



REQUEST FOR QUOTATION

Date	:	January 26, 2021
Project Title	:	Supply and Delivery of Various Office Supplies
ITB No.	:	SV21-01-001MAL
Approved Budget for the Contract (ABC)	:	Three Hundred Fifty-Six Thousand Four Hundred Seventy-Five Pesos and 40/100 (PhP356,475.40), VAT Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	:	February 01, 2021, Monday, 11:00 a.m. (SEALED QUOTATION)
Opening and Examination of Quotation(s) / Proposal(s)	:	February 01, 2021, Monday, 11:00 a.m., onwards (SEALED QUOTATION)
<p>Please address and submit the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC), through the Procurement Section, located at the Lower Ground Floor, Casino Filipino – Malate, #1588 A. Mabini corner Pedro Gil Sts., Malate, Manila.</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none">1. Title and reference number of the project; and2. Name, address and contact details (telephone/cellphone numbers and/or e-mail address) of the Bidder. <p>Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.</p>		

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 price quotation.

For any inquiries or clarifications, please contact the Procurement Section at telephone numbers (02) 8242-6397 or (02) 8245-9763 loc. 8018 and look for Mr. Robert C. Mamuyac.

Thank you.

(SGD) CORNELIUS M. GOZE

Chairperson

Branch Bids and Awards Committee (BBAC)

Casino Filipino – Malate

Dear Mr. Goze:

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

ITEM NO.	QTY	ITEM DESCRIPTION	Offered Technical Quotation Please fill up each row with either "COMPLY" or "NOT COMPLY".
1	6 rolls	RIBBON, CALCULATOR RIBBON Combination of black & red for DR120	
2	32 pcs	PRINTER RIBBON For existing Epson FX 2175	
3	1,298 roll	TAPE CELLULOSE ½" At least 36 yards length (12mm)	
4	12 roll	TAPE, DOUBLE BACKING TAPE ¾" Urethane foam double sided tape, acrylic adhesive ¼" thick, at least 5 yards length	
5	12 roll	TAPE, MASKING 3" Paper in material, 10-20 m in length	
6	7 rolls	TAPE, PACKING PLASTIC 3" (72mm) Brown in color, waterproof, at least 65 meters in length	
7	25 rolls	TAPE DOUBLE SIDED TAPE (THIN) 1" White in color, 8 meters in length, strong adhesive	
8	5 box	THUMB TACKS Made in metal	
9	20 pcs	RIBBON PRINTER ELECTRONIC Nakajima, Electronic AE-640	
10	16 rolls	TAPE CORRECTION/LIFT-OFF ACTION WRITER Pocket size, quick & clean application, 4.2mm x 7 meters	
11	15 pcs	PLASTIC TRAY IN-OUT Filing tray, 3 layers,	
12	3 pcs	NOTEBOOK COLUMNAR 6 COLUMNS 6 columns, 50 sheets/pages, paper texture 70 gsm	
13	8 pcs	BATTERY, RECHARGEABLE BATTERY SIZE AAA 14 grams, 3.75 x 4.75 x 0.45 inches, NiMH	
14	20 rolls	PAPER CALCULATOR TAPE 2-1/4" Size: 2-1/4" 4 rolls/pack	
15	93 pads	PAD, POST-IT-NOTE PAD 3" X 5" 76mm x 381mm size 70 gsm, 0.09mm thickness	
16	44 pads	PAD, POST-IT-NOTE PAD 1-1/2" X 2" 1-1/2" x 2", 100 sheets per pad	
17	3 pcs	NOTEBOOK COLUMNAR 4 COL. 50 sheets/pages, paper texture 70gsm	
18	3 pcs	NOTEBOOK COLUMNAR 8 COL. 50 sheets/pages, paper texture 70gsm	
19	3 pcs	NOTEBOOK COLUMNAR 12 COL. 50 sheets/pages, paper texture 70gsm	
20	7 pcs	NOTEBOOK COLUMNAR 24 COL. 50 sheets/pages, paper texture 70gsm	
21	132 pcs	BALLPEN BLACK Crystal ballpen 0.5mm thick ballpen point	
22	4,630 pcs	BALLPEN BLUE Crystal ballpen 0.5mm thick ballpen point	
23	1,354 pcs	BALLPEN RED Crystal ballpen 0.5mm thick ballpen point	
24	46 pcs	SIGN PEN GREEN Free ink roller, 0.5mm roller size	

