



<b>REQUEST FOR QUOTATION</b>										
Date	: <b>November 12 , 2020</b>									
Project Title	: <b>Procurement of Two (2) Lots Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Bacolod City and Iloilo City and Other Cities Nationwide for a Period of Three (3) years. (Re-Bidding)</b>									
ITB No.	: <b>FB20-10-001BACa-11</b>									
Approved Budget for the Contract (ABC)	: <b>The total ABC is Three Million Pesos (PhP3,000,000.00), VAT Exclusive, Zero-Rated Transaction</b>  <b>The ABC for each of the Two (2) lots are as follows:</b> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;"><i>LOT No.</i></th> <th style="text-align: center;"><i>DESCRIPTION</i></th> <th style="text-align: center;"><i>ABC, VAT-EXCLUSIVE, ZERO-RATED TRANSACTION</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Procurement of Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Bacolod, Iloilo and Other Cities Nationwide for a period of Three (3) years</td> <td style="text-align: center;">Five Hundred Thousand Pesos. (PhP 500,000.00)</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Procurement of Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Iloilo City for a period of Three (3) years</td> <td style="text-align: center;">Two Million Five Hundred Thousand Pesos (PhP 2,500,000.00)</td> </tr> </tbody> </table>	<i>LOT No.</i>	<i>DESCRIPTION</i>	<i>ABC, VAT-EXCLUSIVE, ZERO-RATED TRANSACTION</i>	1	Procurement of Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Bacolod, Iloilo and Other Cities Nationwide for a period of Three (3) years	Five Hundred Thousand Pesos. (PhP 500,000.00)	2	Procurement of Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Iloilo City for a period of Three (3) years	Two Million Five Hundred Thousand Pesos (PhP 2,500,000.00)
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2	Procurement of Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Iloilo City for a period of Three (3) years	Two Million Five Hundred Thousand Pesos (PhP 2,500,000.00)								
Fee for the Sale of Request for Quotation (RFQ)	: A complete set of the Request for Quotation (RFQ) may be acquired by interested Bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of [insert amount in Pesos for one (1) lot], OR based on the following schedule [in case of several lots] <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;"><b>Approved Budget for the Contract</b></th> <th style="text-align: center;"><b>Cost of Bidding Documents (in Philippine Pesos)</b></th> </tr> </thead> <tbody> <tr> <td>500,000.00 and below</td> <td style="text-align: center;"><b>500.00</b></td> </tr> <tr> <td>More than 500,000.00 up to 1 Million</td> <td style="text-align: center;"><b>1,000.00</b></td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td style="text-align: center;"><b>5,000.00</b></td> </tr> </tbody> </table> <p style="margin-left: 20px;"><i>Note: For lot procurement, the maximum fee for the RFQ for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Request for Quotation of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots participated.</i></p>	<b>Approved Budget for the Contract</b>	<b>Cost of Bidding Documents (in Philippine Pesos)</b>	500,000.00 and below	<b>500.00</b>	More than 500,000.00 up to 1 Million	<b>1,000.00</b>	More than 1 Million up to 5 Million	<b>5,000.00</b>	
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Schedule for Negotiations	: <b>November 20, 2020 (11:00 a.m.)</b> at the Procurement Section Office, Ground Floor, Admin Building, Casino Filipino – Bacolod, 15 <sup>th</sup> Corner Aguinaldo Street, Bacolod City.									

Deadline for the Submission and Receipt of the Best Offer/s	:	<b>November 27, 2020 (11:00 a.m.)</b> at the Procurement Section Office, Ground Floor, Admin Building, Casino Filipino – Bacolod, 15 <sup>th</sup> Corner Aguinaldo Street, Bacolod City.
Opening and Preliminary Examination of the Best Offer/s	:	<b>November 27, 2020 (11:00 a.m.) onwards</b> at the Procurement Section Office, Ground Floor, Admin Building, Casino Filipino – Bacolod, 15 <sup>th</sup> Corner Aguinaldo Street, Bacolod City.
<p>Please address and submit the envelope containing the accomplished RFQ form and required documents to the <b>Branch Bids and Awards Committee (BBAC) CF-Bacolod</b>, at the Procurement Section Office, Ground Floor, Admin Building, Casino Filipino – Bacolod, 15<sup>th</sup> Corner Aguinaldo Street, Bacolod City</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none"> <li>1. Title and reference number of the project; and</li> <li>2. Name, address and contact details (telephone/cellphone numbers and/or e-mail address) of the Bidder.</li> </ol>		

Sir / Madam:

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

For any inquiries or clarifications, please contact the Procurement Section at Telephone Number (034) 434-8901 to 10 Local 102 and look for Mr. GERMAN M. DELA CRUZ  
Thank you.

