

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-025 NP-LV  
Date: 08 February 2024  
PR No./End-User : 2024-02-0126 / ERPO

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
TIN No. : \_\_\_\_\_

Please quote your government price/s, 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.


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 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, latest Business/Income Tax Return 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. If awarded, please be advised that you must conform first the PO prior to the date of event.**

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 **10:00 A.M. of 13 February 2024.**

  
**GLAMOUR FE N. 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. 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. **Failure to comply with any of the said requirements shall be a cause for the disqualification of your quotation.**

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. **The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;**  
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](http://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

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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
	Lease of Venue for the conduct of 2024 ERPO Team Building Activity	1	lot					
	Date of Activity: 21-22 March 2024							
	No. Of Pax: 31 pax							
	Preferred/Proximity of Location: within Batangas City							
	Check-in Date and Time: 21 March 2024 / 3:00 P.M.							
	Check-out Date and Time : 22 March 2024 / 12:00 P.M.							
	Schedule of Meals Serving							
	21 March 2024 - Plated or buffet Lunch with Drinks							
	PM Snacks with Drinks							
	Plated or Buffet Dinner with Drinks							
	22 March 2024 - Plated or Buffet Breakfast with Drinks							
	AM Snacks with Drinks							
	Plated or Buffet Lunch with Drinks							
	PM Snacks with Drinks							
	The resort provider shall provide an air-conditioned rooms with basic hotel facilities but not limited to: beddings, cable television, WIFI access, refrigerator, coffee/tea, toilet and bath with daily replenishment of bath towels and toiletries for each guest, hot and cold shower, water supply.							
	Room preferably with 1-2 beds; can comfortably accommodate 2-4 pax per room.							
	With open area/function hall to conduct team building activities/socials. Preferably with TBA facilitator.							
	Note: Please see attached Table for the Criteria of Rating for Reference							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP123,200.00</b>							

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

\_\_\_\_\_  
Printed Name/Signature  
Authorized Representative of the Service Provider

**TABLE OF RATING FACTORS FOR LEASE OF VENUE**

	<b>RATING FACTORS</b>	<b>WEIGHT (100%)</b>
<b>I.</b>	<b>Availability</b>	<b>100</b>
<b>II.</b>	<b>Location and Site Condition</b>	
	1. Accessibility	(50)
	2. PWD friendly	(50)
		<b>100</b>
<b>III.</b>	<b>Neighborhood Data</b>	
	1. Sanitation and health condition	(50)
	2. Police and Fire Station	(50)
		<b>100</b>
<b>IV.</b>	<b>Venue</b>	
	a. Structural Condition	(20)
	b. Functionality	
	1. Room arrangement (e.g., single, double, etc.)	(10)
	2. Light, ventilation, and air conditioning	(5)
	3. Space requirements	(5)
	c. Facilities	
	1. Water supply and toilet	(10)
	2. Lighting system	(5)
	3. Fire escapes	(5)
	4. Fire fighting	(5)
	5. Internet and telecommunications	(5)
	d. Other requirements	
	1. Maintenance	(5)
	2. Attractiveness	(5)
	3. Security	(5)
	e. Catering Services	(10)
	f. Client's satisfactory rating	(5)
		<b>100</b>
	<b>RATING FACTORS</b>	<b>WEIGHT (100%)</b>
<b>I.</b>	<b>Availability</b>	x (.1) =
<b>II.</b>	<b>Location and Site Condition</b>	x (.3) =
<b>III.</b>	<b>Neighborhood data</b>	x (.1) =
<b>IV.</b>	<b>Venue</b>	x (.5) =
<b>PASSING RATE : 80%</b>		
<b>REMARKS: PASSED/FAILED</b>		