Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No.	:	**2023-042 NP-SV**
Date:	:	**22-Mar-23**
PR No./End-User	:	**2023-03-0295 (OHRMD)**

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 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 lessors 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**, together with your proposal. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded,** you will be required to submit a ***signed copy of Purchase Order (PO) prior to the date of delivery.**

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 **09:00 A.M. of March 27, 2023**.

EDGARDO M. WYCO	**SAM V. MANGLICMOT**
Procurement Officer	Chief Administrative Officer
931-7935; 931-7939; 931-8092 Loc. 508	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: 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 **thrity (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,

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Date:	**22-Mar-23**
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Company Name :

Address :

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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
1	**Catering for Meals for the Conduct of the Women's Month Culminating Activity on 31 March 2023**	550	pax					
	May we request that all interested service providers shall peg their cost at Php500.00 each.							
	INCLUSIONS: Guided Buffet Set-up							
	Menu list:							
	Chicken							
	Beef							
	Fish							
	Vegetables							
	Pancit or Noodles							
	Dessert							
	Steamed rice							
	Softdrinks and water							
	Other request:							
	Tables and Chairs							
	Plates, glasses, linens and utensils							
	Pleasing food attendants							
	Food Tasting for 5 persons on 20 to 23 March 2023							
	Provision of 10 servings of Halak foods							
	Time of Delivery: 11:00 A.M. on 3 March 2023							
	Date of Set-up: 30 March 2023							
	Approved Budget for the Contract: PhP275,000.00							
	xxxxxxxxxx-Nothing Follows-xxxxxxxxxx							

EDGARDO M. WYCO
Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

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Printed Name/Signature

Authorized Representative of the Service Provider