



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
TARLAC BRANCH OFFICE

REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM** invites all interested registered supplier/service provider to submit quotation for:

1 Lot	Annual Group Planning and Staff Development Program for GSIS Tarlac Branch personnel	P100,000.00
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Note: In accordance with Terms of Reference

Quotation forms may be secured from the GSIS Tarlac Branch Office, Office of the Branch Manager, starting October 5, 2017. The last day of submission of quotation shall be on October 12, 2017 not later than 12:00nn.

Contact Persons	: Ava Maureen G. Capulong
Telephone No.	: (045) 982-9866
Place of submission of Quotation	: Office of the Branch Manager GSIS Tarlac Branch Office San Roque, Tarlac City



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REQUEST FOR QUOTATION

Date: _____

RFQ No.: _____

Name of Company: _____

Address: _____

TIN No.: _____ NON VAT VAT

PhilGEPS Registration No. and Validity Period: _____

Please quote your best offer for the item/s described below, subject to the attached Terms and Conditions.
 Submit / fax your quotation duly signed by you or your representative not later than _____.

Canvassed by:

AVA MAUREEN G. CAPULONG
 Staff Officer I

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	GSIS REQUIREMENT/S		OFFER/ QUOTATION					REMARKS
	Quantity (Qty)	Approved Budget of the Contract	PRICE			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
To provide Venue and Meals for Annual Group Planning Session & Staff Development Program (GSIS Awards and Recognition System) Sangay Award of Tarlac Branch Office (17 regular employees and 3 Job Orders) Tentative date is December 8 to 9, 2017 (Dinner, Breakfast, Lunch and AM/PM Snacks)	1 lot		1 lot					

Willing to Deliver on Account : _____

 Signature over printed name

 Contact Numbers (Landline and/or Mobile)
 /e-mail address

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
4. Quotations exceeding the Approved Budget for the Contract shall be rejected;
5. Award of contract shall be made to the lowest quotation (for goods and services) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein;
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
7. The item/s shall be delivered within _____ working days after receipt of Purchase Order through fax to _____;
8. The GSIS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications; and
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GSIS shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Urquico Oval, San Roque, Tarlac City
Tel: (045) 9829866
Email: amgcapulong@gsis.gov.ph



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TARLAC BRANCH OFFICE

TERMS OF REFERENCE

**ANNUAL GROUP PLANNING SESSION
FOR TARLAC BRANCH PERSONNEL**

1. COVERAGE

The service provider should be able to render a package for Annual Group Planning and Staff Development Program for GSIS Tarlac. This will also be a time for our employees to participate in a group planning session and share strategy development for a wide-range of issues concerning day to day operations, budget, plans and programs.

2. SCOPE OF WORK

The package for the group planning session and staff development will include the following:

- Venue (overnight stay)
- Food and beverage (complimentary breakfast, AM snacks, Lunch and PM snacks)
- Enhanced activities
- Tokens
- T-shirt

3. TERMS OF PAYMENT

Payment shall be made through check, upon receipt of send bill arrangement, subject to withholding taxes (VAT plus expanded tax) and other existing accounting and auditing rules and regulations applicable to GSIS.

4. APPROVED BUDGET

The approved budget is one hundred thousand pesos (P100,000.00).


ROBERTO L. MENESES
Branch Manager *to*