25	6 bottles	INK FOR NUMBERING MACHINE BLACK Color black; 30ml/botl	
26	3 pcs	CD REWRITABLE cd-rw with 700MB data storage or 80minutes audio recording, rewritable up to 1,000 times	
27	10 boxes	MAP PIN Push pin thumb tacks multi color 3/8" head for office school, home, 100 pcs/ transparent box	
28	46 pcs	PLASTIC COVER Transparent plastic cover, 1m x 1.2m (W&L)	
29	367 pcs	QUICK COUNT PASTE Finger-tip moister, non-toxic, hygienic, odorless & non-staining 20ml, 36 pcs/box	
30	8 packs	PAPER PHOTOGRAPHIC A4 GLOSSY Glossy A4, Branded 10pcs/pack	
31	2 packs	PAPER STICKER, SIZE A4 A4 size, 10 pcs/pack	
32	10 boxes	PAY ENVELOPE 4" X 7.5" manila/brown paper 500 pcs/box	
33	88 pcs	EXPANDED ENVELOPE, A4 Smooth surface; 229mm x 324mm, 50mm expansion, 0.38mm thickness; String & eyelet or elastic strap.	
34	118 pcs	CLIPBOARD, PALSTIC LONG Long (9" x 13 1/2") color black/blue	
35	83 pcs	FOLDER CLIPBOARD PLASTIC LONG 9" x 13", folder features inside pocket	
36	63 pcs	FOLDER, PRESSBOARD GREEN A4 A4, Material: paper bond Color: green Thickness: 0.40mm (min). Basis weight: 300gsm (min)	
37	70 pcs	CLIP, PAPER CLIP BULLDOG #1 30mm, metal chrome finish	
38	67 pcs	CLIP, PAPER CLIP BULLDOG #2 50mm, metal chrome finish	
39	22 pcs	CLIP, PAPER CLIP BULLDOG #3 75mm, metal chrome finish	
40	40 pcs	DVD RECORDABLE 4.7 GB, 120 mins recording time, 1-16x speed	
41	140 pcs	DVD REWRITABLE 4.7 GB, 120 mins video, 1-16x speed	
42	11 pcs	BINDER, EDP BINDER 11" X 14-7/8" 11" x 14-7/8"; Tough polyethylene covers with slide lock mechanism especially designed for large continuous forms data print out. Color: any	
43	20 pcs	GLUE, ROLLER TYPE GLUE Extra strong bond, 35ml, non-toxic	
44	471 pcs	ID CLIP Business card holder badge clips, metal strap, approx. 3cm, 100 pcs/pack	
45	511 pcs	CARDBOARD BOX, EMPTY Empty cigarette box, brown 21"H x 20"L x 9.5"W Heavy duty Thickness: 4mm Size: L-9-1/2" x W- 17-3/4" x H-22"	
46	21 bottle	GLUE, PADDING GLUE 500 ml per bottle	
47	6 pcs	BATTERY, RECHARGEABLE BATTERY SZ AA size AA, 5 years shelf life, NIHM nickel-metal hydride batteries, 1.2 V, 2 pcs per pack	

48	3 pcs	BATTERY SZ 9V Alkaline battery, 0% mercury, branded 2 years shelf life	
49	3 pcs	CD RECORDABLE Multi-media playback, 80 minutes	
ADDITIONAL TERMS AND CONDITIONS			Please fill up each row with either "COMPLY" or "NOT COMPLY".
Period for Correction of Defects: Within seven (7) calendar days from receipt of notice from PAGCOR.			
Delivery Schedule: The winning SUPPLIER shall deliver within thirty (30) calendar days from the receipt of the Notice to Proceed.			
Delivery Site: Logistics Management Section, Casino Filipino - Malate, 1588 AG New Coast Hotel, Mabini cor. Pedro Gil Sts. Malate, Manila, 9:00 a.m. to 5:00 p.m.			

