



REQUEST FOR QUOTATION


Date	:	December 10, 2021
Project Title	:	Supply and Delivery of Housekeeping Supplies and Materials
ITB No.	:	SV21-12-007ILO
Approved Budget for the Contract (ABC)	:	Ninety Three Thousand Five Hundred Nine Pesos and 75/100 (PhP93, 509.75), VAT Exclusive, Zero-Rated Transaction.
Deadline for the Submission and Receipt of Quotations/ Proposals	:	December 16, 2021, Thursday (Sealed Quotation), 1:45p.m.
Opening and Examination of Quotation(s) / Proposal(s)	:	December 16, 2021, Thursday, 2:00p.m. onwards Please submit and address the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC) of CF-Ilocos Norte through the Procurement Section, Second Floor (2 nd Flr), Viven Hotel, San Nicolas, Ilocos Norte. The envelope shall bear the following information in capital letters: <ol style="list-style-type: none">1. Title and reference number for the project, and2. Name, address and contact details (telephone/cellphone number and/or email 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 quotation:

For any inquiries or clarifications, please contact the Procurement Section at telephone number (077) 600-0678 and look for Mr. Benito S. Montano, Procurement Officer I.

Thank you.


ATTY. STEPHANIE MARIZ C. KHAN
VICE-CHAIRPERSON
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
CASINO FILIPINO – ILOCOS NORTE

Dear Ms. Khan:

In accordance with your request, 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 Proposal Please fill up each column with either: "Comply" or "Not Comply. Bidder should likewise indicate the "Brand", if any.
SUPPLY AND DELIVERY OF HOUSEKEEPING SUPPLIES AND MATERIALS		
TECHNICAL SPECIFICATIONS:		
12 PCS	APRON, PLAIN WHITE - Standard Size, White	
15 GAL	BLEACH, LIQUID – Multi-purpose cleaner, 99.9% antibac, whitens, removes stains	
6 PCS	SOFT BROOM – Tambo, 3feet or 36"	
5 GAL	TOILET BOWL CLEANER – Stain remover, eliminates odor, leaves bowl fresh smelling	
933 PACK	PAPER CUP, 8OZ, 50's/PACK	
5 GAL	DECLOGGER – Liquid drain line renovator, non-corrosive	
40 PCS	FORK, STAINLESS, THICK – Stainless, thick, high-end	
40 PCS	SPOON, STAINLESS, THICK – Stainless, thick, high-end	
1 PAIR	GLOVES, LEATHER, LARGE – Leather, large size for cleaning	
211 PCS	MASK, DUST CHECK, SURGICAL MASK – Dust check	
24 PCS	MAT, DOORMAT, CLOTH, 18" X 14" – Standard size, cloth, absorber	
4 PCS	PAIL, BIG, 16L – Construction pail	
4 PCS	TRAY, RUBBERIZED, SERVING TRAY - Round, 12" diameter	

20 PCS	CONTAINER, WATER, 5GAL WITH CAP – Plastic water container with cap	
1 PC	FLASHLIGHT, PORTABLE LED TORCH, RECHARGEABLE – Portable flashlight, LED	
GENERAL CONDITIONS:		
1. The SUPPLIER must have the mandatory government license/permit to operate.		
2. The SUPPLIER , upon payment by PAGCOR , must issue the required official receipt and must issue Delivery Receipt upon delivery of the housekeeping supplies and materials.		
3. The SUPPLIER , in case of any apparent damage to the item must provide a replacement in lieu of the damaged item within 24 hours upon receipt of notice.		
4. 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 may rescind the contract once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.		
Delivery Period:	Within seven (7) calendar days upon receipt of Notice to Proceed.	
Delivery Place:	Casino Filipino – Ilocos Norte, Second Floor (2 nd flr), Viven Hotel, San Nicolas, Ilocos Norte.	

II. FINANCIAL QUOTATION:

Quantity	Description	Unit Cost	Total Cost (VAT-Exclusive, Zero-Rated Transaction)
12 PCS	APRON, PLAIN WHITE - Standard Size, White	PhP _____	PhP _____
15 GAL	BLEACH, LIQUID – Multi-purpose cleaner, 99.9% antibac, whitens, removes stains	PhP _____	PhP _____
6 PCS	SOFT BROOM – Tambo, 3feet or 36”	PhP _____	PhP _____
5 GAL	TOILET BOWL CLEANER – Stain remover, eliminates odor, leaves bowl fresh smelling	PhP _____	PhP _____
933 PACK	PAPER CUP, 8OZ, 50's/PACK	PhP _____	PhP _____

5 GAL	DECLOGGER – Liquid drain line renovator, non-corrosive	PhP _____	PhP _____
40 PCS	FORK, STAINLESS, THICK – Stainless, thick, high-end	PhP _____	PhP _____
40 PCS	SPOON, STAINLESS, THICK – Stainless, thick, high-end	PhP _____	PhP _____
1 PAIR	GLOVES, LEATHER, LARGE – Leather, large size for cleaning	PhP _____	PhP _____
211 PCS	MASK, DUST CHECK, SURGICAL MASK – Dust check	PhP _____	PhP _____
24 PCS	MAT, DOORMAT, CLOTH, 18" X 14" – Standard size, cloth, absorber	PhP _____	PhP _____
4 PCS	PAIL, BIG, 16L – Construction pail	PhP _____	PhP _____
4 PCS	TRAY, RUBBERIZED, SERVING TRAY - Round, 12" diameter	PhP _____	PhP _____
20 PCS	CONTAINER, WATER, 5GAL WITH CAP – Plastic water container with cap	PhP _____	PhP _____
1 PC	FLASHLIGHT, PORTABLE LED TORCH, RECHARGEABLE – Portable flashlight, LED	PhP _____	PhP _____
GRAND TOTAL COST VAT Exclusive, Zero Rated Transaction		_____	
		<i>(Note: Please state amount in words and in figures)</i>	

NOTES:

1. The quotations (unit and total prices) 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 date of opening of quotations

PAYMENT SCHEDULE: Payment shall be based on actual delivery and upon issuance of the Certificate of Acceptance.

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. 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);
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;
3. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number;
4. Original Notarized Omnibus Sworn Statement using the form prescribed in Annex A hereof for projects:
 - ❖ *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:

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.

1. Quotation(s)/Proposal(s) submitted exceeding the Approved Budget for the Contract shall be rejected.
2. The prices quoted are to be paid in Philippine Currency.
3. 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**.
4. 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.
5. 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.
6. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
7. Award of contract shall be made in favor of the supplier or contractor having the Single or Lowest Calculated Responsive Quotation, which complies with the minimum technical specifications and other terms and conditions stated herein.
8. 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.

9. 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 BBAC, 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.

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:

1. 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];

2. 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 bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], 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 a quotation/ proposal (for consulting services)/ best offer (in case of Negotiated Procurement – Two Failed Biddings), and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], 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;)];

3. [Name of Bidder] is not "blacklisted" or barred from procurement 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;

4. Each of the documents submitted in satisfaction of the procurement requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Request for Quotation/Request for Proposal (in case of consulting services);
 - 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 for the _____ under ITB No. _____, if any; and
9. *[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. _____ 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 _____