

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

REQUEST FOR QUOTATION

RFQ No. : 2023-202 (NP-LV)
Date: Sept. 21, 2023
PR No./End-User : 2023-09-1319 (ERPO)

Company Name/Address : _____
Tel No. & Fax No. : _____
Mobile No / E-Mail : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

Please quote your government prices including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

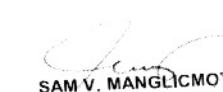
If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. **As a condition for award**, the selected supplier will be required to submit a copy of its **updated PhilGEPS Registration or Mayor's / Business Permit**, whichever is applicable, or both, as the case may be. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit. **If awarded**, you will be required to submit a **duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex B**), together with the ***signed copy of Purchase Order (PO) prior to the date of event / delivery / installation.**

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**. on or before Sept. 28, 2023 at 5:00 p.m.



PRESENTACION M. GAJES
931-7935; 931-7939; 931-8092 Loc. 508


SAM V. MANGLICMOT
Chief Administrative Officer
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

- | | Item Basis | Lot Basis | Total Quoted Price |
|-----|---|---|--------------------------|
| 1. | Award shall be made on per: | | <input type="checkbox"/> |
| 2. | Goods/Services shall be rendered on <input checked="" type="checkbox"/> | | |
| 3. | Place / time of Delivery: | Please see Annex A for details -- CSC Central Office | |
| 4. | Please indicate Warranty: _____ | | |
| 5. | Technical specification with asterisks (*) are mandatory. For goods, please indicate brand, model and country of origin. | | |
| 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. | Terms of Payment: within 15-30 days upon complete submission of supporting documents. | | |
| 10. | 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: _____ | |
| 11. | Note: Non-Land Bank of the Philippines accounts shall be charged a service fee. | | |
| | 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. | | |
| 12. | In case of discrepancy between unit cost and total cost, unit cost shall prevail. | | |
| 13. | In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation. | | |
| 14. | Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders". | | |
| 15. | 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

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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 |
|----------|--|-----|------|-----|----|--|------------|-------------|
| 1 | <p>Lease of Venue for the Board and Lodging with Function Room [For the conduct of Test Item Writing / Review Workshop (TIWRW)]</p> <p>Date of Activity: 23-27 October 2023, OR 6-10 November 2023 (based on ERPO Memo No. 742, s. 2023) No. of Pax: 26 Proximity of Location: Within Metro Manila or Rizal Check-in Date and Time: 23 October 2023 - 2:00 p.m. Check-out Date and Time: 27 October 2023 - 12:00 p.m.; OR Check-in Date and Time: 6 November 2023 - 2:00 p.m. Check-out Date and Time: 10 November 2023 - 12:00 p.m.</p> <p>Specific Requirements:</p> <p>Function Rooms: Use of main function room from 7:00 a.m. to 12:00 a.m.</p> <p>Use of additional function room for Day 1</p> <ul style="list-style-type: none"> • Adjacent function rooms • Well-lighted • Soundproof | 1 | Lot | | | | | |

- Separate dining room or division between working area and dining area
- Spacious (can accommodate 26 pax), 1 table per pax
 - o Additional tables for materials and equipment
 - o Space for serving tables (flowing coffee, tea, water, candies, etc.)
 - o Space for dining area (good for 26 pax)
- With provision and free use of the following:
 - o Electricity
 - o Extension cords for the use of at least 20 laptops
 - o Pad paper and pencils
 - o Portable screen and LCD projector and/or large television to serve as screen projector
 - o Audio system and microphone
 - o Whiteboard with markers and erasers
 - o Internet access with password (for exclusive use of CSC staff of CSC staff)

Room Requirements:

- Single, twin, and/or quad sharing
- Single bed per pax
- Air-conditioned room with hot and cold shower
- TV Set, preferably with cable and/or streaming apps
- With complimentary toiletries, towels, and bottled Water

Preferred Menu:

- At least three (3) viands per meal
- With free:
 - Soup, vegetable salad and fruits during breakfast, lunch, and dinner
 - Flowing coffee, tea, and water
 - Flowing candies, nuts, and chips for the duration of the seminar

Attached is the Table of Rating Factors for the
Lease of Venue (in PDF), please click.

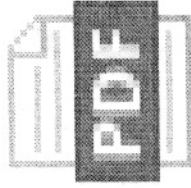


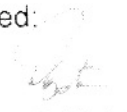
Table of Rating
Factors- Lease of Ve

TABLE OF RATING FACTORS FOR LEASE OF VENUE

| | RATING FACTORS | WEIGHT (100%) | RATING |
|-----|--|---------------|--------|
| I. | Availability | 100 | |
| II. | Location and Site Condition | | |
| | 1. Accessibility | (50) | |
| | 2. PWD friendly | (50) | |
| | | 100 | |
| | Neighborhood Data | | |
| | 1. Sanitation and health condition | (25) | |
| | 2. Police and Fire Station | (25) | |
| | 3. Restaurant | (25) | |
| | 4. Banking and Postal | (25) | |
| | | 100 | |
| | Venue | | |
| | a. Structural condition | (20) | |
| | b. Functionality | | |
| | a. Conference Room | (10) | |
| | b. Room arrangement (e.g., single, double, etc.) | (5) | |
| | c. Light, ventilation, and air conditioning | (5) | |
| | d. Space requirements | (5) | |
| | c. Facilities | | |
| | a. Water supply and toilet | (4) | |
| | b. Lighting system | (5) | |
| | c. Elevators | (4) | |
| | d. Fire escapes | (4) | |
| | e. Fire fighting | (4) | |
| | f. Internet and Telecommunications | (4) | |
| | g. Audio visual equipment | (5) | |
| | d. Other requirements | | |
| | a. Maintenance | (5) | |
| | b. Attractiveness | (5) | |
| | c. Security | (5) | |
| | e. Catering Services | (5) | |
| | f. Client's satisfactory rating | (5) | |
| | | 100 | |

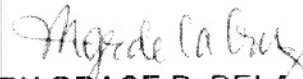
| RATING FACTORS | | WEIGHT (100%) | RATING |
|------------------------|-----------------------------|---------------|--------|
| I. | Availability | x (.5) = | |
| II. | Location and Site Condition | x (.1) = | |
| III. | Neighborhood Data | x (.05) = | |
| IV. | Venue | x (.35) = | |
| FACTOR VALUE | | | |
| TOTAL | | | |
| PASSING RATE | | | 90 |
| REMARKS: PASSED/FAILED | | | |

Prepared:



RODRIGO MIGUEL V. BATAC
HR Specialist II

Reviewed:



MARY GRACE R. DELA CRUZ
Supervising HR Specialist

Approved:



PRISCO S. RIVERA, JR.
Director IV