



REQUEST FOR QUOTATION

Date	: October 8, 2020
Project Title	: Supply and Delivery of Christmas Greeting Cards
ITB No.	: SV20-10-028COR
Approved Budget for the Contract (ABC)	: Seventy Thousand Two Hundred Pesos (Php70,200.00), VAT Exclusive, Zero-Rated Transaction
Deadline for Submission and Receipt of Quotation	: October 12, 2020, 2:00 PM (Sealed Quotation)  Please submit the accomplished RFQ form and required documents to the Bids and Awards Committee (BAC) 2 through the Procurement Department (PD), Eighth (8 <sup>th</sup> ) Floor, PAGCOR Corporate Annex Office, 1105 United Nations Avenue cor. Maria Orosa Street, Ermita, Manila.  You may enclose all the documents in an envelope duly marked with the following details: 1. Title and reference number of the project; and 2. Name, address and contact details (telephone/cellphone number and/or email address) of the bidder.  Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.

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.

For any inquiries or clarifications, please contact the PD at (02) 7755-3699 and look for Ms. Rowena M. Lim.

Thank you.

(SGD)RODERICK R. CONSOLACION  
Chairperson  
BIDS AND AWARDS COMMITTEE (BAC) 2


RBD/RML

DS  
C/b

Dear Atty. Consolacion:

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

**TECHNICAL SPECIFICATIONS / SCOPE OF WORK AND GENERAL CONDITIONS OF THE PROJECT**

	TECHNICAL DESCRIPTION	Please fill up each row with either: "Comply" or "Not Comply"
	<p><b>CARD</b>            Paper Stock:</p> <ul style="list-style-type: none"> <li>• C2S 180</li> <li>• Outside (front and back covers) with UV lamination</li> <li>• Inside without lamination</li> </ul>	COMPLY
	<p>Dimension:</p> <ul style="list-style-type: none"> <li>• Folded – 4" x 5.5"</li> <li>• Spread – 8" x 5.5"</li> </ul>	COMPLY
	<p>Print:</p> <ul style="list-style-type: none"> <li>• Outside (front and back covers) – full color in full size</li> <li>• Inside – single color</li> </ul>	COMPLY
		COMPLY


CARMELITA V. VALDEZ

*Handwritten initials: CV*

	<p><i>Na kabilin ng pangangailangan ng kasing mundo, maraming mamamili sa ating mga paza ang kapangyarihan, kapalaluan at pagmamahal sa pagpapahalaga sa pagpapahalaga.</i></p> <p><i>Mula sa mga pagpapahalaga ng Diyos ang ating pagpapahalaga sa ating mga mamamili.</i></p> <p><i>Umagang sa pagpapahalaga ng ating mga mamamili, kapalaluan at pagmamahal sa pagpapahalaga.</i></p> <p><i>Magingyong Maikha sa Iya at sa Iyang pamilya!</i></p> <p><b>WANDA D. DOMINIC</b>  <small>PROFESSIONAL DESIGNER</small></p>	COMPLY
	<p><i>Na kabilin ng pangangailangan ng kasing mundo, maraming mamamili sa ating mga paza ang kapangyarihan, kapalaluan at pagmamahal sa pagpapahalaga sa pagpapahalaga.</i></p> <p><i>Mula sa mga pagpapahalaga ng Diyos ang ating pagpapahalaga sa ating mga mamamili.</i></p> <p><i>Umagang sa pagpapahalaga ng ating mga mamamili, kapalaluan at pagmamahal sa pagpapahalaga.</i></p> <p><i>Magingyong Maikha sa Iya at sa Iyang pamilya!</i></p> <p><b>ATYD. MEREDITH C. LIM</b>  <small>PROFESSIONAL DESIGNER</small></p>	COMPLY
	<p><i>Na kabilin ng pangangailangan ng kasing mundo, maraming mamamili sa ating mga paza ang kapangyarihan, kapalaluan at pagmamahal sa pagpapahalaga sa pagpapahalaga.</i></p> <p><i>Mula sa mga pagpapahalaga ng Diyos ang ating pagpapahalaga sa ating mga mamamili.</i></p> <p><i>Umagang sa pagpapahalaga ng ating mga mamamili, kapalaluan at pagmamahal sa pagpapahalaga.</i></p> <p><i>Magingyong Maikha sa Iya at sa Iyang pamilya!</i></p>	COMPLY
	<p><b>ENVELOPE</b></p> <p>Paper Stock:</p> <ul style="list-style-type: none"> <li>• Book 80 lbs (110gsm)</li> <li>• Color white</li> </ul> <p>Dimension (spread die-cut)</p> <ul style="list-style-type: none"> <li>• 10.7926cm x 14.5575cm x 24.1879cm x 28.321cm</li> </ul> <p>Print:</p> <ul style="list-style-type: none"> <li>• Single color on one location</li> </ul>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>