**(SGD)**  
**BEN M. POLIDO**  
Chairperson, CF-Bacolod  
Branch Bids and Awards Committee (BBAC)

**Dear Mr. Ben M. Polido:**

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

**I. TECHNICAL SPECIFICATIONS**

<b>QUANTITY</b>	<b>TECHNICAL SPECIFICATIONS AND/OR SCOPE OF WORK</b>	<b>Offered Technical Quotation</b> Please fill up each row with either: "Comply" or "Not Comply". Kindly indicate the "Brand".
<b>Lot 1</b>	<b>Procurement of Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Bacolod, Iloilo and Other Cities Nationwide for a Period of Three (3) Years.</b>	
<b>QUALIFICATION:</b>		
<b>General Conditions:</b>		
The Services/Supplier must have branches nationwide.		
The Service Provider/Supplier should have proven track record in the hotel and restaurant industry for at least five (5) years.		
The Service Provider/Supplier shall exercise the required diligence in the supply of room accommodation to the clientele of PAGCOR.		
The Service Provider/ Supplier must be able to meet the demand of the branch in connection with goods/services to be provided to its client.		
The Service Provider / Supplier shall provided at least 10% discount on all room rates to PAGCOR and its authorized representatives.		
The Service Provider / Supplier must allocate three (3) rooms daily.		
<p>The Service Provider / Supplier should provide the following hotel room standard set-up but not limited to:</p> <ul style="list-style-type: none"> <li>➤ With toilet and bath, rain shower, wide lavatory counter.</li> <li>➤ With hot and cold water</li> <li>➤ With LCD/LED television</li> <li>➤ With coffee table and chair</li> <li>➤ Dresser</li> <li>➤ Luggage rack</li> <li>➤ Keyless entry rack</li> <li>➤ Individual reading lamp</li> <li>➤ Safety deposit box</li> <li>➤ Two (2) complimentary bottle water.</li> </ul>		

The Service Provider / Supplier should extend at least 10% discount on other amenities offered by the establishment.	
The Service Provider/Supplier should provided complementary WIFI access to all customer and guest.	
The Service Provider/Supplier should be well mannered, courteous, polite, efficient and with professional skills in dealing with customer and guest.	
The Service Provider/Supplier should ensure the cleanliness and sanitation of all rooms.	
The Service Provider/Supplier is duly licensed or authorized by concerned government entity to provide the supply of goods and services.	
<b>ADDITIONAL TERMS AND CONDITIONS</b>	
The Service Provider/Supplier shall not amend the room rates without prior written consent of PAGCOR. The prices herein agreed shall not be subject to any increase or upward adjustment for any reason or cause whatsoever for the duration of the Contract.	
<p>All reservations must be covered by a duly signed Advance Room reservation Form and PAGCOR's Letter of Authority (LOA) and must be faxed to the Hotel's reservation department.</p> <p>The following details are required to be included in the Letter of Authority and duly signed by the authorized signatories of PAGCOR-Bacolod and Iloilo.</p> <ul style="list-style-type: none"> <li><b>A.</b> Date, Name of guests and Companions, Check-in date/Check-out date/Time</li> <li><b>B.</b> Room Type (Budget &amp; Standard Room ) Number of Rooms Required.</li> <li><b>C.</b> Charges to be settled charges by PAGCOR-Bacolod and PAGCOR-Iloilo (i.e. Rooms and F&amp;B)</li> </ul> <p>Unsettled charges left by the guests and did not pass by the Front Office to check-out</p>	
Only guests with prior reservations (with LOA and advance reservation form) will enjoy the PAGCOR-Bacolod and PAGCOR-Iloilo special rates and will be allowed to check in on these special rates.	
All PAGCOR guest without prior reservations will be charged at the prevailing published rates at the time of the guest check-in and will be paid by the individual guest upon check-out. The usual credit card requirements will be	

