

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

REQUEST FOR QUOTATION

RFQ No. : 2024-033 NP LV
Date: : 27 February 2024
PR No./End-User : 2024-02-0228 / OHRMD TSSD

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** 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**, 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 **04:00 P.M. of 04 March 2024**.


GLAMOUR F. 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 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
	Hotel Accomodations (4 days) with Complimentary Breakfast and Dinner	1	lot					
	* Accomodations for 41 CSC CO delegates to the Luzon Friendship Games for five days/four nights (22-26 April 2024)							
	* Includes hotel room, food and drinks (Breakfast for 4 days from 23-26 April 2024; Dinner for 3 nights 23-25 April 2024)							
	SPECIFICATIONS							
	* Contractor shall cover all participants within the same establishment and shall not overflow to other accommodations							
	* Contractor shall be within three kilometers, with a maximum of five kilometers away from the Ibalong Centrum for Recreation, Legazpi City Science High School, and Badminton Court Legazpi							
	* Contractor must be a business hotel or lodging business with at least three stars in a publicly accessible and reputable rating agency/service							
	* Rooms shall be for 2-3 person per room, with private bathroom							
	* 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							
	* Rooms shall include complimentary internet/Wi-Fi access, drinking water replenished daily, toiletries and other amenities, as well as hot/cold baths							
	* Contractor shall strictly provide breakfast starting 6:00 AM for all 41 participants during the four-day stay (23-26 April 2024)							
	* Contractor shall strictly provide dinner starting 6:00 PM for all 41 participants during the second to last night of the stay (23-25 April 2024)							

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	* Food provided should have at least one main viand, a vegetable viand, rice, and refreshments							
	* Service may be done buffet style, or via packed meals delivered to the rooms							
	* 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>Note: Please see attached Criteria for Rating for your reference.</i>							
	APPROVED BUDGET FOR THE CONTRACT: PHP328,000.00							


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

Printed Name/Signature
Authorized Representative of the Service Provider

“Lease of Venue for the Accommodation of the CO LFG Participants”

RATING FACTORS OF SERVICE PROVIDERS

CRITERA	WEIGHT
I. Availability	100%
II. Location and Site Condition	
1. Accessibility	50%
2. Parking Space	50%
	100%
III. Neighborhood Data	
1. Sanitation and Health Condition	25%
2. Police and Fire Station	25%
3. Restaurant	25%
4. Banking and Postal	25%
	100%
IV. Venue	
1. Structural Condition	20%
2. Functionality	
a. Conference Rooms	10%
b. Room Arrangement	5%
c. Light Ventilation and air conditioning	5%
d. Space Requirements	5%
3. Facilities	
a. Water supply and toilet	4%
b. Lightning System	5%
c. Elevators	4%
d. Fire escapes	4%
e. Firefighting equipment	4%
f. Internet and Telecommunications	4%
g. Audio Visual Equipment	5%
4. Other Requirements	
a. Maintenance	5%
b. Attractiveness	5%
c. Security	5%
5. Catering Services	5%
6. Client’s Satisfactory Rating	5%
	100%
I. Availability	x (0.5) =
II. Location and Site Condition	x (0.1) =

III. Neighborhood Data	x (0.05) =
IV. Venue	x (0.35) =
Factor Value	
TOTAL	100%
PASSING RATE:	85%
REMARKS: PASSED/FAILED	

Prepared by:



LLOYD RICK H. HERNAEZ

Signature over Printed Name

Designation: Administrative Officer V

Date: 26 February 2024

Approved By:



ATTY. ROSALITA B. RANCES-PETACA

Signature over Printed Name

Designation: Acting Director IV

Date: 26 February 2024