

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

REQUEST FOR QUOTATION

RFQ No. : 2024-242 NP-SVP
Date: 09/13/2024
PR No./End-User : 2024-09-1338 (OAC-HRG)

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. / E-Mail : _____
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 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 maybe. 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** not later than **17 September 2024 @ 3:00 p.m.**



EDGARDO M. WYCO
931-7935; 931-7939; 931-8092 Loc. 508



PRESENTACION M. GAJES
Supervising 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: _____
2. Goods/Services shall be rendered on _____
3. Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
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:** _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
11. 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

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION

RFQ No. 2024-242
 Date: 13-Sep-24
 PR No./End-User: 2024-09-1338 (OAC-HRG)

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

LOT	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	Catering Services to serve a maximum of 600 participants in the 2024 PCSA Pasasalamat Activity to be held on 30 September 2024	600	pax					
	- meals							
	- rental of tables and chairs							
	- venue set-up (materials and designer)							
	** see Terms of Reference (TOR) below for details							
	Approved Budget for the Contract: PhP470,000.00.							
	xxxxxxxx-Nothing Follows-xxxxxxxx							


EDGARDO M. WYCO
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature
Authorized Representative of the Service Provider



TERMS OF REFERENCE

PROCUREMENT OF CATERING, EVENT DECORATION, AND STYLING SERVICES FOR THE 2024 PCSA PASASALAMAT PROGRAM

BACKGROUND/OBJECTIVE

The **PCSA Pasasalamat Program** serves as a culminating event designed to honor and recognize the invaluable contributions of the Civil Service Commission (CSC) partners, including organizers, volunteers, sponsors, and supporters. These individuals played a crucial role in orchestrating the major events and activities throughout September, significantly contributing to the success of the 2024 Philippine Civil Service Anniversary celebration.

This year's theme is "Filipiniana-inspired." All invited honorees and onsite guests are encouraged to wear traditional Filipiniana attire, while other attendees are advised to don their Monday Filipiniana office wear.

The event will welcome heads or representatives from partner organizations and agencies, sponsors, as well as CSC Regional Directors, Assistant Directors, and Office Heads, ensuring a comprehensive gathering of key stakeholders involved in the celebration.

SECTION 1: GENERAL GUIDELINES

1.1 Prior Government Experience.

Suppliers must at least have one prior contract/engagement with the Government of the Philippines, with no negative feedback from previous clients, and with proof submitted (Notice of Award/Notice to Proceed, or related engagement document) within the last two years.

1.2 Tax Inclusion and Additional Fees

Bid prices submitted must include tax, delivery, and other fees required for delivery of services. No increases or decreases in final payment shall be provided to the service provider above or below their submitted bid price.

1.3 Payment Schedule and Preference

Payment shall be provided after complete delivery of the service. Suppliers are encouraged to provide, if available, Landbank accounts for payment of services.

1.4 Date of Activity

Service providers shall provide their services, in general, on the date of the activity, **30 September 2024**, for the entirety of the day, unless otherwise specified or required. Setting up of tables and chairs and decorating the venue should be completed at least one day before the event.

1.5 Post-Activity Evaluation

Service providers shall be rated during and after the activity on the quality of their service using a numerical rating scale. A non-satisfactory rating after completion of service may be grounds for internal blacklisting of the service provider within CSC due to non-performance, and other additional penalties as imposed by RA 9184. Satisfactory ratings shall be used in the consideration of service providers for succeeding awards.

SECTION 2: SPECIFICATIONS

2.1 Approved Budget for Contract

The approved budget for this lot is **Php470,000.00** which includes meals for 600 participants and rental of tables and chairs and stage and venue set-up.

2.2. Scope of Services

The services shall cover (1) catering and (2) event decoration and styling services for the conduct of the 2024 PCSA Pasasalamat, which will be at 4th floor CSC Resource Center Auditorium.

2.2.1 Catering Services

The services shall cover the delivery of meals for the 2024 PCSA Pasasalamat, which includes PM snacks. The services shall cover the provision of meals for the 2024 PCSA Pasasalamat Program. The service shall be conducted as buffet-style (for guests) and plated service (for VIPs), with at least 30 professional waiting/service crew who are ready and able to conduct the servicing requirements during the activity.

2.2.1.1 Participant Count

Service Provider shall be capable of providing meals to **600 participants**.

2.2.1.2 Catering Specification

Date	Time	No. Of Pax	Inclusions
30 September 2024		600 persons	<p>➤ Provider must present food that accommodate different dietary preferences and restrictions, including vegetarian, halal, and gluten-free options.</p> <p>Heavy merienda/afternoon snack:</p> <ul style="list-style-type: none"> • One whole lechon • Pancit canton/bihon • Sotanghon Guisado • Pancit malabon • Chicken lollipop • Shanghai rolls • Lumpiang sariwa • Ensaymada • Assorted kakanin (Bibingka sa latik, sapin-sapin, maja blanca, puto cheese, suman, cassava cake, kutsinta) • Ginataang mais • Ginataang bilo-bilo • Tusok-tusok (kwek-kwek, fishball, kikiam, kalamares, squid ball, chicken ball) • Buttered shrimps and shellfish • Buko salad • Buko pandan • Leche Flan • Taho • Dirty ice cream/sorbetes • Sago't gulaman/calamansi juice <p>➤ Whole-day free-flowing coffee, iced tea/juice, and purified water starting at 1:00 PM</p>