FINANCIAL QUOTATION:

ITEM NO.	QTY	UOM	ITEM DESCRIPTION	Unit Cost VAT Exclusive Zero rated Transaction	Total Cost VAT Exclusive Zero Rated Transaction
1	6	rolls	RIBBON, CALCULATOR RIBBON	Php	Php
2	32	pcs	PRINTER, RIBBON (EPSON FX 2175)	Php	Php
3	1,298	roll	TAPE, CELLULOSE 1/2"	Php	Php
4	12	oll	TAPE, DOUBLE BACKING TAPE 3/4"	Php	Php
5	12	roll	TAPE, MASKING 3"	Php	Php
6	7	rolls	TAPE, PACKING PLASTIC 3" (72mm)	Php	Php
7	25	rolls	TAPE DOUBLE SIDED TAPE (THIN) 1"	Php	Php
8	5	box	THUMB TACKS	Php	Php
9	20	pcs	RIBBON PRINTER ELECTRONIC	Php	Php
10	16	rolls	TAPE CORRECTION/LIFT-OFF ACTION WRITER	Php	Php
11	15	pcs	PLASTIC TRAY IN-OUT	Php	Php
12	3	pcs	NOTEBOOK COLUMNAR 6 COLUMNS	Php	Php
13	8	pcs	BATTERY, RECHARGEABLE BATTERY SIZE AAA	Php	Php
14	20	rolls	PAPER CALCULATOR TAPE 2-1/4"	Php	Php
15	93	pads	PAD, POST-IT-NOTE PAD 3" X 5"	Php	Php
16	44	pads	PAD, POST-IT-NOTE PAD 1-1/2" X 2"	Php	Php
17	3	pcs	NOTEBOOK COLUMNAR 4 COL.	Php	Php
18	3	pcs	NOTEBOOK COLUMNAR 8 COL.	Php	Php
19	3	pcs	NOTEBOOK COLUMNAR 12 COL.	Php	Php
20	7	7pcs	NOTEBOOK COLUMNAR 24 COL.	Php	Php
21	132	pcs	BALLPEN BLACK	Php	Php
22	4,630	pcs	BALLPEN BLUE	Php	Php
23	1,354	pcs	BALLPEN RED	Php	Php
24	46	pcs	SIGNPEN GREEN	Php	Php
25	6	bottles	INK FOR NUMBERING MACHINE BLACK	Php	Php
26	3	pcs	CD REWRITABLE	Php	Php

27	10	boxes	MAP PIN	Php	Php
28	46	pcs	PLASTIC COVER	Php	Php
29	367	pcs	QUICK COUNT PASTE	Php	Php
30	8	packs	PAPER PHOTOGRAPHIC A4 GLOSSY	Php	Php
31	2	packs	PAPER STICKER, SIZE A4	Php	Php
32	10	boxes	PAY ENVELOPE	Php	Php
33	88	pcs	EXPANDED ENVELOPE, A4	Php	Php
34	118	pcs	CLIPBOARD, PALSTIC LONG	Php	Php
35	83	pcs	FOLDER CLIPBOARD PLASTIC LONG	Php	Php
36	63	pcs	FOLDER, PRESSBOARD GREEN A4	Php	Php
37	70	pcs	CLIP, PAPER CLIP BULLDOG #1	Php	Php
38	67	pcs	CLIP, PAPER CLIP BULLDOG #2	Php	Php
39	22	pcs	CLIP, PAPER CLIP BULLDOG #3	Php	Php
40	40	pcs	DVD RECORDABLE	Php	Php
41	140	pcs	DVD REWRITABLE	Php	Php
42	11	pcs	BINDER, EDP BINDER 11" X 14-7/8"	Php	Php
43	20	pcs	GLUE, ROLLER TYPE GLUE	Php	Php
44	471	pcs	ID CLIP	Php	Php
45	511	pcs	CARDBOARD BOX, EMPTY	Php	Php
46	21	bottle	GLUE, PADDING GLUE	Php	Php
47	6	pcs	BATTERY, RECHARGEABLE BATTERY SZ AA	Php	Php
48	3	pcs	BATTERY SZ 9V	Php	Php
49	3	pcs	CD RECORDABLE	Php	Php
GRAND TOTAL COST (VAT Exclusive, Zero-Rated Transaction)				PhP _____	
Amount in words of Grand Total Cost (VAT Exclusive, Zero-Rated Transaction)					

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 made 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 BAC 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 (PhP50,000.00).

