

CIVIL SERVICE COMMISSION

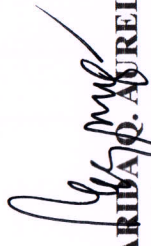
Regional Office No. VIII
Government Center, Palo, Leyte

7 December 2023

Madam/Gentlemen:

Please quote your price for the following items in the appropriate space provided. Indicate further, the Business Name, Address, Telephone No., Contact Person, and whether TIN/VAT or Non-VAT Registered.

Quotation should be submitted within two (2) days from receipt hereof. Failure to submit the quotation within that period shall be deemed as a waiver of your right to submit the same.


PHARIYA Q. AURELIA
Director II

BAC Vice-Chairperson

TERMS AND CONDITIONS

1. Bidders shall provide the correct information required in this Request for Quotation.
2. Any erasures and overwriting shall be valid only if signed or initialed by the bidder or its duly authorized representative.
3. Quotation must be compliant with the requirements of this Office as indicated in the Request for Quotation of this project, including the technical specifications indicated.
4. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
5. Price Quotation/s, to be denominated in Philippine Peso shall include tax obligations.
6. In case two or more bidders are identified to have submitted the Lowest Calculated and Responsive Quotation, the CSC RO VIII shall adopt and employ “draw lots” as the tie breaking method to determine the winning provider in accordance with GPPB Circular 06-2005.
7. If awarded the Contract, processing and payment which shall be made through check, shall be made within five (5) working days upon receipt of the Statement of Account.
8. Refusal to accept an award may be a ground for the imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
9. All item/s delivered shall be inspected by the CSC RO VIII to confirm its compliance with the technical specifications.
10. Liquidated damages equivalent to one-tenth (1/10) of one percent (1%) of the value of contract not delivered within the prescribed completion period shall be imposed per day of delay. The CSC RO VIII may terminate the contract without prejudice to other courses of action and remedies.
11. The BAC, upon consultation with the end-user unit, may cancel or terminate the conduct of the procurement activities for any justifiable reason pursuant to Section 35.6 of the 2016 Revised IRR of RA 9184, as amended. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare failure of bidding or not award the contract per Section 41 of the same IRR.

I have read and understood the Procurement Terms and Conditions stated above. By signing this quote, I hereby agree and bind myself to the above Terms and Conditions.

Name and Signature of Supplier/Date

Business Name : _____
 Address : _____

Telephone No. : _____
 Contact Person : _____
 TIN/VAT/ or Non-VAT: _____

PhilGEPS Registration Number: (Required) _____

Printed Name: _____

Signature : _____

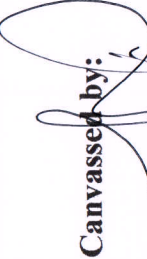
Approved Budget for the Contract: **PHP197,600.00** (SVP-HRD)

Qty	Unit	Item Description	Unit Cost	Total
		<p>Catering Services; Backdrop and Decoration for the conduct of Family Day on December 15, 2023. Catering Services; Grazing Table; Backdrop and Decoration for the conduct of Staff Development Activity and Pasidungog on December 16, 2023.</p>		
1	Lot	<p><u>CATERING SERVICES</u> Day 1 (Dec. 15, 2023) = 63 pax <i>(AM & PM Snack, and Lunch)</i></p>		
		<p>Day 2 (Dec. 16, 2023) = 94 pax <i>(AM & PM Snack, Lunch and Dinner)</i></p>		
1	Lot	<p><u>GRAZING TABLE</u> Day 2 (Dec. 16, 2023)= 100 pax</p>		
1	Lot	<p><u>BACKDROP AND DECORATION</u> Day 1 (Dec. 15, 2023)= Backdrop and Decoration Day 2 (Dec. 16, 2023)= Backdrop and Decoration</p>		
		<p>Terms and Conditions for Catering Services:</p> <ol style="list-style-type: none"> The caterer and all food handlers shall assure quality food to be served maintaining high standards of sanitation. In the event that the food served has indication of spoilage, the caterer shall be allowed to make substitution upon approval of the host Division/Field Office. Subject to increase/decrease as to the number of participants. The caterer shall provide the following foods for lunch (Day 1), lunch and dinner (Day 2) which includes fish, vegetable, beef, chicken, dessert. The caterer shall also provide drinks for lunch (Day 1), lunch and dinner (Day 2). The caterer shall ensure to serve non-powdered drinks and with free-flowing coffee for Day 1 and 2. The caterer shall provide two (2) whole lechon baboy in the evening of December 16, 2023 (Day 2) All served meals shall be subject for approval by the CSC RO VIII. The CSC RO VIII reserves the right to cancel the delivery of catering services in case of major institutional mandates/changes, calamities, etc. upon formal notice to the Caterer at least two (2) days prior to the activity and that CSC RO VIII has no obligations to pay the caterer. The CSC RO VIII shall pay the Concessionaire at least five (5) days after the activity and billing statement has been received by the Office. 		

	<p>Terms and Conditions for Grazing Table:</p> <ol style="list-style-type: none"> The Grazing Table shall include fresh fruits, crackers, sweet treats, cheese, nuts, and cookies. The Grazing Table shall be available on December 16 (dinner) The CSC RO VIII reserves the right to cancel the delivery of the grazing table in case of major institutional mandates/changes, calamities, etc. upon formal notice to the supplier at least two (2) days prior to the activity and that CSC RO VIII has no obligations to pay the supplier. The CSC RO VIII shall pay the Concessionaire at least five (5) days after the activity and billing statement has been received by the Office. 	
	<p>Terms and Conditions for Backdrop, Decoration</p> <ol style="list-style-type: none"> The supplier shall provide separate backdrop and decoration for the <u>two-day activity (Day 1- Family Day; Day 2- Staff Development Activity and Pasidungog)</u>. The theme and design for the Family Day and Staff Development Activity and Pasidungog will be coordinated with the CSC RO VIII. Installation of decoration shall made one (1) day before the activity. The CSC RO VIII reserves the right to cancel the delivery of the backdrop and decoration in case of major institutional mandates/changes, calamities, etc. upon formal notice to the supplier at least two (2) days prior to the activity and that CSC RO VIII has no obligations to pay the supplier. The CSC RO VIII shall pay the Concessionaire at least five (5) days after the activity and billing statement has been received by the Office. 	
	Xxxxxfxxxx	
	Documentary Requirements:	
<ol style="list-style-type: none"> 2023 Mayor's/Business Permit. If not available, the recently expired Mayor's Permit with official receipt of renewal of application, subject however, to submission of 2023 Mayor's/Business Permit after award of contract but before payment. PhilGEPS Registration Number Omnibus Sworn Statement (OSS). Unnotarized OSS will be accepted subject to submission of a notarized OSS after award of contract but before payment. (SVP above 50,000.00 ABC) 		

“ The CSC encourages all interested and qualified suppliers including persons with disability (PWD) and those that promotes the employment of persons with disabilities to submit their bid on the above items.”

NOTE: Canvass will be opened 11 December 2023 at 1:30 pm in the presence of BAC Members, at CSC RO VIII, Palo, Leyte, hence your presence is requested on the said date.

Canvassed by: 
PACIFICO R. SENADO JR.
 Administrative Assistant III