required from the guest upon check-in to guarantee the reservations.	
All CF-Bacolod endorsed room reservations are chargeable to CF-Bacolod and are subject to the payment terms in this agreement.	
<p>The official check-in time is at 2:00 pm on the day of the arrival. Request for an early in is subject to availability. Should you wish to ensure the availability of the room for an early check in, we suggest that you reserve the room a day prior to arrival.</p> <p><b>A.</b> Official check-out time is at 12:00 nn on the day of the departure. Check-out after 3:00 pm and before 6:00 pm shall be charged half day rate while check-out after 6:00 pm shall be full charged.</p> <p><b>B.</b> In the event of guest's extension to stay, PAGCOR-Bacolod and PAGCOR-Iloilo will forward to Front Office a Letter of Authority (LOA) on the prescribed date will be subject to space availability. Failure to send the LOA on the prescribed date will result for the extension to be charged at the Hotel's prevailing published rates and charged to the guest's rate personal account. The usual credit card requirements will be secured from the guests prior to the extension of the stay.</p> <p>PAGCOR special rate and discount privilege maybe extended to PAGCOR-Bacolod and PAGCOR-Iloilo Managers and staff only upon presentation of a valid identification prior to check-in through subject to space availability. Settlement shall be on personal account upon check-in or during the availing of discount privilege.</p>	
<b>SPECIAL CONDITIONS:</b>	
<p>PAGCOR-Bacolod and PAGCOR-Iloilo shall give the following privilege to Service Provider/Supplier and all its guests, to wit;</p> <ul style="list-style-type: none"> <li>• Free entrance to all Hotel Guests</li> <li>• Complementary Tickets for CF-Bacolod and CF-Iloilo.</li> </ul>	
In the event that the facts and circumstances arise or discovered which render this agreement disadvantageous to the government, the parties hereto agreed to immediately negotiate its terms and conditions.	
Payment shall be based on the actual billing of services rendered (per procedure), <b><u>VAT EXCLUSIVE ZERO-RATED TRANSACTION</u></b>	

<b>Lot 2</b>	<b>Procurement of Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Iloilo City for a Period of Three (3) Years.</b>
<b>QUALIFICATION:</b>	
<b>General Conditions:</b>	
The establishment should be located within five (5) kilometer from Casino Filipino-Iloilo.	
The Service Provider/Supplier must be with ambiance of at least three (3) Star Hotel and on-site dining.	
The Service Provider/Supplier must have proven track record in the Hotel and Restaurant Industry for at least Three (3) years.	
The Service Provider/Supplier shall exercise the required diligence in the supply of room accommodation to the clientele of PAGCOR.	
The Service Provider/Supplier must be able to meet the demand of the branch in connection with goods/services to be provided to its clients.	
The Service Provider/Supplier shall have the capability to provide first-class room accommodation, food and beverage at a reasonable cost.	
The Service Provider/Supplier shall provide at least 10% discount on all room rates to PAGCOR and its authorized representatives for personal bookings.	
The Service Provider/Supplier must allocate Three (3) rooms daily.	
<p>The Service Provider/Supplier should provide the following hotel room standard set-up but not limited to:</p> <ul style="list-style-type: none"> <li><b>a.</b> With LED TV with Cable channels</li> <li><b>b.</b> With hot and cold water</li> <li><b>c.</b> With Air Conditioning</li> <li><b>d.</b> With Bathroom with Shower</li> <li><b>e.</b> With Closet</li> <li><b>f.</b> Coffee and tea making facility</li> <li><b>g.</b> Direct dial telephone</li> <li><b>h.</b> Hairdryer</li> <li><b>i.</b> In-room safe</li> <li><b>j.</b> Iron &amp; Ironing Board</li> <li><b>k.</b> Key less entry</li> <li><b>l.</b> With Mini Bar</li> <li><b>m.</b> Non-smoking rooms available</li> <li><b>n.</b> With Wi-Fi Internet Access Complementary</li> </ul>	
The Service Provider/Supplier should extend at least 10% discount on other amenities offered by the establishment.	

