

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

REQUEST FOR QUOTATION

RFQ No. : 2024-037 NP SVP
Date: : 11-Mar-24
PR No./End-User : 2024-02-0145 / OHRMD

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 **11:00 A.M. of 15 March 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. Goods/Services shall be rendered on April 4-5, 2024
3. Place of Delivery: 4th Floor Auditorium, Resource Center Building, 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

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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
	Catering Service for the conduct of Workforce Planning, Career Development and Succession Planning Workshop							
	Number of Pax: 50 pax							
	Date of Event: April 4-5, 2024							
	Place of Event: 4th Floor Auditorium, Resource Center Building, CSC-CO, IBP Rd. Batasan Complex, Constitution Hills, Quezon City							
	Schedule of Serving:							
	First Day: 04 April 2024, 7:00 AM - Breakfast; 9:00 AM - AM Snack; 11:00 AM - Lunch; 3:00 PM - PM Snack							
	Second Day: 05 April 2024, 7:00 AM - Breakfast; 9:00 AM - AM Snack; 11:00 AM - Lunch; 3:00 PM - PM Snack							
	Specifications:							
	Full Buffet Set-Up - to serve Breakfast, AM Snack, Lunch and PM Snack							
	Menu:							
	Breakfast: Rice, Chicken/Beef/fish, egg, coffee/hot choco, water							
	AM Snack: Pasta and Juice							
	Lunch: Rice, Chicken/Beef, Fish, Vegetable, Dessert, Juice and Water							
	PM Shnck: Sandwich and Juice							
	With free-flowing coffee and water dispenser.							
	Provision of 10% buffer							
	Provision of buffet table							
	Banquet tables and chairs with linen cover for 50 pax							
	Inclusion of Centerpiece Decor per Table							

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	Use of Plates, glasses, goblets/wine glasses and utensils							
	Provision of at least 3 waiters and/or waitresses and meals servers							
	Inclusive of Flooring Fee and Transportation Fee							
	Note: No Service Elevator Available							
	Food Tasting for the Proposed Menu: 21 March 2024							
	Serving Size: Generous/Ample Portions							
	APPROVED BUDGET FOR THE CONTRACT: PHP65,000.00							


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

Printed Name/Signature
Authorized Representative of the Service Provider