Annex A

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2022-111 NP SVP
Date: July 11, 2022
PR No./End-User: 2022-06-0564 / CSI

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No.. : _____
PhilGEPS Reg. No. _____
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
	Procurement of Learning Service Provider (Events Manager) for the							
	2022 Public Sector HR Symposium							
	Minimum Qualifications:							
	1. Expertise in Online Portal Development and Management using the most							
	up-to-date hardware and software;							
	2. Proven track record in developing and managing online portal for major							
	local and international events of the same nature with at least 1,000 participants;							
	3. Can provide a detailed plan, flow of activities, complete list of technical							
	staff, and up to date software and hardware, required for the Vitutal HR Symposium;							
	4. Duly registered with an appropriate government regulatory body;							
	5. Can ensure an interrupted flow of online activities before and during the event; and							
	6. Accredited by the PhilGEPS							
	Duration:							
	Provision of service from conceptualization, development and management of the event platform will be an aggregate of two (2) months for the Pre, During and Post Symposium Activities, from the date of signing of the contract.							
	NOTE: Please see attached Terms of Reference for complete details of the project.							
	Approved Budget for the Contract: Php 900,000.00							
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x							

PEARLIE ANN S. RAMOS
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature
Authorized Representative of the Service Provider