The Service Provider/Supplier should provide complimentary WIFI access to all customers and guests.	
The Service Provider/Supplier should serve complimentary breakfast for two per room per day.	
The Service Provider/Supplier must have its own restaurant, snack bar, lounge area, ballrooms and function rooms.	
The Service Provider/Supplier should be well-mannered, courteous, polite, efficient and with professional skills in dealing with customers and guests.	
The Service Provider/Supplier should ensure the cleanliness and sanitation of all rooms and restaurants.	
The Service Provider/Supplier shall be equipped with leisure facilities such as but not limited to fitness center, outdoor swimming pool, karaoke, night club, spa and wellness, and the like.	
The restaurant and ballrooms of the Service Provider/Supplier can accommodate a maximum of 200-person seating capacity.	
The Service Provider/Supplier is duly licensed or authorized by concerned government entity to provide the supply of goods and services.	
The Service Provider/Supplier shall have safe deposit box, 24-hour reception, Express check-in/-out, Luggage Storage, Room Service, Housekeeping, Car Hire, Airport Shuttle, Secured Parking, Laundry, Tours/Ticket assistance and Newspaper service.	
<b>ADDITIONAL TERMS AND CONDITIONS:</b>	
The Service Provider/Supplier shall not amend the room rates without prior written consent of PAGCOR. The prices herein agreed shall not be subject to any increase or upward adjustment for any reason or cause whatsoever for the duration of the Contract.	
All reservation must be covered by a duly signed Advance Room Reservation Form and PAGCOR's Letter of Authority (LOA) and must be faxed to the Hotel's reservation department.  The following details are required to be included in the Letter of Authority and duly signed by the authorized signatories of PAGCOR-Bacolod and Iloilo.  <ul style="list-style-type: none"> <li>a. Date, Name of guest and Companions, Check-In date/Check-out date/Time.</li> <li>b. Room Type (Standard, Deluxe and Premier Roms) Number of Rooms Required.</li> </ul>	

<p><b>c. Charges to be settled by PAGCOR-Bacolod and PAGCOR-Iloilo (i.e. Rooms and F&amp;B)</b></p> <p>Unsettled charges left by the guest and did not pass by the Front Office to check-out.</p>	
<p>Only guest with prior reservations (with LOA and Advance Reservation Form) will enjoy the PAGCOR-Bacolod and PAGCOR-Iloilo special rates and will be allowed to check in on these special rates.</p>	
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## II. FINANCIAL QUOTATION

PLEASE INDICATE NAME OF PROGRAM/PROJECT																	
<b>Lot 1</b>	Procurement of Hotel Room Accommodation for CF-Bacolod and CF-Iloilo Employees and Guests at Bacolod, Iloilo and Other Cities Nationwide for a Period of Three (3) Years.																
<b>Quantity</b>	<b>Technical Description</b>																
	<p><b>Room Accommodation with standard set-up but not limited to:</b></p> <ul style="list-style-type: none"> <li>• With toilet and bath, rain shower, wide lavatory counter</li> <li>• With hot and cold water</li> <li>• With LCD/LED television</li> <li>• With coffee table and chair</li> <li>• Dresser</li> <li>• Luggage rack</li> <li>• Keyless entry rack</li> <li>• Individual reading lamp</li> <li>• Safety deposit box</li> <li>• Two (2) complimentary bottled water</li> </ul> <p><b>AMOUNT OF HOTEL ACCOMMODATION PER ROOM NIGHT:</b></p> <p><b>Luzon Branches:</b></p> <table border="1"> <thead> <tr> <th>ROOM CATEGORY</th> <th>DAILY RATES</th> <th>DISCOUNT OFFERED (DAILY RATES) 10%</th> </tr> </thead> <tbody> <tr> <td><b>Budget Room</b> (Two (2) Single Bed)</td> <td>PhP _____</td> <td>PhP _____</td> </tr> <tr> <td><b>Standard Room</b> (One (1) Queen Size Bed)</td> <td>PhP _____</td> <td>PhP _____</td> </tr> </tbody> </table> <p><b>Vis/Min Branches:</b></p> <table border="1"> <thead> <tr> <th>ROOM CATEGORY</th> <th>DAILY RATES</th> <th>DISCOUNT OFFERED (DAILY RATES) 10%</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		ROOM CATEGORY	DAILY RATES	DISCOUNT OFFERED (DAILY RATES) 10%	<b>Budget Room</b> (Two (2) Single Bed)	PhP _____	PhP _____	<b>Standard Room</b> (One (1) Queen Size Bed)	PhP _____	PhP _____	ROOM CATEGORY	DAILY RATES	DISCOUNT OFFERED (DAILY RATES) 10%			
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<b>BEST OFFER / QUOTATION</b>			
<b>Grand Total Cost for One (1) Lot Hotel Room Accommodation (Nationwide) for three (3) years: VAT Exclusive, Zero rated transaction</b>		PhP _____	

