



REQUEST FOR QUOTATION

Date	:	July 20, 2021
Project Title	:	Procurement of Cafeteria Concessionaire for CF-Iloilo Employees for Two (2) Year.
ITB No.	:	FB21-07-003BAC
Approved Budget for the Contract (ABC)	:	The total ABC is Six Million Eighty-Two Thousand Five Hundred Sixty Pesos (PhP6,082,560.00) VAT Exclusive, Zero-Rated Transaction.
Fee for the Sale of Request for Quotation (RFQ)	:	A complete set of the Request for Quotation (RFQ) may be acquired by interested Bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (PhP 10,000,00) .
Schedule for Negotiations	:	<u>July 29, 2021, Thursday (2:00 p.m.)</u> at the Procurement Section Office, Ground Floor, Admin Building, Casino Filipino – Bacolod, 15 th Corner Aguinaldo Street, Bacolod City.
Deadline for the Submission and Receipt of the Best Offer/s	:	<u>August 3, 2021, Tuesday (2:00 p.m.)</u> at the Procurement Section Office, Ground Floor, Admin Building, Casino Filipino – Bacolod, 15 th Corner Aguinaldo Street, Bacolod City.
Opening and Preliminary Examination of the Best Offer/s	:	<u>August 3, 2021, Tuesday (2:00 p.m.) onwards</u> at the Procurement Section Office, Ground Floor, Admin Building, Casino Filipino – Bacolod, 15 th Corner Aguinaldo Street, Bacolod City.
Please address and submit the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC) CF-Bacolod , at the Procurement Section Office, Ground Floor, Admin Building, Casino Filipino – Bacolod, 15 th Corner Aguinaldo Street, Bacolod City		
The envelope shall bear the following information in capital letters:		
<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.		

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 Telephone Number (034) 434-8901 to 10 Local 102 and look for Mr. GERMAN M. DELA CRUZ

Thank you.

(SGD)

ATTY. RODELO MARTIN M. DAMAOLAO

Chairperson, CF-Bacolod

Branch Bids and Awards Committee (BBAC)

Dear Atty. Damaolao:

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

I. TECHNICAL SPECIFICATIONS:

QUANTITY	TECHNICAL SPECIFICATIONS AND/OR SCOPE OF WORK	Offered Technical Quotation Please fill up each row with either: "Comply" or "Not Comply". Kindly indicate the "Brand".
1 Lot	Procurement of Cafeteria Concessionaire for CF-Iloilo Employees for Two (2) Years	
QUALIFICATION: General Condition		Statement of Compliance
1. The Canteen Concessionaire shall operate the CF-Iloilo Employees Cafeteria which is located at the Second Floor Amigo Terrace Mall, Cor. Delgado and Iznart Street Iloilo City.		
2. The Service Provider must have at least three (3) years' experience in the restaurant industry.		
3. The Service Provider should have at least one (1) existing restaurant operating within Iloilo City.		
4. The Service Provider must obtain from responsible government agency Sanitary Permit and submit the same to the Administrative Office of CF-Bacolod.		
5. The Service Provider shall provide the Services twenty-four (24) hours a day, seven (7) days a week or in accordance with the operations of Casino Filipino – Iloilo		
6. The Service Provider shall periodically send its billing to Casino Filipino - Bacolod at 15 TH Corner Aguinaldo Street Bacolod City on a Monthly basis with the corresponding Sales Invoice and/or meal and snack tickets filled up and signed by PAGCOR employees as basis of payment. Basis of computation for the billing will be as follows: Meal = Eighty Pesos (PhP80.00); and Snacks = Forty Pesos (PhP40.00)		
7. The Service Provider must provide the monthly meal and snack tickets of PAGCOR Employees in accordance with the specifications of CF-Iloilo. The meal and snack tickets shall be submitted to CF-Iloilo Administrative Office two (2) weeks prior to the following month for inspection, inventory and issuance to employees.		
8. The Service Provider shall be responsible for the following: a. Improvement on the approximately one hundred (100) square meters occupied by the Service Provider. All costs shall be for the account of the Service Provider		

<p>subject to the existing guidelines adopted and contract obligations complied by PAGCOR;</p> <ul style="list-style-type: none"> b. The service provider shall provide of furniture and fixtures in the dining area shall be for the account of the Service Provider; and c. Payment of Utility Charges. All electricity and water bills and other charges necessary and incidental to the operation of the Service Provider shall be for its account. d. Electric Meter connection shall be for the account of the Service Provider. e. The Service Provider shall be responsible for the Monthly Pest Control Services of the cafeteria. f. The Service Provider shall provide sufficient number of fire extinguisher unit. 	
<p>9. The Service Provider shall be responsible for the cleanliness and sanitation of the cafeteria.</p>	
<p>10. The goods and services provided by the Service Provider shall be in accordance with PAGCOR's standards and shall always take into consideration the special preferences of PAGCOR and its employees.</p>	
<p>11. The Service Provider shall submit to CF-Iloilo Administrative Office the menu cycle two (2) weeks prior to the following month.</p>	
<p>12. The Service Provider shall provide services and shall own, legally possess and/or have access to all the necessary kitchen and canteen supplies, utensils, equipment necessary for the delivery of the Service but not limited to:</p> <ul style="list-style-type: none"> a) Spoons, forks, knives and chopping boards; b) Plates, glasses, cups and saucers; c) Various cook wares; d) Various tablecloths and napkins; e) Stoves, ovens, micro-wave ovens, grills; and f) Spices and clean containers for the different food ingredients. 	
<p>13. The Service Provider has a good title to the items/goods/services being offered and full authority to sell and transfer the same and that the items/goods/services are sold free and clear of all liens, encumbrances, liabilities and adverse claims of every nature and description.</p>	
<p>14. The Service Provider must not use disposable plates, spoons forks, cups and glasses.</p>	
<p>15. The minimum period of warranty of goods/items must not be less than three (3) months expiry date.</p>	
<p>16. The Utensils shall be sterilized, kept clean, and dried properly.</p>	
<p>17. The minimum period of warranty of goods/items must not be less than three (3) months expiry date.</p>	
<p>18. The Service Provider shall provide on a cash basis transaction, full meal requested for CF-Iloilo functions, activities and meeting. Requested meals shall be made at least two (2) calendar days before the schedule event, activity or meeting except in urgent.</p>	

