

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

REQUEST FOR QUOTATION

RFQ No. : 2024-050 NP LV
Date: 18 March 2024
PR No./End-User : 2024-03-0307 / CSI

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 to the PO prior to the date of the 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 20 March 2024**.


GLAMOUR FE MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


PRESENTACION M. SAJES
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 details on Annex A.
3. Place of Delivery: Please see details on Annex A.
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
	Lease of Venue for the Accommodation and Function Room for the CSI 2024 Team Building Activity	1	lot					
	Maximum Guaranteed No. Of Pax: 35 pax							
	Minimum Guaranteed No. Of Pax: 27 pax							
	Specific Requirements:							
	Preferred/Proximity of Location: within Bataan							
	Check-in Date and Time: April 2, 2024 at 2:00 P.M.							
	Check-out Date and Time: April 3, 2024 at 12:00 P.M.							
	Rooms Specifications:							
	2 Double Occupancy							
	2 Quad Sharing Occupancy							
	4 Family Room good for 6 pax							
	a. Inclusive of breakfast for all check-in guests							
	b. Complimentary Wifi access per room							
	c. Complimentary drinking water, replenished daily							
	d. In-room safe							
	e. In-room coffee and tea making facilities							
	f. Provision of parking space to at least three (3) vehicles							
	g. Hot/cold bath & toilet towels, and toiletries							
	Other Requirements:							
	Function Room : 4 hours use of function room							
	Meals							

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	2 April 2024 - Managed buffet for max of 50 pax Inclusive of 2 types of meals, 1 veggie, rice, dessert and drinks a. Actual number of rooms/head counts, no. Of nights and room type shall be subject to change until 1 week before the above check-in date, and shall be within the approved budget for the contract. b. Can accommodate early check-in or late check-out on a per request basis. APPROVED BUDGET FOR THE CONTRACT: PHP93,500.00							

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

 Printed Name/Signature
 Authorized Representative of the Service Provider