PLEASE INDICATE NAME OF PROGRAM/PROJECT													
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<b>Quantity</b>	<b>Technical Description</b>												
<b>One (1) Lot</b>	<p><b>Room Accommodation with standard set-up but not limited to:</b></p> <ul style="list-style-type: none"> <li>• With LED TV with Cable channels</li> <li>• With hot and cold water</li> <li>• With Air Conditioning</li> <li>• With Bathroom with Shower</li> <li>• With Closet</li> <li>• Coffee and tea making facility</li> <li>• Direct dial telephone</li> <li>• Hairdryer</li> <li>• In-room safe</li> <li>• Iron &amp; Ironing Board</li> <li>• Key less entry</li> <li>• With Mini Bar</li> <li>• Non-smoking rooms available</li> <li>• With Wi-Fi Internet Access Complementary</li> </ul> <p><b>AMOUNT OF HOTEL ACCOMMODATION PER ROOM NIGHT:</b></p> <p><b>ILOILO CITY:</b></p> <table border="1"> <thead> <tr> <th>Room Category</th> <th>Daily Rates</th> <th>Discount Offered (Daily Rates) 10%</th> </tr> </thead> <tbody> <tr> <td><b>Standard Room</b></td> <td>PhP _____</td> <td>PhP _____</td> </tr> <tr> <td><b>Deluxe Room</b></td> <td>PhP _____</td> <td>PhP _____</td> </tr> <tr> <td><b>Premier Room</b></td> <td>PhP _____</td> <td>PhP _____</td> </tr> </tbody> </table>	Room Category	Daily Rates	Discount Offered (Daily Rates) 10%	<b>Standard Room</b>	PhP _____	PhP _____	<b>Deluxe Room</b>	PhP _____	PhP _____	<b>Premier Room</b>	PhP _____	PhP _____
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<b>BEST OFFER / QUOTATION</b>													

<b>Grand Total Cost for One (1) Lot Hotel Room Accommodation (Iloilo City ) for three (3) years: VAT Exclusive, Zero rated transaction</b>	PhP _____
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**NOTES:** Price quotation (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 Submission, Receipt, Opening and Preliminary Examination of Best Offer/Quotation

**III. ADDITIONAL REQUIREMENTS:**

Upon submission of your best offer, kindly also submit the following:

1. Bidders shall submit a valid PhilGEPS Certificate of Registration and Platinum Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated;

**OR**

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

- a) Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
- b) Valid Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor’s/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184.

- c) Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- d) Audited Financial Statements (AFS), stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Provided that the bidder/s having the Lowest Calculated Quotation (LCQ)/Single Calculated Quotation (SCQ) submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCQ/SCQ during the post-qualification process.

**OR;**

In lieu of the PhilGEPS Certificate of Registration and Platinum Membership, bidders shall submit all of the valid and/or updated Class "A" Eligibility Documents; Provided that the bidder having the LCQ/SCQ submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCQ/SCQ during the post-qualification process.