<p>19. The Service Provider shall also serve as cash basis transaction to the guest, visitor and employees</p>	
<p>20. The price shall be VAT-Exclusive and zero-rated and shall already include all applicable fees and charges.</p>	
<p>PERSONNEL:</p>	<p>Statement of Compliance</p>
<p>1. The Service Provider must provide the following personnel per shift during casino operations:</p> <ul style="list-style-type: none"> a. At least one (1) cook, b. At least one (1) busboy; and c. At least two (2) servers. 	
<p>2. The Service Provider's personnel shall secure from the responsible government agency a health/sanitary permit/clearance and submit the same to PAGCOR. The Service Provider shall not field any of its personnel without the requisite government health/sanitary permit/clearance and certify Food Safety Handlers.</p>	
<p>3. The Service Provider's personnel shall at all times wear their prescribed uniform including, but not limited to aprons; headdress/hair net/caps; gloves, face mask, face shield as required by the IATF which shall be provided by the Service Provider.</p>	
<p>4. The Service Provider shall ensure that its personnel exercise good personal hygiene, particularly, but not limited to:</p> <ul style="list-style-type: none"> a. Regular and proper hand washing, b. Clean and well-trimmed fingernails without nail polish, c. Hair should be neat and tidy. All personnel shall wear headdress/hairnet, face mask, face shield; and d. Personnel with wounds/sores shall not be allowed to work. 	
<p>5. PAGCOR may require the replacement of any of the Service Provider's personnel who is not performing his/her duties and responsibilities to PAGCOR's satisfaction. The Service Provider shall not unilaterally pull out any of its personnel without the conformity of PAGCOR.</p>	
<p>6. The Service Provider shall ensure that its personnel are always well-mannered, courteous, polite, efficient and shall conduct themselves at all times, in a professional manner towards PAGCOR, its directors, officers, agents, customers and guests.</p>	
<p>7. The Service Provider's personnel shall exercise prompt delivery of service when order is placed.</p>	
<p>8. The Service Provider's personnel shall observe the practice of "Clean as You Go" policy.</p>	
<p>FOOD HANDLING:</p>	<p>Statement of Compliance</p>
<p>1. Usage of gloves by kitchen personnel must be observed at all times (Gloves for dry/raw food must not be used to serve wet/cooked food).</p>	
<p>2. Salads that are prepared in advance must be properly stored & transported in a cold temperature.</p>	

3. Heating of food must be available upon request of the employee.	
5. If food will be cooked in a different location, the Service Provider must transport food that is tightly covered at least thirty (30) minutes before the service.	
MENU:	Statement of Compliance
1. The menu should consist of varied selections of vegetables, fruits, pork, beef, chicken fish and seafood. Vegetables should always be available.	
2. The menu should include viands using different methods of cooking (grilled, steamed, fried).	
3. Color combination and food presentation must be observed.	
4. Food served must not appear too oily or soaked in its own fat.	
5. Hot food should be served hot; cold food should be served cold.	
6. Food arrangement should be garnished and attractive.	
7. Salads that are prepared in advance must be properly stored.	
8. Texture and consistency should be observed accordingly.	
9. Two (2) or more foods with strong flavors should be avoided in the same meal.	
10. Salty food choices should not be present in the same meal schedule.	
11. Portion control in serving viands must be observed and standardized.	
12. Actual food served must be at least 85% compliant with the approved menu.	
13. Fat portions in meat should be trimmed.	
14. Processed and/or canned foods should be limited to not more than two (2) times week.	
15. The Service Provider shall have interest and commitment to service pre-ordered healthy meals. Healthy meal is defined as a <i>Healthy Diet</i> which is complete with all the essential nutrients needed to perform daily activities and is balanced in terms of carbohydrates, proteins, vitamins and mineral distribution. Healthy meals help support the goal of gradually changing to a healthy diet and healthy lifestyle.	
16. The Service Provider shall agree to prepare the healthy meal according to the approved budget for the employees.	
17. The Service Provider should be able to serve easy to prepare food and snacks.	
18. The Service Provider should provide Purified Drinking Water in Hot and Cold Water Dispenser at all times.	
19. The Service Provider must make available seasonings/spices like black pepper, chilli sauce, vinegar, soy sauce, fish sauce at all times.	
20. Dessert should vary like fresh fruits, salad (fruit, buko, buko pandan) and sweets (e.g. ube jam, leche flan, macaroons)	

SCHEDULE OF PAYMENT:		Statement of Compliance
1. