

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

REQUEST FOR QUOTATION

RFQ No. : 2024-005 NP-SVP
Date: : January 8, 2024
PR No./End-User : 2024-01-0014 (OFAM-AD)

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/services listed in **Annex A**. Also, furnish us with descriptive brochures, catalogs, 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**, 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 **3:00 PM of 12 January 2024**.


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


PRESENTACION M. GAJES
Supervising 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 January 24 - 26, 2024
3. Place of Delivery: CSC-CO, OFAM Warehouse, Gr. Flr. IBP Rd. Batasan Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: _____
5. Technical specification are mandatory. **For goods**, please indicate brand, model and country of origin. **Failure to comply with any of the said requirements shall be a cause for the disqualification of your quotation.**
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. **The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;**
10. Terms of Payment: **within 15-30 days upon submission of complete supporting documents.**
11. 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.
12. 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.**
13. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
14. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
15. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
16. **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."**

Authorized Representative of the Service Provider

Civil Service Commission
 Constitution Hills, Batasang Pambarasa Complex Diliman, Quezon City.
REQUEST FOR QUOTATION

Annex A

RFQ No. 2024-005 NP-SVP
 Date: January 8, 2024
 PR No./End-User: 2024-01-0014 (OFAM-AD)

Company Name : _____
 Address : _____
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 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
1	Catering Service with Buffet Set-Up for the Conduct of CSC Annual Reconciliation Activity	1	lot					
	Date: January 24-26, 2024							
	Venue: 4th Floor, CSC Resource Center, IBP Road, Batasan Hills, Quezon City							
	No. of Pax: 45 pax							
	Schedule of Servng:							
	Breakfast - Plain Rice/Yang Chow/Bread, with three (3) to five (5) kinds of dishes with coffee, cream, sugar, tea and light dessert							
	AM and PM Snacks - Fruit Juices and breads or filipino inspired snacks							
	Lunch - Soup, three (3) viands (less pork), dessert, beverage and rice							
	Dinner - Soup, three (3) viands (less pork), dessert, beverage and rice							
	Serving Time:							
	Breakfast - 6:00am, AM snack - 10:00am, Lunch - 11:45am, PM snack - 3:00pm and Dinner - 6:00pm							
	Inclusions:							
	1. Caterer to provide tables and chairs with linen and centerpiece (optional)							
	2. Free flowing coffee with extra dinnerwares and other services as may be required							
	3. 2nd day dinner meals is subject to slight modification							
	4. Target Catering Party preferably conducts business near the place of activity where the catering services is required such as Quezon City and Marikina City							
	5. Taste tests to be conducted at the business venue of the winning caterer							
	6. Submit Menu proposal with quotation							
	7. No use of Service Elevator in the hauling of catering materials/items							
	Approved Budget for the Contract: PhP121,500.00							
	XXXXXXXXXX-Nothing Follows-XXXXXXXXXX							

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 Procurement Officer
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 Printed Name/Signature
 Authorized Representative of the Service Provider