2. Original copy of a duly notarized Secretary's Certificate (in case of corporations, partnerships or joint ventures) or an original copy of Special Power of Attorney (in case of Sole Proprietor) attesting that the signatory is the duly authorized and designated representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the procurement process; and
3. [List down other Technical Component related documents which the project/program requires, if any]

**ADDITIONAL NOTES:**

1. Bidders shall provide correct and accurate information required in this form.
2. Offers/quotations submitted exceeding the Approved Budget for the Contract (ABC) 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 should be VAT-Exclusive, Zero-Rated.
5. For the purpose of standardization of offer/quotations, this RFQ Form will prevail over all kinds and forms of offer/quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Please be reminded that alternative best offers/quotations/proposals shall not be allowed. Alternative best offers/quotations/proposals are defined as an offer by the prospective supplier in addition or as a substitute to its original quotation. A quotation/best offer with options is also considered as alternative quotation.
7. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
8. 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.
9. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

10. To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following schedule:

Form of Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorize to issue such security specific for the contract awarded.	Thirty Percent (30%)

The Performance Security shall remain valid for the entire contract duration and shall be release only after the issuance by the Philippine Amusement and Gaming Corporation (PAGCOR) of the final Certificate of Acceptance (issuance of the IAR); Provided that PAGCOR has no claims filed against the contract awardee or the surety or insurance company.

11. The winning supplier agrees to pay a penalty of at least equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every 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.

12. In order to assure that patent or latent defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period one (1) year for non-expendable supplies or three (3) months for expendable supplies. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price. The said amounts shall only be released after the lapse of the warranty period; provided, however, that the Supplies/Equipment delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met. **(NOTE: Please delete in case of infrastructure projects or consulting services)**

13. Other terms and conditions relative to the project are provided in the attached Purchase/Service Contract.

**PROCEDURES:**

- Prospective bidders may download the Request for Quotations (RFQ) free of charge from the following websites: PAGCOR website ([www.pagcor.ph](http://www.pagcor.ph)) and PhilGEPS website ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and may be allowed to submit their best offers/quotations provided that bidders shall pay the fee for the RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations.
- Bidders, except those who have previously participated in the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the

deadline for the Submission and Receipt of the Best Offers/Quotation. A copy of the PAGCOR Official Receipt shall be presented as proof of payment.

3. The RFQ must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
4. Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement.
5. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.
6. Technical Specifications/Scope of Work and additional Terms and Conditions of the program/project/activity shall be fully discussed during Negotiations. In case there are changes in the requirements and/or technical specifications made after the consultations/negotiations, these shall be communicated on an equal basis.
7. Bidders should be responsible for securing copies of the Supplemental/Bid Bulletins at the websites of PAGCOR and the PhilGEPS.
8. Copies of the Supplemental Bid Bulletins are also sent either through fax or electronic mail to all prospective bidders who purchased the RFQ.
9. Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, time and venue, a best offer based on the final technical and financial requirements.
10. In all cases the best offer should be VAT Exclusive, Zero-Rated Transaction and not exceed the ABC.
11. During the Submission, Receipt, Opening and Preliminary Examination of the Best Offer/s or Proposal/s, the BAC shall check the submitted best offer/s and other required documents using a non-discretionary pass/fail criteria. The BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, offer/s or proposal/s that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the best offer as "Passed".
12. All qualified bidders shall undergo detailed bid evaluation to check the completeness of their best offers/quotations/proposals and consider computational errors. During detailed evaluation of the best offer, PAGCOR shall identify the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services).
13. PAGCOR shall select the successful offer on the basis of the best offer/s submitted by the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services) which complies with PAGCOR's requirements.

14. The BAC shall recommend award of contract to the Head of the Procuring Entity (HOPE) or its duly authorized representative in favor of the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services) at the bidders calculated financial best offer or submitted financial best offer, whichever is lower.
15. In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the BAC shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services) to determine the final bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services), based on the following procedures:
- a) In alphabetical order, the bidders shall pick one rolled paper.
  - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the winning bidder having the LCRB and recommended for award of the contract.
16. PAGCOR reserves the right to accept or reject any offer/quotation, and to annul the procurement process and reject all offers/quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**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), to the provisions of the Purchase/Service 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 offer/quotation it may receive.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name

TIN: \_\_\_\_\_

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Represented

TIN: \_\_\_\_\_

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