



**REQUEST FOR QUOTATION**

Date	:	<b>December 2, 2021</b>
Project Title	:	<b>SUPPLY AND DELIVERY OF LINENS, TABLECLOTHS AND SKIRTING CLOTHS</b>
ITB No.	:	<b>SV21-11-003WIN</b>
Approved Budget for the Contract (ABC)	:	The total ABC is <b>Forty-Two Thousand Four Hundred Pesos (PhP42,400.00)</b> , VAT Exclusive, Zero-Rated Transaction.
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	:	<b>December 14, 2021, Tuesday, 1:00 p.m. (Sealed Quotation)</b>
Opening of Quotation(s) / Proposal(s)	:	<b>December 14, 2021, Tuesday, 1:00 p.m. Onwards</b>
Please address the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee, through the Procurement Department (PS), 6 <sup>th</sup> floor, Ronquillo Satellite, 561 Ronquillo Street, Sta. Cruz, 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.		
<b>Note: Quotation(s)/Proposal(s) submitted after the deadline will not be accepted.</b>		

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 Cellphone number 09051966309, 09562359794, 09163341705 and look for A/Procurement Assistant Mary Jane D. Indiongco, Procurement Staff II Mylyn I. Villarín and Assistant Procurement Officer Ivan Symon S. Edralin.

Thank you.

  
**JOCELYN G. SORIANO**  
CHAIRPERSON  
BRANCH BIDS AND AWARDS COMMITTEE  
END-USER: \_\_\_\_\_

Dear Ms. Soriano:

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

**TECHNICAL SPECIFICATIONS**

Technical Description	QTY/ UOM	Offered Technical Proposal Please fill up with either: "Comply" or "Not Comply"
Table top cloth, <u>plain white</u> , GH GEENA 60" width	80 meters	
Table skirting cloth, <u>plain color</u> , Geena GH 60" width, <b>red</b>	200 meters	
Table skirting cloth, <u>plain color</u> , Geena GH 60" width, <b>royal blue</b>	200 meters	
Table skirting cloth, <u>plain color</u> , Geena GH 60" width, <b>green</b>	200 meters	
Table skirting cloth, <u>plain color</u> , Geena GH 60" width, <b>black</b>	200 meters	
Table skirting cloth, <u>plain color</u> , GH light satin 60" width, <b>yellow gold</b>	200 meters	
Table skirting cloth, <u>plain color</u> , GH light satin width 60", <b>gold</b>	100 meters	
Table skirting cloth, <u>plain color</u> , GH light satin width 60", <b>silver</b>	100 meters	
Table top cloth, <u>printed designs</u> , 60"width, <b>maroon, two-tone venus design</b>	20 meters	
Table top cloth, <u>printed designs</u> , 60"width, <b>red, criss-cross design</b>	20 meters	
Table top cloth, <u>printed designs</u> , 60"width, <b>blue, cyclone/galaxy design</b>	20 meters	
Table runner cloth, <u>printed silk design</u> , GH bridal satin 60"width, <b>Gold ,Dahlia Design</b>	10 meters	
Table runner cloth, <u>printed silk design</u> , GH bridal satin 60"width, <b>Silver , Tulip Design</b>	10 meters	
Table napkin cloth, <u>plain color</u> , GH katrina 60"width, <b>plain white</b>	10 meters	
Table napkin cloth, <u>plain color</u> , GH katrina 60"width, <b>powder blue</b>	10 meters	
Table napkin cloth, <u>plain color</u> , GH katrina 60"width, <b>peach</b>	10 meters	
Table napkin cloth, <u>plain color</u> , GH katrina 60"width, <b>mint green</b>	10 meters	

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**Schedule of Delivery: ONE TIME DELIVERY**

Within 30 calendar days from the effectivity date specified in the Notice to Proceed

**Delivery Site:** Casino Filipino Winford, Ronquillo Satellite, 561 Ronquillo Street  
Corner Rizal Avenue, Sta. Cruz Manila**Contact Person:** FMO1 ROBERTO M. HOLGADO/F&B SUP II ROSELLE  
M. MANZANO**Contact Numbers:** 09669430349**PERIOD FOR CORRECTION OF DEFECTS:** Within Seven (7) Calendar Days from  
the receipt of notice from PAGCOR**ADDITIONAL DOCUMENTS:** Submit samples of **ACTUAL CLOTH****FINANCIAL QUOTATION**

Quantity	UNIT OF MEASURES	Item Description	Unit Cost	Total Cost
			VAT Exclusive, Zero-Rated Transaction	VAT Exclusive, Zero-Rated Transaction
80	Meters	Table top cloth, <u>plain white</u> , GH GEENA 60" width	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
200	Meters	Table skirting cloth, <u>plain color</u> , Geena GH 60" width, <b>red</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
200	Meters	Table skirting cloth, <u>plain color</u> , Geena GH 60" width, <b>royal blue</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
200	Meters	Table skirting cloth, <u>plain color</u> , Geena GH 60" width, <b>green</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
200	Meters	Table skirting cloth, <u>plain color</u> , Geena GH 60" width, <b>black</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
200	Meters	Table skirting cloth, <u>plain color</u> , GH light satin 60" width, <b>yellow gold</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)



100	Meters	Table skirting cloth, <u>plain color</u> , GH light satin width 60", <b>gold</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
100	Meters	Table skirting cloth, <u>plain color</u> , GH light satin width 60", <b>silver</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
20	Meters	Table top cloth, <u>printed designs</u> , 60"width, <b>maroon, two-tone venus design</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
20	Meters	Table top cloth, <u>printed designs</u> , 60"width, <b>red, criss-cross design</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
20	Meters	Table top cloth, <u>printed designs</u> , 60"width, <b>blue, cyclone/galaxy design</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
10	Meters	Table runner cloth, <u>printed silk design</u> , GH bridal satin 60"width, <b>Gold ,Dahlia Design</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
10	Meters	Table runner cloth, <u>printed silk design</u> , GH bridal satin 60"width, <b>Silver , Tulip Design</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
10	Meters	Table napkin cloth, <u>plain color</u> , GH katrina 60"width, <b>plain white</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
10	Meters	Table napkin cloth, <u>plain color</u> , GH katrina 60"width, <b>powder blue</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
10	Meters	Table napkin cloth, <u>plain color</u> , GH katrina 60"width, <b>peach</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)





10	Meters	table napkin cloth, <b>plain color</b> , GH katrina 60"width, <b>mint green</b>	PHP _____ (Amount in figures) _____ (Amount in words)	PHP _____ (Amount in figures) _____ (Amount in words)
<b>GRAND TOTAL</b>  <b>(VAT EXCLUSIVE, ZERO-RATED TRANSACTION)</b>			PHP _____ (Amount in figures) _____ (Amount in words)	

**VALIDITY OF OFFER:** Ninety (90) calendar days from the date of 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. 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) Registration Number or a valid PhilGEPS Registration Certificate ;

Philippine Government Electronic Procurement System (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.

**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.

