

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

REQUEST FOR QUOTATION

RFQ No. : 2024-058 NP SVP
Date: 21-Mar-24
PR No./End-User : 2024-03-0325 / 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**, 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 27 March 2024**.


GLAMOUR FE M. 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 _____
3. Place of Delivery: CSC-CO, OFAM Warehouse, Gr. Flr. 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

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2024-058 NP SVP
 Date: 21 March 2024
 PR No./End-User: 2024-03-0326 / OHRMD-TDD

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PHILGEPS Reg. No. _____
 TIN No. _____

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
	2024 Orientation Program for New Entrants on 16 to 17 May 2024 at the 4th Floor CSC Resource Center Auditorium	1	lot			If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.		
	Menu and Schedule of Servings:							
	Meals for 70 CSC employees @ P900.00 each on 16 May 2024 (Breakfast, AM snacks, Lunch, PM Snacks, Dinner)	70						
	7:00 AM - Inclusions for Breakfast: egg, fried rice, beef tapa/comed beef/chicken tocino/bangus, hot choco and juice, Bread/Pandesal and Butter, Fruits							
	10:00 AM - Inclusions for AM Snack: Sandwich and Fruit Juice							
	12:00 NN - Inclusions for Lunch: Steamed Rice, Fish, Chicken or Beef, Vegetable, Dessert, Fruit Juice							
	3:00 P.M. - Inclusions for PM Snack: Pasta and Fruit Juice							
	6:00 PM - Inclusions for Dinner: Steamed Rice, Fish, Chicken or Beef, Vegetable, Dessert, Finger Food, Fruit Juice							
	Meals for 70 CSC employees @ P900.00 each on 17 May 2024 (Breakfast, AM snacks, Lunch, PM Snacks, Dinner)							
	7:00 AM - Inclusions for Breakfast: egg, fried rice, corn beef/bangus/chicken tocino/beef tapa, Bread/Pandesal and Butter, Hot Choco and Juice, Fruits							
	10:00 AM - Inclusions for AM Snack: Pastry/Kakanin and Fruit Juice							
	Inclusions for PM Snack: Noodles/Pasta and Fruit Juice							
	Inclusions for Lunch AND Dinner : Steamed Rice, Fish, Chicken or Beef, Vegetable, Dessert, Fruit Juice							
	Other Inclusions for 16 and 17 May 2024							
	Full Buffet set-up for breakfast, lunch, dinner, AM snack and PM snack							
	Nuts and Chips per Table							

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REQUEST FOR QUOTATION

RFQ No. 2024-058 NP SVP
 Date: 21 March 2024
 PR No./End-User: 2024-03-0326 / OHRMD-TDD

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 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
	With free-flowing Coffee station and water dispenser							
	Provision of 10% buffer							
	Banquet Tables and Chairs with linen cover (for 70 pax)							
	Inclusion of Centerpiece Decor per Table							
	Use of plates, glasses and utensils							
	Provision of one (1) Buffet Table (with 2 waiters assigned for buffet table)							
	Provision of at least 3 professional waiters and/or waitresses and meal servers in total							
	Inclusive of Flooring Fee and Transportation Fee							
	(No service elevator available)							
	Venue set-up - to be scheduled one day prior to the event (15 May 2024)							
	Food Tasting for all bidders as part of the evaluation during bidding							
	Delivery Date: 16 and 17 May 2024 at 7:00 AM - 7:00 PM							
	APPROVED BUDGET FOR THE CONTRACT: PHP126,000.00							

GLAMOUR FEN. MONTANO
 Procurement Officer
 931-7935; 931-7539; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider

**2024 Orientation Program for New Entrants on 16 to 17 May 2024 at the 4th Floor CSC
Resource Center Auditorium
Request for Quotation No. 2024-058 NP Small Value Procurement**

CRITERIA FOR EVALUATION

CRITERIA	
1. Presentation	20
2. Taste - Flavor	20
3. Aroma	20
4. Texture - Consistency - Tenderness	20
5. Quality of Ingredients - Freshness	20
AVERAGE RATING	100%
Passing Rate: 80%	
Remarks: Passed / Failed	