

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

REQUEST FOR QUOTATION

RFQ No. : 2024-072 NP LV
Date: 12 April 2024
PR No./End-User : 2024-03-0360 / HRPSO

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 **12:00 P.M. of 17 April 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

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2024-072 NP LV
 Date: 12 April 2024
 PR No./End-User: 2024-03-0360 / HRPPO

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
	Lease of Venue for the Accommodation and Meals for the HRPPO 2024 Team Building Activity	1	lot					
	Date of Activity: May 2-4, 2024							
	Maximum Guaranteed No. Of Pax: 16 pax							
	Minimum Guaranteed No. Of Pax: 12 pax							
	Specific Requirements:							
	Preferred Proximity of the Location: Within Puerto Galera, Oriental Mindoro							
	Check in Date and Time: May 2, 2024 at 2:00 P.M.							
	Check-out Date and Time: May 4, 2024 at 12:00 NN							
	Room Specifications:							
	4 Superior Rooms good for 4 pax							
	Inclusive of breakfast for all checked-in guests							
	b. Air-conditioned							
	c. With Television							
	d. With hot and cold shower, towels and toiletries							
	e. In-room coffee and tea making facilities							
	f. Complimentary mineral drinking water, replenished daily							
	g. Complimentary Wi-Fi access							
	Meals:							
	May 2 and 3- Lunch and Dinner							
	Guided buffet for 16 pax							
	Inclusive of 2 types of meat (pork/beef and chicken/fish). Vegetable, dessert and softdrinks/juice							

Civil Service Commission


Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2024-072 NP LV
 Date: 12 April 2024
 PR No./End-User: 2024-03-0360 / HRP50

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
	a. Actual number of rooms/head counts, number 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. <i>Note: Please see attached Criteria for Rating for your reference.</i>							
	APPROVED BUDGET FOR THE CONTRACT: PHP68,000.00							

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

 Printed Name/Signature
 Authorized Representative of the Service Provider

**RATING FACTORS
LEASE OF VENUE, BOARD & LODGING SERVICE PROVIDER
FOR THE CONDUCT OF THE**

2024 HRPSO Team Building Activity

2 to 4 May 2024

CRITERIA	PERCENTAGE
SITE AND LOCATION	
<ul style="list-style-type: none"> • The venue should be located at Puerto Galera, Oriental Mindoro. • The venue should provide a suitable environment for professional discussions, promoting productivity and creative thinking. • The venue should be accessible to various mode of transportation. • The venue should not have a reputation for "short time" services. • The venue should not be situated near gambling establishments, casinos, or other culturally sensitive locations. • The venue should not be near funeral parlors. 	40%
BOARD AND LODGING	
<ul style="list-style-type: none"> • Quadruple room sharing should be available (maximum of 4 persons per room) with private bathrooms. • The rooms should be well-ventilated and equipped with functional air conditioning units. • The rooms should have clean water supply, adequate lighting system, and accessible fire escapes equipped with firefighting equipment. • The accommodation should have a strong and reliable complimentary Wi-Fi connection. 	30%
CATERING SERVICES (FOOD/MEALS)	
<ul style="list-style-type: none"> • Plated breakfast service should be served starting 6:30 AM to all participants • For lunch and dinner, a guided buffet setup with standby waiters should be provided. • The lunch and dinner buffet should include at least 3 main dishes, along with a vegetable dish, appetizer, soup, and dessert. • Purified drinking water should be available at all times. 	20%

OTHER AMENITIES	
<ul style="list-style-type: none"> • Complimentary roundtrip shuttle service from Balatero Port to Hotel should be provided. • Hotel amenities such as swimming pool, gym, spa, audio/video center, etc., should be accessible free of charge. • The hotel should offer tour packages including land tours, snorkeling, island hopping, etc. 	10%
TOTAL	100%

PASSING RATE: **Eighty percent (80%)**

Prepared by:


AIMEE C. BERNAL
 Administrative Assistant III

Noted by:


ATTY. JENNIFER L. TIMBOL
 Director IV
 Human Resource Policies and Standards Office