



REQUEST FOR QUOTATION

Date : **December 3, 2020**

PAP Code/
Project Title : **CEB-11 Supply and Delivery of Office Supplies (Ink Cartridges)**

ITB No. : **SU20-11-001CEB**

Approved Budget for
the Contract (ABC) : **NINE HUNDRED NINETY-ONE THOUSAND SIX HUNDRED
FIFTEEN PESOS ONLY (PHP 991,615.00),
Vat Exclusive, Zero Rated Transaction**

Deadline for the
Submission and
Receipt of
Quotations/Proposals : **December 9, 2020, Wednesday, 1:00 pm (Sealed Quotation)**

Opening of Quotation : **December 9, 2020, Wednesday, 2:00 pm**
Please submit and address the envelope containing the accomplished
RFQ form and required documents to the Procurement Office, Casino
Filipino – Cebu, 3rd Floor of Waterfront Hotel & Casino, Salinas Drive,
Lahug, Cebu City.

The envelope shall bear the name and address of the Bidder in capital
letters;

1. Title and reference number for the project, and
2. Name, address and contact details (telephone/cellphone number
and/or email address) of the Bidder


**Note: Quotations submitted after the deadline shall not be
accepted.**

Sir / Madame:

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

For any inquiries or clarifications, please contact the Procurement Section at telephone number 268-4989 and look for Mr. Eric A. Laquindanum.

Thank you.


JOEL G. CANTOS
A/SCM, CFT
Chairman, BBAC, CF-Cebu

Dear Mr. Cantos:

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

I. Technical Specifications/Scope of Work and General Conditions of the Project:

Description / Scope of Work		Offered Technical Quotation/ Proposal
Supply and Delivery of Office Supplies (Various Items)		
Qty./Unit	Item Description	
/ 400 pieces	INK CARTRIDGE No.680 BLACK	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
/ 400 pieces	INK CARTRIDGE No.680 COLOR	
/ 20 pieces	INK CARTRIDGE No.60 BLACK	
/ 20 pieces	INK CARTRIDGE No.60 COLOR	
/ 90 pieces	INK CARTRIDGE No.678 BLACK	
/ 90 pieces	INK CARTRIDGE No.678 COLOR	
/ 80 pieces	INK CARTRIDGE No.704 BLACK	
/ 80 pieces	INK CARTRIDGE No.704 COLOR	
/ 50 pieces	INK CARTRIDGE No.166 BLACK	
/ 18 pieces	INK CARTRIDGE No.166 YELLOW	
/ 18 pieces	INK CARTRIDGE No.166 MAGENTA	
/ 18 pieces	INK CARTRIDGE No.166 CYAN	
/ 45 pieces	INK CARTRIDGE No.950 BLACK <i>(For Printer HP Office Jet Pro 8600 plus)</i>	
/ 23 pieces	INK CARTRIDGE No.951 YELLOW <i>(For Printer HP Office Jet Pro 8600 plus)</i>	
/ 23 pieces	INK CARTRIDGE No.951 MAGENTA <i>(For Printer HP Office Jet Pro 8600 plus)</i>	
/ 23 pieces	INK CARTRIDGE No.951 CYAN <i>(For Printer HP Office Jet Pro 8600 plus)</i>	
/ 1 piece	INK CARTRIDGE No.933 MAGENTA	
/ 1 piece	INK CARTRIDGE No.933 CYAN	
/ 1 piece	INK CARTRIDGE No.933 YELLOW	

End-User: 

✓ 2 pieces	INK CARTRIDGE No.932 BLACK	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
✓ 9 pieces	INK CARTRIDGE No.61 BLACK	
✓ 8 pieces	INK CARTRIDGE No.61 COLOR	
✓ 1 piece	INK CARTRIDGE No.664 BLACK	
✓ 1 piece	INK CARTRIDGE No.664 CYAN	
Terms and Condition:		
1. Price indicated should be VAT Exclusive Zero Rated Transaction. 2. The total payment should not exceed the total contract cost. 3. The Supplier must verify the End-User for the complete specification.		
ADDITIONAL REQUIREMENTS		
1. Expiration date should not be less than One (1) Year from the date of the delivery.		<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
Completion Period	One (1) time delivery which is within thirty (30) calendar days from the acknowledgement date of Notice to Proceed	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
Delivery Place	Casino Filipino – Cebu Main, Waterfront Hotel & Casino Salinas Drive, Lahug, Cebu City	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY

II. Financial Quotation:

Qty./Unit	Description	Unit Cost	Total Cost
		VAT Exclusive, Zero Rated Transaction	VAT Exclusive, Zero Rated Transaction
✓ 400 pieces	INK CARTRIDGE No.680 BLACK	PHP	PHP
✓ 400 pieces	INK CARTRIDGE No.680 COLOR	PHP	PHP
✓ 20 pieces	INK CARTRIDGE No.60 BLACK	PHP	PHP
✓ 20 pieces	INK CARTRIDGE No.60 COLOR	PHP	PHP
✓ 90 pieces	INK CARTRIDGE No.678 BLACK	PHP	PHP
90 pieces	INK CARTRIDGE No.678 COLOR	PHP	PHP
80 pieces	INK CARTRIDGE No.704 BLACK	PHP	PHP
80 pieces	INK CARTRIDGE No.704 COLOR	PHP	PHP