CARMELITA V. VALDEZ

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	Other Specifications: <ul style="list-style-type: none"> <li>Die-cutting, folding and pasting</li> </ul> 	COMPLY										
		COMPLY										
APPROVED QUANTITY	<table border="1"> <tr> <td colspan="2">13,000 pieces</td> </tr> <tr> <td>With Chairman and CEO's name</td> <td>800</td> </tr> <tr> <td>With President and COO's name</td> <td>500</td> </tr> <tr> <td>Without name</td> <td>11,700</td> </tr> <tr> <td>TOTAL QTY</td> <td>13,000</td> </tr> </table>	13,000 pieces		With Chairman and CEO's name	800	With President and COO's name	500	Without name	11,700	TOTAL QTY	13,000	COMPLY
13,000 pieces												
With Chairman and CEO's name	800											
With President and COO's name	500											
Without name	11,700											
TOTAL QTY	13,000											
APPROVED BUDGET	Seventy Thousand Two Hundred Pesos (Php70,200.00)	COMPLY										
DELIVERY PERIOD	Within seven (7) calendar days from the effectivity date specified in the Notice to Proceed.	COMPLY										
PLACE OF DELIVERY	Corporate Supplies Section, Logistics Management Department, PAGCOR IMET Corporate Office, IMET BPO Tower Building CBP-1A Park cor. Roxas Boulevard, Pasay City	COMPLY										

ADDITIONAL TERMS AND CONDITION:	Please fill up each row with either: "Comply" or "Not Comply"
<b>ADDITIONAL SUBMITTALS/REQUIREMENTS:</b> The Single/Lowest Calculated Bidder shall submit <u>press proof prints (card and envelope)</u> using actual paper requirements within three (3) calendar days upon notification as S/LCQ.	COMPLY

CARMELITA V. VALDEZ

*Handwritten initials/signature*



<b>INSPECTION AND TEST:</b> Physical inspection of the items upon delivery at the site to Check whether the items are compliant to the minimum requirements.	COMPLY
<b>PERIOD FOR CORRECTION OF DEFECTS:</b> Defective items shall be replaced by the supplier within three (3) calendar days from receipt of notice.	COMPLY

**II. FINANCIAL QUOTATION:**

Technical Description	Quantity / UOM	Cost (VAT Exclusive, Zero-Rated Transaction)	Total Cost (VAT Exclusive, Zero-Rated Transaction)
Card (single fold) with envelope	With Chairman and CEO's name 800 pieces	PhP <u>5.00</u> (Amount in figures) <u>Five Pesos only</u>  (Amount in words)	PhP <u>4,000.00</u> (Amount in figures) <u>Four Thousand Pesos</u> <u>Only</u>  (Amount in words)
	With President and COO's name 500 pieces	PhP <u>5.00</u> (Amount in figures) <u>Five Pesos only</u>  (Amount in words)	PhP <u>2,500.00</u> (Amount in figures) <u>Two Thousand Five</u> <u>Hundred Pesos Only</u>  (Amount in words)
	Without name 11,700 pieces	PhP <u>4.70</u> (Amount in figures) <u>Four Pesos and 70/100</u>  (Amount in words)	PhP <u>54,990.00</u> (Amount in figures) <u>Fifty Four Thousand</u> <u>Nine Hundred Ninety</u> <u>Pesos Only</u>  (Amount in words)

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<b>GRAND TOTAL</b> (VAT Exclusive, Zero Rated- Transaction)	PhP <u>61,490.00</u> (Amount in figures) <u>Sixty One Thousand Four</u> <u>Hundred Ninety Pesos Only</u> _____ (Amount in words)
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**VALIDITY OF OFFER:** Ninety (90) calendar days from the date of Opening and examination of Quotations.

**ADDITIONAL REQUIREMENTS:**

The accomplished RFQ should be submitted on **October 12, 2020**. We encourage the submission of the following eligibility documents simultaneously with the RFQ but in no case later than ten (10) calendar days after submission of the RFQ.

1. Valid Mayor's / Business 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;
3. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS);
4. Omnibus Sworn Statement in accordance with the attached prescribed form.

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.

**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/proposals, 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 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 Bids and Awards Committee (BAC) 2, to the provisions of the attached Purchase Contract and to the rules and regulations of the Government and PAGCOR.

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





Very truly yours,  
*Richard N. Leonardo*

Richard N. Leonardo

Signature over Printed Name

Date: 10/09/2020

TIN: 104-037-070

Position:  
President

Company Represented:  
Leonard Prints Inc

TIN: 005-130-089-000

Address / Tel. No. / Fax No.  
10 F. Ocampo Ave.,

Manuela IV Subd.,  
Pamplona Tres, Las Piñas  
City / 0288710118 /  
0288743607 Telefax

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