

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-214 NP SVP  
Date: 19-Aug-24  
PR No./End-User : 2024-08-1241 / OHRMD-TSSD

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 **10:00 A.M. of 23 August 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 details in Annex A.
3. Place of Delivery: Please see details in Annex A.
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*

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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 Packed Meals for the PCSA Internal and External Activities for the Month of September 2024							
	LOT 1: PCSA Internal Activities: Kick-Off							
	DATE: 2 September 2024 VENUE: Resource Center Building No. of Pax: 550 pax  Meals for CSC Officials and Employees during the PCSA Activities for September *PACKED LUNCH INCLUSIONS -Rice -Pork/Fish -Dessert -Water/Juice *Packaging must be individually wrapped with plastic utensils Delivery Time: 10:00 a.m. target date Provision of 10% buffer Food Tasting for all bidders as part of the evaluation during bidding	1	lot					
	<b>Approved Budget for the Contract: Php137,500.00</b>							

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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
	<b>LOT 2: PCSA External Activities: Online Zumba</b>							
	DATE: 6 September 2024 VENUE: RCB No. of Pax: 200 pax  Meals (Breakfast) INCLUSIONS -Rice -Pork/Fish -Dessert -Water/Juice  *Packaging must be individually wrapped with plastic utensils Delivery Time: 10:00 a.m. target date Provision of 10% buffer Food Tasting for all bidders as part of the evaluation during bidding **Food tasting for all bidders as part of evaluation during bidding *Inclusive of flooring fee and transportation fee (no service elevator available)	1	lot					
	<b>Approved Budget for the Contract: Php50,000.00</b>							

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	<b>LOT 3: PCSA External Activities: Coastal Clean- up</b>							
	DATE: 21 Spetember 2024 VENUE: LAGUNA COASTAL No. of Pax: 200 pax  Meals for CSC officials and employees and agency-based employees (Breakfast, Lunch, AM&PM Snacks) *PACKED MEALS (breakfast,lunch,AM &PM Snacks) -Breakfast: Rice, Egg, Ham, Banana -Lunch: Rice, Pork, Fish, Vegetables, Dessert - AM&PM Snack: Bread/Pasta - Mineral Water & Juice *Packaging must be individually wrapped in plastic with utensils Delivery Time: 4:00 a.m. of target date *Food tasting for all bidders as part of evaluation during bidding	1	lot					
	<b>Approved Budget for the Contract: Php130,000.00</b>							

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

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