



REQUEST FOR QUOTATION

Date	:	January 27, 2021
Project Title	:	Supply and Delivery of Battery Size AAA, Continuous Form 3 Ply and Multicopy Paper A4.
ITB No.	:	SV21-01-002MAL
Approved Budget for the Contract (ABC)	:	Three Hundred Ten Thousand Seven Hundred Seventy Three Pesos and 06/100 (PhP310,773.06), VAT Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	:	February 02, 2021, Tuesday, 10:00 a.m. (SEALED QUOTATION)
Opening and Examination of Quotation(s) / Proposal(s)	:	February 02, 2021, Tuesday, 10:00 a.m., onwards (SEALED QUOTATION)

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.

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 / 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	208 pieces	BATTERY SIZE AAA 1.5 volts, Alkaline, No mercury and cadmium added, For use in high drain devices, e.g. high powered flashlight, transistor radio, mini fan portable hand tools, etc, minimum of thirty (30) minutes w/ a current draw of 1.0amp until cut-off at 1 volt, Shelf life: Five (5) years min from date of acceptance	
2	84 Boxes	CONTINUOUS FORM 3 PLY Size: 280mm x 241mm (11" x 9-1/2"), Chemical coated plain white bond or equivalent; Carbonless with crimping and with side perforation; Shall have sprocket feed holes in both left-hand and right-hand margins.	
3	1,298 reams	MULTICOPY PAPER A4 80GSM, A4, 210mm x 297mm, Trim size 500 sheets per ream	
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 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	208	Piece	BATTERY SIZE AAA	Php	Php
2	84	Box	CONTINUOUS FORM 3 PLY	Php	Php
3	1,298	Ream	MULTICOPY PAPER A4	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:

Signature over printed Name of Supplier

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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 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 Three (3) pages, shall form part of PO # _____.

Signature over printed Name of Supplier/Date