



**REQUEST FOR QUOTATION**


Sir / Madam:

In accordance with the Technical Specifications/Scope of Work and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest quotation on the items stated below.

Date	:	<b>December 18, 2020</b>
Project Title	:	<b>Supply and Delivery of Materials for the Repair of Two (2) Units Copier Machines (KYOCERA TASKALFA)</b>
ITB No.	:	<b>SU20-12-001TAG</b>
Approved Budget for the Contract (ABC)	:	<b>One Hundred Thousand One Hundred Ninety Five Pesos (PhP100,195.00), VAT-Exclusive, Zero Rated Transaction</b>
Deadline for the Submission of Quotation	:	<b>December 22, 2020 / 10:00am</b>
Please send thru fax the accomplished RFQ and the required documents at fax number (046) 4131-506 or email at: <a href="mailto:ldiokno@pagcor.ph">ldiokno@pagcor.ph</a>		

For any inquiries or clarifications, please contact Procurement Section, CF-Tagaytay at telephone numbers (046)413-1506 local 438/125 and look for Liberty B. Diokno.

Thank you.

  
**MARVIC P. BAAS**  
Chairperson  
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)  
CASINO FILIPINO –TAGAYTAY



Dear Ms. Baas:

In accordance with your request, following is our quotation for your requirement:

Technical Description	Offered Technical Proposal Please fill up with either: "Comply" or "Not Comply"
REPLACEMENT OF THE FOLLOWING PARTS FOR THE REPAIR OF TWO (2) UNITS COPIER MACHINES (KYOCERA TASKALFA)	
1 ASSEMBLY KYOCERA FK-6307 B	
3 PIECES KYOCERA PULLEY RETARD	
1 PIECE KYOCERA-MITA TORQUE LIMITER 390	
4 PIECES PULLEY FEED	
1 SET KYOCERA MAINTENANCE KIT MK – 6319A	
1 PIECE KYOCERA TONER TK-6309	
<b>OTHER REQUIREMENTS:</b>	Please fill up with either: "Comply" or "Not Comply"
<b>DELIVERY OF SCHEDULE:</b> WITHIN TEN (10) CALENDAR DAYS AFTER THE ISSUANCE OF NOTICE TO PROCEED.	
<b>PLACE OF DELIVERY</b> CASINO FILIPINO –TAGAYTAY, KM 60, AGUINALDO HIGHWAY, TAGAYTAY CITY	

**FINANCIAL QUOTATION:**

FINANCIAL OFFER / QUOTATION		
DESCRIPTION	UNIT COST VAT-Exclusive, Zero-Rated Transaction	TOTAL COST VAT-Exclusive, Zero-Rated Transaction
1 ASSEMBLY KYOCERA FK-6307 B	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS

3 PIECES KYOCERA PULLEY RETARD	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS
1 PIECE KYOCERA-MITA TORQUE LIMITER 390	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS
4 PIECES PULLEY FEED	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS
1SET KYOCERA MAINTENANCE KIT MK -6319A	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS
1 PIECE KYOCERA TONER TK-6309	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS	PhP _____ AMOUNT IN FIGURES _____ _____ AMOUNT IN WORDS
AMOUNT IN WORDS AND IN FIGURES OF GRAND TOTAL COST (VAT-EXCLUSIVE, ZERO-RATED TRANSACTION)	PhP _____ (AMOUNT IN FIGURES) _____ _____ (AMOUNT IN WORDS)	

**NOTES:**

**QUOTATIONS:** The quotations (unit and total prices) shall be rounded off up to two (2) decimal places.

**VALIDITY OF OFFER:** Ninety (90) calendar days from the date of opening of quotations

**PAYMENT SCHEDULE:** Payment shall be made within thirty (30) calendar days from receipt of billing statement/sales invoice based on the actual Supply and Delivery of Materials for the Repair of Copier Machine conducted and upon PAGCOR's issuance of Certificate of Completion and Acceptance.

**ADDITIONAL REQUIREMENTS:**

1. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located
2. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or a valid PhilGEPS Registration Certificate;  
  
Philippine Government Electronic Procurement System (PhilGEPS) Registration Number: \_\_\_\_\_

**NOTES:**

1. Bidders shall submit their quotations through their duly authorized representatives using this form only. This form must be completed without any alterations to their format and no substitute for shall be accepted. All blank spaces shall be filled in with the correct and accurate information as required.
2. Quotations submitted exceeding the Approved Budget for the Contract shall be rejected.
3. The prices quoted are to be paid in Philippine Currency. All prices quoted are **INCLUSIVE** of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to PAGCOR, but **VAT- Exclusive, Zero-Rated Transaction.**
4. For the purpose of standardization of quotations, this RFQ Form will prevail over all kinds and forms of quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
5. Award of contract shall be made to the lowest calculated offer 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 initiated by you or any of your duly authorized representative/s.

7. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. The supplier agrees to pay a penalty of one-tenth of one percent (1/10 of 1%) of the corresponding contract price for each day of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. PAGCOR 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.
9. Other terms and conditions are stipulated in the attached Annex A of the Purchase Order.

**BIDDER'S COMMITMENT:**

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the Supplies Control and Management Unit – Logistics Management Department, to the provisions of the attached Annex A (Terms and Conditions) of the Purchase Order and to the rules and regulations of the Government and PAGCOR.

We understand that PAGCOR is not bound to accept the lowest or any quotation it may receive.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name / Date  
TIN: \_\_\_\_\_

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Represented  
TIN: \_\_\_\_\_

\_\_\_\_\_  
Address / Tel. No. / Fax No.