



REQUEST FOR QUOTATION

Date : **October 15, 2020**

PAP CODE/ Project Title : **CEB-124 Three (3) Years Preventive Maintenance Services of Two (2) Units Escalator of Crown Regency Satellites Casino**

ITB No. : **SV20-10-015CEB**

Approved Budget for the Contract (ABC) : **THREE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED PESOS (PHP 316,800.00), Vat Exclusive, Zero Rated Transaction**

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

End-User: 

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
<p>Three (3) Years Preventive Maintenance Services of Two (2) Units Escalator for Crown Regency Satellite Casino</p> <p>UNIT AND BRAND : two (2) units, HITACHI</p> <p>The CONTRACTOR/SERVICE PROVIDER shall undertake to provide PAGCOR with the following :</p> <p>1. Inspect the two (2) escalator units located at the Crown Regency Satellite Casino, at least once a month. Includes visual checking and recommends corrective measures. It shall conduct monthly regular lubrication and adjustment of all machinery with the following scope of works:</p> <ul style="list-style-type: none">a) Oiling and cleaning of the machine/equipment.b) Greasing and lubrication of bearing, cables and chains.c) Necessary minor adjustment/s to the mechanical parts.d) Maintenance supplies such as cleaning materials, greases, oils and other needed lubricants.e) Check-up abnormal noise or vibrations and check components inside the control panel.f) Check hand rail belt entry safety switches. Also check comb plate safety switches.g) Check movement of step and alignment with comb. Also cleaning of groove and steps.h) Check synchronization of belt and step speed.i) Check functioning of electro-mechanical brake.j) Check driving chain and step chain lubrication.k) Cleaning of control panel and machine room.l) Check clearance between skirt panel and step.m) Cleaning of external part of escalator.n) Checking of electric supply voltage.o) Checking of braking distance.p) Check over-speed monitor.q) Check main drive reducer and motor.r) Check tensioning device for step chain.s) Check holding clamps for steps.t) Check and retightening of electric terminal within the control panel, motor and switches.	<p>Please check the box corresponding to your offered specifications</p> <p><input type="checkbox"/> COMPLY</p> <p><input type="checkbox"/> NOT COMPLY</p>

End-User: 

u) Check other components not mentioned and as required.		
2. The regular maintenance services shall be performed during office hours, between 8:00 am- 5:00 pm, on schedules to be mutually agreed upon by the parties. The CONTRACTOR shall ensure that the conduct of its work shall not disrupt the operations of PAGCOR.		
3. Provide free of charge all the necessary lubricants (except gear oil) particularly grease and cotton waste, fuses mounted on the controller. The cost of replacement parts and major repairs which shall be quoted separately subject for approval by PAGCOR.		
4. Provide competent technicians to attend to any faulty operations, equipment breakdown and as well as in emergency cases. They shall be sent to the area within two (2) hours after PAGCOR's request. Emergency corrective/remedial services and minor repairs shall be free of charged.		<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
5. The CONTRACTOR shall train specifically designated personnel of PAGCOR in the basic procedures of proper usage of the equipment.		
6. Preparation and submission of service reports from the maintenance/services rendered. Indicate all detected deficiencies. Coordinate with the end-user.		
7. To carry out at annual intervals (or whenever reasonably required) a survey of the equipment by a qualified contractors representative advising on any repair, alteration of change which is beyond the scope of agreement.		
8. Services shall be rendered on a regular monthly basis for a period of Three (3) years.		<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
Completion Period	Contract shall commence on the effectivity date provided for in the Notice to Proceed for a period of three (3) years	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
Delivery Place	Casino Filipino – Crown Satellite Casino, Crown Regency Hotel, Fuente Circle, Cebu City	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY

II. Financial Quotation:

Qty.	Description	Unit Cost (per month) VAT Exclusive, Zero Rated Transaction	Total Cost (for 2-years) VAT Exclusive, Zero Rated Transaction
1 Lot	Three (3) Years Preventive Maintenance Services of Two (2) Units Escalator for Crown Regency Satellite Casino	PHP	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.

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

(Grand Total Amount)
Amount in Words and in
Figures:

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 three (3) 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%)

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: 