

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-051 NP SVP  
Date: : 18 March 2024  
PR No./End-User : 2024-03-0313 / 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**, (*select/delete which is applicable: Professional Licenses/Curriculum Vitae [Consulting Services]; PCAB License [Infra]*) 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 **05:00 P.M. of 25 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. Goods/Services shall be rendered on **Please see details in Annex A.**
3. Place of Delivery: **Please see details in Annex A.**
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](http://www.philgeps.gov.ph) and register for free."**

\_\_\_\_\_  
Printed Name/Signature

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 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
	<b>2024 OHRMD Team Building Activity</b>	1	lot					
	<b>Date of Activity: 1-4 May 2024</b>							
	<b>Ilocos Norte and Ilocos Tour 3D/2N all-in-tour package with Transportation and Accommodation</b>							
	<b>Transportation:</b> from Civil Service Commission Central Office to Ilocos Norte/Ilocos Sur and Vice Versa							
	High roof vans to accommodate upto 24 pax							
	Drivers (inclusive of their meals and allowances)							
	Fuel and Toll fees							
	<b>Accommodation</b> for two nights (preferably one in Ilocos Norte and one in Ilocos Sur)							
	Air-conditioned, can accommodate upto 24 pax							
	Twin/Triple sharing							
	With Private bathroom, hot and cold shower							
	With towel/amenities							
	Not smaller than 17 sqm for twin sharing/20 sqm for triple sharing							
	With WiFi (optional)							
	With function room/dining area							
	Complimentary breakfast							
	<b>Tour inclusive of:</b>							
	Complete Ilocos Region Tour (Pagudgpad-Patapat Bridge Endpoint)							
	Inclusive of 4x4 off-road adventure (Sand Dunes), sand Boarding							
	Tourist Registration (e.g.) Maira-ira Cove & Kapurpuratwan Rock Formation)							
	Entrance Fees (e.g. Malacañang of the North & Cape Bojeador Lighthouse)							
	Taxes and Permits							
	<b>Full Board Meal</b>							

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	Day 1 - 0							
	Day 2 - Breakfast, AM Snacks, Lunch, PM Snacks, Dinner							
	Day 3 - Breakfast, AM Snacks, Lunch, PM Snacks, Dinner							
	Day 4 - Breakfast, AM Snacks, Lunch, PM Snacks, Dinner							
	<i>Note: Send bill for the total amount</i>							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP144,000.00</b>							

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

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