✓ 50 pieces	INK CARTRIDGE No.166 BLACK	FHP	PHP
✓ 18 pieces	INK CARTRIDGE No.166 YELLOW	FHP	PHP
✓ 18 pieces	INK CARTRIDGE No.166 MAGENTA	FHP	PHP
✓ 18 pieces	INK CARTRIDGE No.166 CYAN	FHP	PHP
✓ 45 pieces	INK CARTRIDGE No.950 BLACK (For Printer HP Office Jet Pro 8600 plus)	FHP	PHP
✓ 23 pieces	INK CARTRIDGE No.951 YELLOW (For Printer HP Office Jet Pro 8600 plus)	FHP	PHP
✓ 23 pieces	INK CARTRIDGE No.951 MAGENTA (For Printer HP Office Jet Pro 8600 plus)	FHP	PHP
✓ 23 pieces	INK CARTRIDGE No.951 CYAN (For Printer HP Office Jet Pro 8600 plus)	FHP	PHP
✓ 1 piece	INK CARTRIDGE No.933 MAGENTA	FHP	PHP
✓ 1 piece	INK CARTRIDGE No.933 CYAN	FHP	PHP
✓ 1 piece	INK CARTRIDGE No.933 YELLOW	FHP	PHP
✓ 2 pieces	INK CARTRIDGE No.932 BLACK	FHP	PHP
✓ 9 pieces	INK CARTRIDGE No.61 BLACK	FHP	PHP
✓ 8 pieces	INK CARTRIDGE No.61 COLOR	FHP	PHP
✓ 1 piece	INK CARTRIDGE No.664 BLACK	FHP	PHP
✓ 1 piece	INK CARTRIDGE No.664 CYAN	FHP	PHP

NOTES:

1. The quotations (unit and total price) shall be rounded off up to two (2) decimal places.
2. Quotations must be gross of all applicable taxes and VAT Exclusive, Zero Rated transactions

VALIDITY OF OFFER: Ninety (90) calendar days from the opening of Quotations.

TERMS OF PAYMENT: Thirty (30) calendar days upon submission of the required documents including Invoices/ Delivery Receipts, etc.

Grand Total Amount

Amount in Words;

PHP _____

Additional Requirements:

Bidders have the option to submit the following documents, together with the quotation, on the deadline for the Submission and Receipt of Quotations/Proposal or at the latest within five (5) calendar days from the determination of the bidder having the Lowest / Single Calculated Quotation and receipt of the BBAC notice relative thereto:

1. BIR Certificate of Registration for individuals *(If applicable)*;
OR
 - 1.1 Registration Certificate from the Department of Trade and Industry (DTI) for sole proprietors, Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, partnerships or joint ventures or Registration Certificate from the Cooperative Development Authority (CDA), and
 - 1.2 Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located or Official Receipt as proof of payment for renewal.
2. Philippine Government Electronic Procurement System (PhilGEPS) Platinum Certificate of Registration and Membership; **OR**;
PhilGEPS Registration Number: _____;
3. Omnibus Sworn Statement using the form prescribed in Annex A hereof for projects with an ABC amounting to more than Fifty Thousand Pesos (PHP 50,000.00).
The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney (SPA) in case of sole proprietorships for situations where the signatory is not the sole proprietor/owner.
4. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) for projects with an ABC amounting to more than Five Hundred Thousand Pesos (PHP 500,000.00).

In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:

- a) Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, **OR**;
- b) Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, and Opening & Preliminary Examination of Quotations.

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 form shall be accepted. All parameters shall be filled in with the correct and accurate information as required.
- 2 Quotation(s)/Proposal(s) submitted exceeding the Approved Budget for the Contract shall be rejected.
- 3 The prices quoted are to be paid in Philippine Currency.
- 4 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**.
- 5 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.
- 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 Award of contract shall be made in favor of the supplier or contractor having the Single or Lowest Calculated Responsive Quotation (for goods and infrastructure projects) or a consultant with the Single or Highest Rated Responsive Proposal, which complies with the minimum technical specifications and other terms and conditions stated herein.
- 9 The supplier/contractor/consultant 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.
- 10 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 Casino Filipino – Cebu, Procurement Section to the provisions of the attached Annex A (Terms and Conditions) of the Purchase Order/Service Contract and to the rules and regulations of the Government and PAGCOR.

Very truly yours,

Signature over Printed Name / Date
TIN: _____

Position

Company Represented
TIN: _____

Address / Tel. No. / Fax No.

End-User: _____