

CIVIL SERVICE COMMISSION

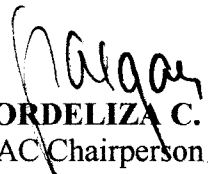
Regional Office No. VIII
Government Center, Palo, Leyte

2 January 2024

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.


ATTY. FLORDELIZA C. ALGAS
BAC 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 fifteen (15) 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 : _____

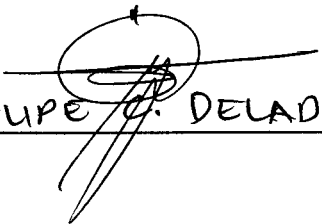
Approved Budget for the Contract: **PHP99,000.00**

(SVP-MSD)				
Qty	Unit	Item Description	Unit Cost	Total
1	Lot	<p>Catering Services for the conduct of the Management Committee Meeting (February to December 2024)</p> <p>18 pax per Mancom Meeting (Packed/Bento Box)</p> <p>(AM & PM Snack, and Lunch: 2 Main Course)</p> <p style="text-align: center;">Terms and Conditions:</p> <ol style="list-style-type: none"> 1. The caterer and all food handlers shall ensure that quality food will 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. 2. Subject to increase/decrease as to the number of participants. It is understood that there shall likewise be a corresponding increase/decrease on the total bill/amount payable whenever applicable. 3. The caterer shall submit or provide menu of healthy foods such as rice, fish, pork, vegetable, beef, chicken, dessert/fruits, fruit juice, including the menu for the AM and PM snacks with drinks. 4. The caterer shall ensure that non-powdered drinks and with free-flowing coffee, creamer, sugar and tea shall be served for the whole duration of the activity. 5. Lunch should be ready for inspection by 11:00am, snacks by 9:00am and 2:00pm. 6. All served meals shall be subject for approval by the CSC RO VIII. 7. The CSC RO VIII shall inform the caterer on the schedule at least five (5) days prior to the conduct of the activity. 8. 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. In such event, the CSC RO VIII is under no obligation to pay the caterer. 9. The CSC RO VIII shall pay the Concessionaire within fifteen (15) working days after the conduct of the activity and receipt of the billing statement by this Office. 		
		xxxxnfxxxx		
<p>Documentary Requirements:</p> <ol style="list-style-type: none"> 1. 2024 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 2024 Mayor's/Business Permit after award of contract but before payment. 2. PhilGEPS Registration Number 3. 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 on 9 January 2024 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:


FELIPE C. DELADIRA 01/02/2024