

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

REQUEST FOR QUOTATION

RFQ No. : 2024-306 NP-SVP
Date: October 22, 2024
PR No./End-User : 2024-10-1613 (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** together with your proposal. The **updated *Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

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 **3:00 PM of 28 October 2024**.


RENEL JOANNE G. ROCACURBA
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508


PRESENTACION M. GAJES
Acting Chief Administrative Officer
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"
3. Place of Delivery: CSC-CO, OFAM Warehouse, Gr. Flr. IBP Rd. Batasan Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: _____
5. Technical specification 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."**

Authorized Representative of the Service Provider

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

REQUEST FOR QUOTATION

Annex A

RFQ No. 2024-306 NP-SVP
 Date: October 22, 2024
 PR No./End-User: 2024-10-1613 (CSJ)

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

LOT 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
1	Catering Service for the Conduct of the Transformative Approaches towards Leadership Advancement (TALA) In-Person Pilot Run Venue: CSC Central Office, Batasan Hills, Quezon City Date of Activity: November 5-6, 20-21, 25-26, 27-28 and December 3-4, 2024 (10 days) Minimum Guaranteed Participants: 35 pax Maximum Guaranteed Participants: 40 pax Meal Requirements: Plated Breakfast: Fried 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 Plated AM Snack: Pasta, Bread, 1 round of Soda/Juices, Free flowing drinks (water/coffee/tea) Plated PM Snack: Sandwich, Chips, 1 round of Soda/Juices, Free flowing drinks (water/coffee/tea) Manage Buffet Lunch: Soup, Chicken, Beef and Fish viands, Vegetable, Steamed Rice, Desserts, 1 round of soda/juices, free flowing drinks (water/coffee/tea) Note: Please see attached Technical Specifications for further details	1	lot					
	Approved Budget for the Contract: PhP260,000.00							
	xxxxxxxx-Nothing Follows-xxxxxxxx							

RENEL JOANNE G. RDCACURBA
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508



 Printed Name/Signature
 Authorized Representative of the Service Provider