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.

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/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. 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/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.

Email Address: _____

PURCHASE ORDER NO. _____
ANNEX A – TERMS AND CONDITIONS

1. The total price stated in the Purchase Order (PO) already includes all applicable taxes, fees and charges required by the government, the **SUPPLIER** holds PAGCOR free from liability for any or all taxes arising out of this transaction.

The prices herein agreed shall not be subject to any increase or upward adjustment for any reason or cause whatsoever.

2. The **SUPPLIER** shall complete the Supply and Delivery of Goods within the time prescribed in the PO. Should **SUPPLIER** incur delay in its performance, it shall pay liquidated damages in the amount of at least one-tenth of one percent (1/10 of 1%) of the total cost of the undelivered item for each day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, PAGCOR shall have the option to rescind the contract, without prejudice to other courses of action and remedies open to it.

In case **SUPPLIER** still fails to deliver the item after the lapse of thirty (30) calendar days from the supposed date of delivery, in addition to the penalties agreed upon, PAGCOR shall have the option to terminate the purchase.

3. In the event that **SUPPLIER** fails to comply with its undertakings under this PO, PAGCOR shall be released from its obligations without prejudice to its rights of restitution, recovery and damages.
4. In the event that the facts and circumstances arise or are discovered which renders this PO disadvantageous to the Government, the parties hereto agree immediately to re-negotiate its terms and conditions, or at the option of PAGCOR terminate the same.
5. No terms or conditions of this PO shall be deemed waived and no breach or default excused unless such waiver or excuse shall be in writing and signed by the party affected.
6. The rights or obligations under this PO are of a personal nature and compliance thereof may not be assigned or subcontracted to another without the written consent of the other party. This PO or any interest in it may not be assigned without the prior written consent of the other party.
7. This PO contains all the covenants and stipulations agreed upon by the parties and shall be modified, revised or amended only upon written agreement of both parties.
8. This PO constitutes the entire contract between the parties pertaining to the subject matter contained in it, and supersedes all prior and contemporaneous agreements, representations, warranties and understandings of the parties. No supplement, variation or amendment of this PO shall be binding UNLESS executed in writing by the parties. No waiver of any of the provisions of this PO shall be deemed, or shall constitute, a waiver of any other provision, whether similar or not similar, nor shall

Signature over printed Name of Supplier

any waiver constitute a continuing waiver. No waiver shall be binding UNLESS in writing and signed by the party making the waiver.

9. The relationship between the parties shall be limited to the performance of the terms and conditions of this PO. Nothing herein shall be construed to create a general partnership/agency/employer-employee or any other relationship between the parties, or to authorize any party to bind the other except as set forth in herein, or to borrow money on behalf of another party, or to use the credit of any party for any purpose other than what has been set forth herein.
10. The parties, waiving for this purpose any other venue, hereby agree that the courts of the City of Manila shall be the exclusive venue of any and all actions or suits between the parties relative to this PO, to the exclusion of all other courts and venues. This exclusive venue provision shall apply even in cases for declaration of nullity of this PO in its entirety or in part and in cases arising after or by reason of the declaration of nullity of this PO in its entirety or in part.

