

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

REQUEST FOR QUOTATION

RFQ No. : 2024-014 NP SVP
Date: 02 Feb. 2024
PR No./End-User : 2024-02-0085 & 2024-02-0086 / OHRMD-TDD

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, 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**, 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.**

With the end view of obtaining the contract most advantageous to the government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184, **CSC reserves the right to reject any and all quotations/bids, to annul the procurement process, to declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s.**

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 **03:00 P.M. of 12 February 2024.**


GLAMOUR FERN M. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


PRESENTACION M. GAJES
Supervising Administrative Officer
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. Goods/Services shall be rendered on _____ Please see Annex A for details.
3. Place of Delivery: **CSC-CO, IBP Rd. Batasan Complex, Constitution Hills, Quezon City**
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) 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."**

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.	<u>2024-214 NP SVP</u>
Date:	<u>02-Feb-24</u>
PR No./End-User:	<u>2024-02-0085 & 2024-02-0086</u> <u>/ OHRMD-TDD</u>

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
	Supply and Delivery of Meals for the conduct of 2024 National Women's Month Celebration							
	LOT 1							
	Part I: Kick-Off Activity - 04 March 2024 (8:30 AM to 10:00 AM)							
	Meals for 600 (officials/employees, non-CSC personnel and guests)	600	pax					
	Inclusion: Filipino or Continental							
	Chicken and/or Fish; Vegetables, Egg, Steamed Rice							
	Bread (Stuffed Bun / Sandwich)							
	Bottled Juice / Iced Tea, Bottled Water							
	Dessert, Fresh Fruits							
	<i>Food Tasting for the Proposed Menu - 26 February 2024</i>							
	<i>Packed Meals for 600 pax (Microwavable Plastic Container with Partitions and Airtight Lid; provision of individually-packed utensils)</i>							
	Serving Size: Generous/ample portions							
	Delivery Date and Time: 4 March 2024 @ 8:00 AM							
	Part II: CLE for GFPS: Preparatory Session for the Development of the CSC GAD Agenda - 12 March 2024 (1:30 PM to 5:00 P.M.)							
	Meals for 50 (officials/employees)	50	pax					
	Inclusion: Filipino or Continental							
	Pansit / Pasta							
	Bread (cheese burger or clubhouse sandwich)							

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	Bottled Juice / Iced Tea							
	Bottled Water							
	Sides (Chips / Fries)							
	Packed Meals for 50 pax (Microwavable Plastic Container with Partitions and Airtight Lid; Provision of individually-packed utensils)							
	Serving Size: Generous/ample portions							
	Delivery Date and Time: 12 March 2024 @ 1:00 P.M.							
	APPROVED BUDGET FOR THE CONTRACT: PHP226,250.00							
	LOT 2							
	Piknik sa Kalikasan: The Women's Month Culminating Activity in the CSC - 22 March 2024 (11:00 AM to 1:00 PM)							
	Meals for 600 officials/employees, guests and non-CSC personnel	600	pax					
	Soup, Fresh Salad, Beef, Chicken, Fish, Vegetable, Steamed Rice, Pasta, Dessert, Fruit Juice or Iced Tea, Nuts and Chips per Table							
	With free-flowing Coffee and Tea Stations (at least 4 stations)							
	Provision of 10% buffer							
	Banquet Tables and Chairs with linen cover (for 600 pax)							
	Inclusion of Centerpiece Decor per Table							
	Use of plates, glasses and utensils							

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	Provision of five (5) Buffet Tables (with 2 waiters assigned per buffet table) and one (1) buffet table for VIPs (atleast 2 (two) waiters to serve plated style for VIPs only)							
	Provision of at least 20 professional waiters and/or waitresses and meal servers in total							
	Inclusive of Flooring Fee and Transportation Fee							
	(No service elevator available)"							
	Venue set-up - to be scheduled one day prior to the event (21 March 2024)							
	Food Tasting for the Proposed Menu - <u>15 March 2024</u>							
	Delivery Date: 22 March 2024 @ 7:30 AM to 11:00 AM							
	APPROVED BUDGET FOR THE CONTRACT: PHP300,000.00							


GLAMOUR FE N. MONTANO

Procurement Officer

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

 Printed Name/Signature

Authorized Representative of the Service Provider