

**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

**REQUEST FOR QUOTATION**

RFQ No. 2024-078 NP SVP  
 Date: April 17, 2024  
 PR No./End-User: 2024-04-0494/ OACSAS

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 <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	<b>CATERING SERVICES</b>	100	pax					
	<b>Event Decoration and Styling Services during the Public Consultation on the Guidelines for Ethical and Trustworthy use of Artificial Intelligence (AI) in the Government</b>							
	Date: April 29, 2024 @ 8:00 AM to 5:00 PM							
	Meals: AM Snack, Lunch, PM Snack							
	Inclusion: Supervised Full Buffet Set-up							
	AM Snacks (one regular drink, sandwich, porridges, other options provided by the service provider)							
	Lunch (Soup, Salad, Beef/ork, Chicken, Fish, vegetable, Steamed Rice, fruit juice or iced tea)							
	PM Snack (one regular drink, pasta, other options provided by the Service Provider)							
	- with nuts and chips per table							
	- with free flowing coffee station during the entire event							
	- Provision for 10% buffer							
	- Provision of Banquet Tables and Chairs with linen cover for 100 pax with 10% buffer (set up one day before the event)							
	- Includes catering and sevice personnel (including site coordinator)							
	- Covers decorations services for CSC Auditorium and related ground (Venue set-up to be scheduled prior to the even on April 29, 2024)							
	- use of plates, glasses and utensils							
	- Inclusive of Flooring Fee and Transportation Fee (no service elevator available)							
	<b>Delivery Date: April 29, 2024 @ 7:00 am to 8:00 PM</b>							
	<b>Approved Budget for the Contract (ABC): Php 70,000.00</b>							
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x							

*PEARLIE ANN S. RAMOS*  
**PEARLIE ANN S. RAMOS**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

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