11. **SUPPLIER** hereby further warrants and represents that:

- a. The goods and specifications shall be described as follows:

ITEM NO.	QTY	ITEM DESCRIPTION
1	6 rolls	RIBBON, CALCULATOR RIBBON Combination of black & red for DR120
2	32 pcs	PRINTER RIBBON For existing Epson FX 2175
3	1,298 roll	TAPE CELLULOSE 1/2" At least 36 yards length (12mm)
4	12 roll	TAPE, DOUBLE BACKING TAPE 3/4" Urethane foam double sided tape, acrylic adhesive 1/4" thick, at least 5 yards length
5	12 roll	TAPE, MASKING 3" Paper in material, 10-20 m in length
6	7 rolls	TAPE, PACKING PLASTIC 3" (72mm) Brown in color, waterproof, at least 65 meters in length
7	25 rolls	TAPE DOUBLE SIDED TAPE (THIN) 1" White in color, 8 meters in length, strong adhesive
8	5 box	THUMB TACKS Made in metal
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Signature over printed Name of Supplier

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36	63 pcs	FOLDER, PRESSBOARD GREEN A4 A4, Material: paper bond Color: green Thickness: 0.40mm (min). Basis weight: 300gsm (min)
37	70 pcs	CLIP, PAPER CLIP BULLDOG #1 30mm, metal chrome finish
38	67 pcs	CLIP, PAPER CLIP BULLDOG #2 50mm, metal chrome finish
39	22 pcs	CLIP, PAPER CLIP BULLDOG #3 75mm, metal chrome finish
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42	11 pcs	BINDER, EDP BINDER 11" X 14-7/8" 11" x 14-7/8"; Tough polyethylene covers with slide lock mechanism especially designed for large continuous forms data print out. Color:

		any
43	20 pcs	GLUE, ROLLER TYPE GLUE Extra strong bond, 35ml, non-toxic
44	471 pcs	ID CLIP Business card holder badge clips, metal strap, approx. 3cm, 100 pcs/pack
45	511 pcs	CARDBOARD BOX, EMPTY Empty cigarette box, brown 21"H x 20"L x 9.5"W Heavy duty Thickness: 4mm Size: L-9-1/2" x W- 17-3/4" x H-22"
46	21 bottle	GLUE, PADDING GLUE 500 ml per bottle
47	6 pcs	BATTERY, RECHARGEABLE BATTERY SZ AA size AA, 5 years shelf life, NIHM nickel-metal hydride batteries, 1.2 V, 2 pcs per pack
48	3 pcs	BATTERY SZ 9V Alkaline battery, 0% mercury, branded 2 years shelf life
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Period for Correction of Defects: Within seven (7) calendar days from receipt of notice from PAGCOR.		
Delivery Schedule: The winning SUPPLIER shall deliver within thirty (30) calendar days from the receipt of the Notice to Proceed.		
Delivery Site: Logistics Management Section, Casino Filipino - Malate, 1588 AG New Coast Hotel, Mabini cor. Pedro Gil Sts. Malate, Manila, 9:00 a.m. to 5:00 p.m.		

- b. It has good title to the goods described in the PO, full authority to sell and transfer the same and that the items are sold free and clear of all liens, encumbrances, liabilities and adverse claims, of every nature and description.
 - c. It will fully defend, protect, indemnify, and hold PAGCOR harmless from any and all adverse claims that may be made by any party for the possession and/or the use of the goods.
 - d. The defective items shall be replaced within seven (7) calendar days upon receipt of notice. Failure to replace the same within the same period shall make the **SUPPLIER** liable for a penalty of one-tenth of one percent (1/10 of 1%) of the total cost of the undelivered item for each day of delay.
 - e. PAGCOR accepts no liability for the damage of the goods during transit, risk and title will be deemed to have passed to PAGCOR only upon receipt and final acceptance of the Goods.
 - f. It shall pay taxes in full and on time, failure to do so will entitle PAGCOR to suspend payment.
12. Delivery Schedule: **SUPPLIER** shall complete the supply and delivery of all the requirements provided under Item 11.a, at the Casino Filipino - Malate, 1588 New Coast Hotel, Mabini cor. Pedro Gil Sts. Malate, Manila, within thirty (30) calendar days from the date of receipt of the Notice to Proceed by the winning supplier.

13. Schedule of payment: PAGCOR shall pay the total amount of _____, VAT Exclusive, Zero-Rated Transaction, from the formal acceptance (issuance of the IAR).
14. This Annex A, consisting Five (5) pages, shall form part of PO # _____.

Signature over printed Name of Supplier/Date

DRAFT