



REQUEST FOR QUOTATION

Date : **October 15, 2020**

PAP Code/
Project Title : **CEB-38 Procurement of Courier Services for Delivery of Documents**

ITB No. : **SV20-10-014CEB**

Approved Budget for
the Contract (ABC) : **THREE HUNDRED FIFTY THOUSAND PESOS ONLY
(PHP 350,000.00), Vat Exclusive, Zero Rated Transaction**

Deadline for the
Submission and
Receipt of
Quotations/Proposals : **October 28, 2020, Wednesday, 1:00 pm (Sealed Quotation)**

Opening of Quotation : **October 28, 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
SBAM, PLFM
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
Procurement of Courier Services for Delivery of Documents	
Total Estimated no. of Documents to Deliver For One (1) Year Services	
Category A (up to 500 grams/pouch)	
AREA	No. of Pouch/Year
LUZON	200 pouches
VISAYAS	120 pouches
MINDANAO	120 pouches
Category B (501 grams to 2 kg./pouch)	
AREA	No. of Pouch/Year
LUZON	500 pouches
VISAYAS	130 pouches
MINDANAO	130 pouches
Category C (5 kg./box)	
AREA	No. of Box/Year
LUZON	150 boxes
VISAYAS	25 boxes
MINDANAO	25 boxes
Category D (10 kg./box)	
AREA	No. of Box/Year
LUZON	75 boxes
VISAYAS	25 boxes
MINDANAO	25 boxes
TERMS OF REFERENCE FOR COURIER SERVICES	
Background	
In view of the regular sending out of documents and packages to various parties/destinations outside PAGCOR CEBU, (within and outside CEBU CITY), HR SECTION sees the need to acquire courier services to handle said deliveries, through a competitive selection process. For the purpose of selecting and contracting the best courier service that will provide safe, fast, and efficient delivery of domestic mail emanating from PAGCOR CEBU, the department shall contract a Service Provider for a period of one (1) year or until the contract budget is exhausted.	
Project Description	
The project entails contracting a Service Provider that will handle the delivery	

COMPLY
 NOT COMPLY

End-User: 

services of mail (documents and packages) from PAGCOR CEBU to various recipients within and outside CEBU CITY on a regular basis.

Category of required service – domestic courier (airfreight or land freight)

Service consists of handling of mail outbound and door to door mails –pick-up, receiving, invoicing and delivery of documents and packages.

Scope of Work

The Service Provider to be contracted shall:

- Assign an employee/account executive to handle the PAGCOR account, specifically for its various delivery requirements, customer service support, billing and other concerns
- Be tasked to pick-up/deliver on a daily basis parcel mail from/to PAGCOR CEBU and other destinations within the country.
- Provide on-line tracking and tracing of documents and packages for delivery
- Provide pre-printed house way bills, with shipper and consignees details (no need for PAGCOR to fill out "Shipper" portion for each delivery)
- Immediately notify PAGCOR thru telephone or email any irregularity such as delays, damage/loss of documents/packages. (SP shall be liable for all damages where it is determined that the delay, damage to or loss of documents is due to fault or negligence in the part of the SP)
- Provide a Quality Service Report and return SI, when required by PAGCOR
- Prepare an Incident Report in case of delays, lost or non arrival of documents/packages. Said Report must be sent immediately, within 24 hours, to include the following:
 - a. Details of delivery
 - b. Sequence of events
 - c. Analysis of Incident
 - d. Investigation Results and Conclusion
 - e. Recommended Corrective Action
- Be tasked to pick up outside the regular pick up time and office hours for urgent delivery from PAGCOR CEBU.

COMPLY

NOT COMPLY

Billing

- All Invoices shall be sent to PAGCOR CEBU every 15th and end of the month to cover the previous two week's delivery service.
- 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.
- Amount to be billed shall be in accordance with the Service Provider's Financial Proposal. No additional costs for packaging.

Other Submittals during Opening of Quotation:

1. Packaging - **Bidder** is required to submit a sample of their packaging (eg., envelop, tape, etc.)
2. Company Profile and List of all previous and current company clients
3. Flow Chart of the whole delivery process from pick up to delivery to billing
4. Schedule of expected receipt of parcel from Metro Manila to various points in the country, to include cities and municipalities, provinces where CF branches, satellites and VIP Clubs are located.

Payment Terms		
1. Service Provider must send an Invoice every 15 th and last working day of the month, with supporting /attached documents, as may be required by PAGCOR		<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
2. Payment shall be processed by PAGCOR within Thirty (30) working days upon receipt of invoice and attachments.		
Completion Period	Services shall be rendered in one (1) year contract which shall commence on the effectivity date provided in the 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:

Description	Unit Cost	Total Cost
	VAT Exclusive, Zero Rated Transaction	VAT Exclusive, Zero Rated Transaction
200 pouches - Category A (up to 500 grams/pouch) "LUZON"	PHP	PHP
120 pouches - Category A (up to 500 grams/pouch) "VISAYAS"	PHP	PHP
120 pouches - Category A (up to 500 grams/pouch) "MINDANAO"	PHP	PHP
500 pouches - Category B (501 grams to 2 kg./pouch) "LUZON"	PHP	PHP
130 pouches - Category B (501 grams to 2 kg./pouch) "VISAYAS"	PHP	PHP
130 pouches - Category B (501 grams to 2 kg./pouch) "MINDANAO"	PHP	PHP
150 boxes - Category C (5 kg./box) "LUZON"	PHP	PHP
25 boxes - Category C (5 kg./box) "VISAYAS"	PHP	PHP
25 boxes - Category C (5 kg./box) "MINDANAO"	PHP	PHP
75 boxes - Category D (10 kg./box) "LUZON"	PHP	PHP
25 boxes - Category D (10 kg./box) "VISAYAS"	PHP	PHP
25 boxes - Category D (10 kg./box) "MINDANAO"	PHP	PHP

NOTES:

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

(Grand Total Amount)

Amount in Words and in Figures:

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

quotations.

PAYMENT SCHEDULE: Payment shall be made upon issuance of the Certificate of Acceptance

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, 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 For projects with an ABC amounting to more the Five Hundred Thousand Pesos (PHP 500,000.00) the winning supplier/contractor/consultant shall be required to post a performance security prior to the signing of the contract to guarantee the faithful performance of the winning supplier/contractor/consultant, 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%)
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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 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: 