



# Philippine Amusement & Gaming Corporation

*Creating Opportunities Beyond Gaming*

## REQUEST FOR QUOTATION

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:

Date	:	<b>October 6, 2020</b>
Project Title	:	<b>PROCUREMENT OF ONE (1) YEAR COURIER SERVICES</b>
ITB No.	:	<b>SV20-10-001DAV</b>
Approved Budget for the Contract (ABC)	:	<b>One Hundred Thousand Pesos (PhP100,000.00)</b> VAT-Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	:	<b>October 14, 2020, Wednesday, 2:00 p.m. (Sealed Quotation)</b>
Opening and Examination of Quotation(s) / Proposal(s)	:	<b>October 14, 2020, Wednesday, 2:00 p.m. onwards</b>

Please address and submit the envelope containing the accomplished RFQ form and required documents to the **Branch Bids and Awards Committee (BBAC), through the Procurement Section (PS), located at Basement Area, Casino Filipino Davao, Lanang, Davao City** during office hours of PAGCOR from 9:00 a.m. to 5:00 p.m.

**The envelope shall bear the following information in capital letters:**

1. Title and reference number of the project; and
2. Name, address and contact details (telephone/cellphone numbers and/or e-mail address) of the Bidder.

**Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.**

For any inquiries or clarifications, please contact the Procurement Section at telephone number 234-3997 loc. 162 and look for Mr. Jose-Lito E. Molina.

Thank you.

(SGD)

**REGINA C. LEMANA**

CHAIRPERSON

BRANCH BIDS AND AWARDS COMMITTEE (BBAC)

**Dear Ms. Lemana:**

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

**TECHNICAL SPECIFICATIONS**

<b>QTY</b>	<b>Technical Description/ Specifications</b>	<b>Offered Technical Proposal Please fill up with either: "Comply" or "Not Comply" and indicate the brand in the space provided</b>
1 Lot	<b>Procurement of One (1) Year Courier Services</b>	
	1. Handle the delivery services of mail (documents) from Davao City to Corporate Office, Manila and to various recipients outside metro Manila on a regular basis. Category of required service-domestic courier (airfreight)	
	2. Service consists of handling of mail outbound and door to door mails- pick-up, receiving, invoicing and delivery of documents.	
	3. Assign an employee/account executive to handle the PAGCOR account, specifically for its various supports, billing and other concerns.	
	4. Be tasked to pick-up/deliver on a daily basis parcel mail from/to PAGCOR and other destinations within the Philippines.	
	5. Provide on-line tracking and tracing of documents for delivery.	
	6. Provide pre-printed houseway bills with shipper and consignees details (no need for PAGCOR to fill out "Shipper" portion for each delivery).	
	7. Immediately notify PAGCOR thru telephone or email any irregularity such as delays, damage/loss of parcel/documents. Service Provider (SP) shall be liable for all damages where it is determined that the delay is due to fault or negligence in the part of the (SP).	
	8. Provide a Quality Service Report and return SR, when required by PAGCOR	
	9. Prepare an Incident Report in case of delays, lost or non arrival of documents. Said Report must be sent immediately, within twenty four (24) hours, to include the details of delivery, sequence of events, analysis of events, investigation results and conclusion and recommended corrective action.	
	10. Be tasked to pick-up outside the regular pick-up time and office hours for urgent delivery to Corporate Office	
	11. All invoices shall be sent to PAGCOR every 15 <sup>th</sup> and end of the month to cover the previous two week's delivery service.	

12. Invoice must reflect the account number, breakdown of the total amount in Pesos, destination and weight of parcel per delivery, with supporting documents (e.g. airway bill), if required by PAGCOR.	
13. Amount to be billed shall be in accordance with the Service Provider's Financial Proposal. No additional costs for packaging.	
14. Bidder is expected to submit a Price Schedule for <b>Category A – Up to 500 grams (Metro Manila, Luzon, Visayas, and Mindanao) and Category B – 501 grams-2kgs. (Metro Manila, Luzon Visayas and Mindanao).</b>	
15. Service Provider must send an invoice every 15 <sup>th</sup> and last working day of the month, with supporting/attached documents, as may be required by PAGCOR	
16. Payment shall be processed by PAGCOR within fifteen (15) working days upon receipt of invoice and attachments. The totality of all the payments shall not exceed the contract price stated.	
17. Document/s shall be delivered within 24 hours or the soonest possible time.	
<b>Pick-Up Place:</b> Casino Filipino-Davao, Km. 7, Lanang, Davao City	
<b>Delivery Period:</b> Should be delivered to destination on the next day from pick up time or the soonest possible time.	

<b>FINANCIAL OFFER / QUOTATION</b>			
Qty/ UOM	Description of Item	Unit Cost VAT-Exclusive, Zero Rated Transaction (Please state amount in words and figures)  <b>CATEGORY A</b>	Unit Cost VAT-Exclusive, Zero Rated Transaction (Please state amount in words and figures)  <b>CATEGORY B</b>
1 Lot	<b>Procurement of One (1) Year Courier Services</b>	Php _____ _____ _____	Php _____ _____ _____
<b>GRAND TOTAL AMOUNT (Total Amount Category A + Total Amount Category B)</b>  * basis of determining the Lowest Calculated Bid (LCB)		<b>Amount in Figures: PhP</b> _____  <b>Amount in Words:</b> _____ _____	
<b>TOTAL BID PRICE/AMOUNT FOR A PERIOD OF ONE (1) YEAR</b> VAT Exclusive, Zero Rated Transaction  * represents the Contract Price which is in the amount of One Hundred Thousand Pesos (PhP 100,000.00)		<b>Amount in Figures: PhP</b> _____  <b>Amount in Words:</b> _____ _____	

**VALIDITY OF OFFER:** Ninety (90) calendar days from the date of Opening and Examination of Quotations

## **ADDITIONAL REQUIREMENTS:**

As part of the post-qualification process, kindly submit the following documents for compliance within **3-calendar days** from receipt of the notice and upon determination of the bidder having the Lowest / Single Calculated Quotation:

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

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.

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. Copy of Brochure of the brand being offered.

## **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 BAC, 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.

# OMNIBUS SWORN STATEMENT

---

REPUBLIC OF THE PHILIPPINES        )  
CITY/MUNICIPALITY OF \_\_\_\_\_    ) S.S.

## AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

a) **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

b) **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the proposal, to sign and execute the ensuing contract for [Name of the Project] of the Philippine Amusement and Gaming Corporation, as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the proposal, to sign and execute the ensuing contract for [Name of the Project] of the Philippine Amusement and Gaming Corporation, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

c) [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

d) Each of the documents submitted in satisfaction of the procurement requirements for the conduct of Negotiated Procurement (Small Value) is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

e) *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

f) **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

g) *[Name of Bidder]* complies with existing labor laws and standards; and

h) *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a. Carefully examine all of the contents of the Request for Quotation/Request for Proposal;

b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c. Made an estimate of the facilities available and needed for the contract, if any; and

d. Inquire or secure Supplemental/Bid Bulletin(s) issued, if any, for the *[Name of the Project]*.

i) *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_  
at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_