



REQUEST FOR QUOTATION

Date	:	March 29, 2021
Project Title	:	Supply and Delivery of Brewed Coffee
ITB No.	:	SV21-02-006COR
Approved Budget for the Contract (ABC)	:	One Hundred Twenty-Eight Thousand Four Hundred Thirty-Seven Pesos and 92/100 (PhP128,437.92), VAT-Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)	:	April 5, 2021, Monday, 02:00 PM (Sealed Quotation)
Opening and Examination of Quotation(s)/Proposal(s)	:	April 5, 2021, Monday, 02:00 PM onwards

Please address and submit the envelope containing the accomplished RFQ form and required documents to the Bids and Awards Committee (BAC) 1, through the Procurement Department (PD), located at Eight (8th) Floor, PAGCOR House Annex, 1105 UN Avenue cor. M.Y. Orosa Street, Ermita, Manila.

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.

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 Department at telephone number (02) 7755-3699 or (02) 7755-3799 loc. 7419 and look for Ms. Czarina Fe S. Asuncion.

Thank you.

(SGD)RODERICK R. CONSOLACION

CHAIRPERSON

BIDS AND AWARDS COMMITTEE (BAC) 1

CDN/cha

Dear Atty. Consolacion:

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

I. TECHNICAL SPECIFICATIONS

Quantity / Unit Of Measurement (UOM)	TECHNICAL DESCRIPTION	OFFERED TECHNICAL PROPOSAL Please fill up with "COMPLY or "NOT COMPLY" and indicate the brand in the space provided
624 Packs	<p><u>BREWED COFFEE</u></p> <ul style="list-style-type: none"> • Branded • Brewed Coffee/Ground Coffee • Net Weight: 500 g (8.8 Oz) • Pure Robusta • With sweet smelling arowa • Packaging: <ul style="list-style-type: none"> - Vacuum sealed; - With print of BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT and EXPIRATION DATE on the pack itself; - In original branded packaging; - Repacking is not allowed; <p>NO HANDWRITTEN product details on the packaging</p>	<p>Statement of Compliance:</p> <hr/> <p>Brand Name:</p> <hr/>
ADDITIONAL TERMS AND CONDITIONS		Kindly indicate "COMPLY or "NOT COMPLY"
The period for correction of defective items is within seven (7) calendar days from receipt of notice from PAGCOR.		
Delivery Period : Within thirty (30) calendar days from the date of receipt by the winning bidder of the Notice to Proceed (NTP)		
Place of Delivery : PAGCOR Imus Warehouse, #363 Bayan Luma VI, Imus, Cavite		
Product Expiration : At least one (1) year from the date of delivery/acceptance		
Product Sample : The bidder with the Single/Lowest Calculated quotation (S/LCQ) shall submit actual sample of the item within three (3) calendar days from the receipt of notice subject for approval		

of PAGCOR	
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II. FINANCIAL QUOTATION

Quantity / UOM	ITEM DESCRIPTION	UNIT COST VAT Exclusive, Zero-Rated Transaction	TOTAL COST VAT Exclusive, Zero-Rated Transaction
624 Packs	Brewed Coffee	PHP _____ (Amount in figures) _____ _____ _____ (Amount in words)	PHP _____ (Amount in figures) _____ _____ _____ (Amount in words)

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

III. 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, 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.

2. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or a valid PhilGEPS Registration Certificate;

Philippine Government Electronic Procurement System (PhilGEPS)
Registration Number: _____;

3. Omnibus Sworn Statement using the attached prescribed form.

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., original copy of a duly notarized Secretary's Certificate (in case of corporations, partnerships or joint ventures) or a 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

IV. **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 not be accepted.
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.

V. 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 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 quotation it may receive.

Very truly yours,

Signature over Printed Name

Position: _____

Date: _____

TIN: _____

Company Represented:

TIN: _____

Address:

Tel. No. / Fax No.:
