

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

REQUEST FOR QUOTATION

RFQ No. : 2024-118 NP SVP
Date: 28 May 2024
PR No./End-User : 2024-05-0658 / 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 and duly Notarized Omnibus Sworn Statement together with your proposal. The updated *Certification Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

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 03 June 2024**.


GLAMOUR FE 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: Please see Annex A for details.
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. 2024-118 NP SVP
 Date: 28 May 2024
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Company Name : _____
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 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 Capacity Building / Training Workshop on Levels of Learning Evaluation <i>Note: Please see attached Technical Specifications for details</i>	1	lot					
APPROVED BUDGET FOR THE CONTRACT: PHP65,000.00								

GLAMOUR FE M 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 Capacity Building/Training Workshop on Levels of Learning Evaluation**

Approved Budget for the Contract : **Php 65,000.00 (inclusive of all government and applicable taxes)**

Location : **CSC Central Office, Batasan Hills Quezon City**

I. PROJECT DESCRIPTION

The project entails the procurement of the Supply and Delivery of Meals through Catering Services for the conduct of the Capacity Building/Training Workshop on Levels of Learning Evaluation on 26-27 June 2024. This shall require the provisions of meals for the following:

Meals	Amount per Meal	Minimum Guaranteed Participants*	Maximum Number of Participants*
Breakfast	PHP 250.00	47 pax	50 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 Capacity Building on Level 3 and 4 Evaluation on the schedule preferred by the CSC but not later than 28 June 2024.

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

- The service provider should be able to supply and deliver meals through catering services following the listed specifications:

Particulars	Date and Time of Serving
Plated Breakfast <ul style="list-style-type: none"> - 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 	Day 1- Day 2 June 26-27, 2024 6:30 am to 8:30 am
Plated AM Snacks <ul style="list-style-type: none"> - Pasta - bread - 1 round of Soda/Juices - Free Flowing Drinks (water/coffee/tea) - Free Flowing Drinks (water/coffee/tea) 	Day 1- Day 2 June 26-27, 2024 9:30 AM
Managed Buffet Lunch <ul style="list-style-type: none"> - Soup - Chicken, beef and fish viands - Vegetable - Steamed Rice - Desserts - 1 round of soda/juices - Free Flowing Drinks (water/coffee/tea) 	Day 1- Day 2 June 26-27, 2024 12:00 nn
Plated PM Snacks <ul style="list-style-type: none"> - Sandwich - Chips - 1 round of Soda/Juices - Free Flowing Drinks (water/coffee/tea) 	Day 1- Day 2 June 26-27, 2024 3:00 pm

With Free meals for at least 5 training staff/CSI representative per day

- 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.
- 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 have at least two (2) years of experience in the catering business. As such, the Service Provider must provide a list or certification of similar projects.
2. The Service Provider must be PHILGEPS registered with active membership status.
3. 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 Workforce Planning with Career Development and Succession Management shall not exceed the approved budget amounting to Sixty Five Thousand Pesos Only (Php65,000.00) inclusive of all government and applicable taxes.

Additionally, should the CSC fail to meet the maximum number of participants, the amount to be paid shall be based on the actual number of participants but not lower than the amount set 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 in 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:



DAISY 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

13 May 2024