



**REQUEST FOR QUOTATION**

The **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)** invites all interested registered suppliers to submit quotations for:

DESCRIPTION	Quantity	Unit
<p><b>PROFESSIONAL / TALENT FEE FOR TRAINORS AND OTHER RELATED MATERIALS FOR THE VARIOUS PRODUCTION NUMBERS TO BE PRESENTED DURING THE GSIS CDO 60<sup>TH</sup> ANNIVERSARY CELEBRATION</b></p> <p><i>see attached Terms of Reference (TOR)</i></p>	1	lot

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City starting 30 October 2017. The last day of submission of quotation shall be on 6 November 2017, not later than 3:00 PM.

Contact Person/s : Roberto R. Jucoy / Jonalyn C. Clitar  
 Tel. No. : (088) 858-5818  
 Mobile No. : 09173250573 / 09173021924  
 Place of Submission of Quotation : Office of the Branch Manager  
 GSIS Cagayan de Oro Branch Office  
 Mayor P.N. Roa St., Brgy. Carmen  
 Cagayan de Oro City



## TERMS OF REFERENCE

### PROFESSIONAL AND TALENT FEE FOR TRAINORS PLUS OTHER RELATED MATERIALS FOR THE VARIOUS PRODUCTION NUMBERS TO BE PRESENTED DURING THE GSIS CDO 60<sup>TH</sup> ANNIVERSARY

#### 1. PROJECT / ACTIVITY

Provision of services and supply of materials for various production numbers to be presented during the GSIS CDO Branch 60<sup>th</sup> Anniversary Celebration.

#### 2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The GSIS CDO has allocated a budget of Sixty Thousand Pesos and 0/100 (PhP60, 000.00) inclusive of all applicable taxes.

#### 3. SCOPE OF WORK

- provision of props, production design, lighting and smoke effects, sounds and music files, and other equipment needed for the presentation numbers

#### 4. TERMS AND CONDITIONS

##### A. Timetable

The activity shall be undertaken by the vendor / service provider immediately upon or one (1) working day after receipt of notice to proceed. It shall be completed on the 10<sup>th</sup> day of November.

##### B. Duration

Notwithstanding any provisions to the contrary, the GSIS shall have the right, power and privilege to extend or terminate the services of the vendor / service provider for valid cause, e.g. unsatisfactory performance

##### C. Payment

The above-mentioned works shall be paid within ten (10) to fifteen (15) working days after the activity has been fully completed, and duly found to be in accordance with the scope of work, as indicated in the Certification and Acceptance Report. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS

  
**ROSALINDA G. MENDOZA**  
Branch Manager

Conforme:

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Vendor / Service Provider

\_\_\_\_\_  
Date