Food Handling and Presentation/Tables and Chair Arrangement

- Provide round tables and chairs with choice linen, flower arrangement per table or filipiniana-themed centerpiece, tableware and complete cutlery for 600 persons.
- Preparation of the arrangement on the venue must be organized on the day before the event to avoid unnecessary delays. All tablecloths and linens must be presentable and well-ironed. All tables must be covered with full skirting. Table layout will be provided by the caterer.
- Provision of eco-friendly, recyclable tupperware containers, spoon and fork for participants who wish to take home the food
- Arrangement and food to be served must be available before 1:30 PM
- Kitchenware and/or appliance for food reheating or cooling shall be provided/shouldered by the caterer
- While the food set-up is buffet, dedicated food servers shall be assigned to attend the needs of the VIPs who shall be accorded plated service
- Provider should strictly follow necessary health and safety measures (e.g. use of gloves, hair net, face masks, alcohol, and frequent washing of hands, etc.) to ensure the quality, safety, and timeliness of the food and avoid health hazards
- Color motif/design for the event shall be advised to

			<p>the caterer atleast one (1) week before the conference</p> <ul style="list-style-type: none"> • Provision of atleast five (5) service crew for each of the four (4) stations at the venue. • Caterer should assign a point person who shall coordinate with the food committee to ensure the seamless delivery of the service. <p><u>Venue Decorations</u></p> <ul style="list-style-type: none"> • Incorporate Filipiniana-inspired decorations, such as banig (woven mats), capiz shell accents, traditional Filipino textiles, wood, bamboo, abaca, sinamay, and other items on registration area, buffet tables, and banquet tables. • Decorations shall be set-up in the auditorium a day before the program • A site inspection will be conducted by the venue designer to effectively assess the space and plan the arrangement of decorations, tables, and chairs.
--	--	--	---

Mode of Service

Meals shall be served buffet style for guests and plated for the VIPs, with at least 5 service crew present in each of the four (4) stations at the venue. At least 10 waiting staff shall also be provided to serve the plated meals to the VIPs at their designated table assignments.

Post-award Specifications

The end-user unit or delegated CSC personnel may provide feedback on the specifics of the meals based on the catering specification or additional requests for meal preparation after award.

2.2.1.3 Additional Services

The service provider will be responsible for supplying tables and chairs, venue decorations, waiting staff, meal stubs, and meal packing for up to 10% of the maximum number of participants. Additionally, at least 20 Halal meals must be provided. The provision of extra packing containers may be subject to negotiation following the event.

1. Tables and Chairs

The service provider will supply tables that can accommodate 10 individuals each, along with an adequate number of chairs, tablecloths, table numbers, and centerpieces for each table to meet the minimum participant requirements. Additional tables will be provided as necessary. The Civil Service Commission (CSC) will also supply at least four long tables for service use.

2. Meal Stubs

The caterer shall provide meal stubs for the guests and shall only serve those with meal stubs at the buffet stations. VIP tables are exempt from this rule and shall be marked during the activity. VIPs shall be served plated meals individually at their respective tables.

3. Packing of Meals

The service provider shall be able to provide packing of meals for 10% to 20% of the maximum number of participants, subject to negotiation after the activity.

Events Decoration and Styling Services

Events decoration and styling services shall cover the event grounds in the conduct of the activity.

The theme for this event is “Filipiniana-inspired”.

The venue – from the tablecloths, stage design, and decorations - shall be adorned with trinkets that are made of local materials such as wood, bamboo, capiz shells, abaca, sinamay, and other locally woven and/or assembled items.

Period of Services

Service provider shall provide styling services one day before the event, with the recommended period being two to three days before the event on 30 September 2024.

Stage Decoration

Service provider shall provide decoration services to the stage area of the auditorium, with enough space and adjustments as necessitated by the end-user during the event. Service provider shall be aware that the stage shall include space for LED wall and

additional audio/visual equipment such as speakers, instruments, mic stands, and other paraphernalia that will be included in the event proper.

Area Decoration

Service provider shall provide decoration and styling services inside the Auditorium.

Coordination with End-User Unit

Service provider shall coordinate with end-user unit during the duration of the contract.

Damage and Claims

Service provider shall endeavor to keep the area under decoration free of damage during the decoration period and ensure that decoration and styling, including teardown of decorations does not result in damage to the facilities. Service Provider shall be liable for any damage incurred because of negligence, and any damage shall be primarily deducted from the final payment of the contract should there be any, and not precluding any other administrative or criminal liabilities which may be charged against the contractor under RA 9184.

Decoration of Third-party Items

Service provider may include in their decoration third party items and equipment (such as speakers, tables and chairs for catering services, if any) present in the grounds only after express approval of the end-user unit and the third-party provider.

Subcontracting

Subcontracting shall NOT be allowed for any of the services done by the service provider.

Provision on the Use of Grounds

The CSC elevator may only be used in the transport of packed/crated equipment with enough clearance to fit two additional staff in the elevator to the auditorium. Tables, chairs, long poles, and similar equipment are not allowed for transport via elevator. Washing of used dishes and other materials shall only be allowed on a designated location outside the CSC Resource Center.