

CIVIL SERVICE COMMISSION
Regional Office No. VIII
Government Center, Palo, Leyte

25 March 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 initiated 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: **PHP78,000.00**

			(SVP-HRD)
Qty	Unit	Item Description	Total
1	Lot	<p>Catering Services for the face-to-face conduct of Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) on April 4-5, 2024 [60 pax per day].</p> <p>Terms and Conditions:</p> <ol style="list-style-type: none"> The caterer and all food handlers shall ensure 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. The number of participants for the said training is <u>subject to increase and decrease</u>, which will be the basis of the Concessionaire in the preparation /computation of the final billing. The caterer shall ensure to serve non-powdered drinks and with free-flowing coffee, creamer, sugar, hot and cold water for the whole duration of the training to be ready at 7:00 AM. The caterer shall submit or provide menu including healthy foods such as rice, beef, chicken, pork, seafoods (no cream dory), vegetables, dessert/fruits, fresh fruit juice. The caterer's quotation to the RFQ shall be inclusive of two (2) Main Course (a selection of Chicken, Fish, and/or Beef/Pork), one (1) side dish (Vegetable or Pasta), one (1) dessert, two (2) snacks (morning and afternoon), and bottomless drinks, per day (all choice of the end-user). Lunch shall be ready for inspection by 11:30 AM, snacks by 9:30 AM and 2:30 PM, respectively. To ensure that all participants are provided with food for lunch, the serving of lunch to participants should be <u>guided by the concessionary waiters/waitresses</u>. During the <u>entire duration of the training, the caterer shall provide a food buffer of 10% per day, based on the actual number of pax.</u> All served meals shall be subject for approval by the CSC RO VIII. 	Unit Cost

	<p>10. The caterer shall provide a presentable, with corporate look, tables. Color of the table cloth and arrangement of the venue shall be coordinated by the CSC RO VIII.</p> <p>11. The waiters/waitresses shall clean the venue every after each day.</p> <p>12. The concessionaire shall assign at least 3 waiters/waitresses.</p> <p>13. 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.</p> <p>14. CSC RO VIII reserves the right to substitute / reschedule training.</p> <p>15. The CSC RO VIII shall pay the Concessionaire within fifteen (15) working days after the activity and the billing statement has been received by the Office.</p> <p>16. The Concessionaire shall take immediate action on the negative feedback received by CSC RO VIII from participants. Failure to take action despite prior notice will cause the termination of the contract with the CSC RO VIII.</p>	
--	--	--

<p>Documentary Requirements:</p> <ol style="list-style-type: none"> 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. PhilGEPS Registration Number/Certificate 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) 	<p>*****NOTHING FOLLOWS*****</p>
--	----------------------------------

“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 1 April 2024 at 2:30 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 P. SENADO JR.
 Administrative Assistant III