							
	* Covers production of event paraphernalia and teaser materials for use in pre-event (optional)							
	*Refer to Annex A.1 for specific details.							
	APPROVED BUDGET FOR THE CONTRACT: PHP555,000.00							

Original Signed
GLAMOUR FE N. MONTANO
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider