

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-081 NP SVP  
Date: 29 April 2024  
PR No./End-User : 2024-03-0318 / CSI

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](mailto:csc.ofam.pmd@gmail.com) not later than **01:00 P.M. of 3 May 2024**.

  
**GLAMOUR FE 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 Annex A for details.
3. Place of Delivery: CSC-Central Office, 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](http://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

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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
	Supply and Delivery of Meals through Catering Services for the Conduct of In-Person Capacity Building Sessions	1	lot					
	Dates: to start on last week of May							
	Designated Venue at CSC Central Office, Batasan Hills, Quezon City							
	<i>Note: 1. Please see attached Technical Specifications for Details.</i>							
	<i>2. No use of Service Elevator</i>							
	<b>APPROVED BUDGET FOR THE CONTRACT: PHP133,250.00</b>							

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

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

### Technical Specifications

- Project Title : **Supply and Delivery of Meals through Catering Services for the Conduct of In-Person Capacity Building Sessions**
- Approved Budget for the Contract : **Php 133,250.00 (inclusive of all government and applicable taxes)**
- Location : **CSC Central Office, Batasan Hills Quezon City**
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#### I. PROJECT DESCRIPTION

The project entails the procurement of the Supply and Delivery of Meals through Catering Services for the participants and training team during the conduct of a series of Capacity Building Sessions which will start on or before the last week of May 2024. This shall require the provisions of meals for the following:

- Capacity Building Session (Personality Development with Hair and Make-up Training)

Meals	Amount per Meal	Minimum Guaranteed Participants*	Maximum Number of Participants*
Breakfast	PHP 250.00	Day 1- 25 pax	Day 1- 40 pax
AM Snacks	PHP 75.00		
Lunch	PHP 250.00	Day 2- 25 pax	Day 2- 45 pax
PM Snacks	PHP 75.00		

- Capacity Building Session (Development of Assessments with Accessibility and Universal Designing Training)

Meals	Amount per Meal	Minimum Guaranteed Participants*	Maximum Number of Participants*
Breakfast	PHP 250.00	25 pax	30 pax
AM Snacks	PHP 75.00		

Lunch	PHP 250.00		
PM Snacks	PHP 75.00		

- Capacity Building 4 (Graphic Design and User Experience (UX))

Meals	Amount per Meal	Minimum Guaranteed Participants*	Maximum Number of Participants*
Breakfast	PHP 250.00	25 pax	30 pax
AM Snacks	PHP 75.00		
Lunch	PHP 250.00		
PM Snacks	PHP 75.00		

*\* final number of participants to be determined at least 1 week before the actual event, thus bidding price shall be computed based on the maximum number of participants.*

## II. MODE OF PROCUREMENT

The procurement for the Supply and Delivery of Meals through Catering Services shall be undertaken through Small Value Procurement under the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, otherwise known as "Government Procurement Reform Act"

## III. SCOPE OF WORK AND REQUIREMENTS

1. The service provider should be able to supply and deliver meals for the following 2-day Capacity Building Sessions on the scheduled preferred by the CSC but not later than 31 July 2024:
  - a. Capacity Building Session (Personality Development with Hair and Make-up Training)
  - b. Capacity Building Session (Development of Assessments with Accessibility and Universal Designing Training)
  - c. Capacity Building 4 (Graphic Design and User Experience (UX))

The CSC shall provide the service provider with the final dates of events at least 1 week prior conduct;

2. The service provider shall adhere to the following meal specifications:

Particulars	Time of Serving
<b>Plated Breakfast</b> - Plain Rice/ Garlic Rice - Egg (fried, hard boiled, scrambled, salted) - Combination of two viands (e.g. beef tapa, tocino, longganisa, smoked/salted fish) - Coffee, tea or choco drinks	6:30 am to 8:00 am
<b>Plated AM Snacks</b> - Pasta - bread - 1 round of Soda/Juices - Free Flowing Drinks (water/coffee/tea) - Free Flowing Drinks (water/coffee/tea)	9:30 AM
<b>Managed Buffet Lunch</b> - Soup - Chicken, beef or fish viands - Vegetable - Steamed Rice - Desserts - 1 round of soda/juices - Free Flowing Drinks (water/coffee/tea)	12:00 nn
<b>Plated PM Snacks</b> - Sandwich - Chips - 1 round of Soda/Juices - Free Flowing Drinks (water/coffee/tea)	3:00 pm

*With Free meals for at least 5 training staff per day*

3. Provide the detailed food line up for the above-mentioned meals with description as necessary within two (2) days after receipt of the Notice to Proceed.

4. Provide banquet equipment set-up including the following:

- i. dressed-up 10-seater round dining tables with table accent and centerpiece;
- ii. chairs with seat covers;
- iii. classy buffet table set-up with linens skirting and centerpiece;

- iv. all flatware, dinnerware and glassware;
  - v. roll top chafing dishes with menu tags with allergens; and
  - vi. other requirements that may be determined based on preferred motif and set-up of this office.
5. Provide set-up for free flowing drinks (water/coffee/tea) and refreshments (candies);
  6. Assign Catering Supervisor and adequate wait staff in uniform with hairnet;
  7. Provide set up, serve, dismantle and clean the catering stations, after the event;
  8. Ensure that the setup is aligned with the theme requirements of the event;
  9. Ensure the quality of the food to be served;
  10. Ensure that the meals are available and served based on the agreed schedule;
  11. Provide at least 10% buffer based on the final number of participants;
  12. Ensure to accommodate an additional number of participants which may reach around 60 or as may be determined by this office at least one (1) week prior the date of the event; and
  13. Provide food tasting with set-up good for five (5) participants on preferred schedule of both parties.

#### **IV. BIDDER'S/ SERVICE PROVIDER'S QUALIFICATIONS**

1. The Service Provider must be PHILGEPS registered with active membership status.
2. The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations. In this regard, the Service Provider must arrange food tasting activity at least 3 weeks before the event.

#### **V. TERMS OF PAYMENTS**

The Supply and Delivery of Meals through Catering Services for the conduct of In-Person Capacity Building Sessions shall not exceed the approved

budget amounting to One Hundred Thirty-Three Thousand Two Hundred Fifty Pesos Only (Php133,250.00) inclusive of all government and applicable taxes.

In the event that the CSC does not reach the maximum number of participants, the payment shall be determined based on the actual number of participants, ensuring it is no less than the total amount specified for the minimum guaranteed participants.

The payment shall be payable within fifteen (15) to thirty (30) government working days upon issuance of a Billing Statement.

Subsequently, processing of payment shall commence based on the above schedule/s through the issuance of a Landbank of the Philippines (LBP) check by the CSC.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning service provider. The CSC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

## **VI. TAXES**

All taxes, fees, charges imposed and other legal execution due or that may become due shall be chargeable against the account of the service provider. The CSC, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

## **VII. DELIVERY OF SERVICES**

Upon receipt of the approved Notice to Proceed (NTP), the winning bidder/supplier shall provide above-stated requirements and scope of work on the schedule stated under Item III, Scope of Work of this document.

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) based on the amount specified in the Contract Agreement for every day of delay shall be imposed.

## **VIII. LOCATION / VENUE**

Designated Venue at the CSC Central Office, Batasan Hills, Quezon City.

**IX. CONFIDENTIALITY CLAUSE**

The service provider shall not, during the term of this engagement and thereafter, disclose any confidential information obtained or acquired by them in connection with the above tasks and deliverables except upon the issuance of written consent by the CSC Chairperson.

Prepared by:

  
**DALISAY N. TARROZA**  
Sr. Human Resource Specialist  
Process Facility Management  
Civil Service Institute

Recommending Approval:

  
**EMYLIN O. SEVERO**  
Director III  
Civil Service Institute

Approved by:

  
**FERNANDO M. PORIO**  
Director IV  
Civil Service Institute

8 March 2024