



**REQUEST FOR QUOTATION**

Date	:	January 28, 2021
Project Title	:	Procurement of Services for the Siphoning of Septic Tanks at PAGCOR Imus Complex for Three (3) Years
ITB No.	:	SV21-01-003CORa
Approved Budget for the Contract (ABC)	:	Two Hundred Ninety-Two Thousand Five Hundred Pesos (PhP292,500.00), VAT Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	:	February 4, 2021, Thursday, 1:30 p.m. (Sealed Quotation)
Opening and Examination of Quotation(s) / Proposal(s)	:	February 4, 2021, Thursday, 2:00 p.m. 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 Eighth (8<sup>th</sup>) Floor, PAGCOR Corporate Annex Office, Carmen Bldg., 1105 U.N. Avenue cor. Maria Orosa St., 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 7755-3711 and look for Mr. Mark Ronald Wong.

Thank you.

**RODERICK R. CONSOLACION**  
CHAIRPERSON  
BIDS AND AWARDS COMMITTEE (BAC) 1

Dear Mr. Consolacion:

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

**TECHNICAL SPECIFICATIONS**

Quantity / Unit of Measurement (UOM)	Technical Description	Offered Technical Proposal Please fill up with either "Comply" or "Not Comply"
1 Lot	<p><b>Procurement of Services for the Siphoning of Septic Tanks at PAGCOR Imus Complex for Three (3) Years</b></p> <p><b>SCOPE OF WORK:</b></p> <p>-Siphoning of septic sludge of the following septic tanks:</p> <ul style="list-style-type: none"> <li>A. FRWD Building Septic Tank (3m x 5m x 2m = 30 cubic meters capacity)</li> <li>B. LMD Building Septic Tank (2.3m x 3.4m x 2m = 15.64 cubic meters capacity)</li> </ul> <p><b>Note: Hauling Truck must have at least 3.5 cu.m. load capacity.</b></p> <ul style="list-style-type: none"> <li>• Maximum no. of trips per year based on 3.5 cu.m. minimum truck load capacity is thirteen (13) trips.</li> <li>• Maximum no. of trips for three (3) years based on 3.5 cu.m. minimum truck load capacity is thirty-nine (39) trips.</li> <li>• The Service Provider must submit a <b>Certificate of Accreditation from the Department of Health (DOH) upon submission of quotation.</b></li> <li>• The Service Provider shall issue a certificate or job completion after every service rendered and also states the estimated time when the septic vaults are due for next siphoning, based from the septic vault's capacity and total number of facility occupants.</li> </ul>	

<b>ADDITIONAL TERMS AND CONDITIONS</b>		Please fill up with either "Comply" or "Not Comply"
<b>Work Schedule</b>	: The Work shall commence within five (5) calendar days from the date of receipt of the Notice to Proceed (NTP) by the winning bidder.	
<b>Contract Duration</b>	: For a period of three (3) years or until the contract price is fully consumed, whichever comes first.	
<b>Submission of Certificate of Treatment</b>	: Within thirty (30) calendar days after every service rendered.	
<b>Payment Terms</b>	: Payment shall be made within thirty (30) calendar days upon submission of the certificate of Job Completion for every service rendered.	
<b>Site Location</b>	: PAGCOR Imus Complex, 363 Bayan Luma IV, Imus, Cavite	
<b>Contact Person</b>	: <b>Arlene C. Fidel / Federito R. Cotas</b> Tel No. (02) 8529-8635	

**FINANCIAL QUOTATION**

<b>Financial Offer / Quotation</b>			
<b>Quantity/ Unit of Measure</b>	<b>Description of the Project</b>	<b>Unit Cost VAT-Exclusive, Zero Rated Transaction (per trip)</b>	<b>Total Cost VAT-Exclusive, Zero Rated Transaction (39 trips for 3 yrs)</b>
<b>1 Lot</b>	<b>Procurement of Services for the Siphoning of Septic Tanks at PAGCOR Imus Complex for Three (3) Years</b>	<b>PHP</b> _____ (Amount in figures)	<b>PHP</b> _____ (Amount in figures)
		_____	_____
		_____	_____
		_____	_____
		(Amount in words)	(Amount in words)

**VALIDITY OF OFFER:** Ninety (90) calendar days from the date of Opening and 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. 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.
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 may 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 Service 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 / Date

TIN: \_\_\_\_\_

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Represented

TIN: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Tel. No. / Fax No.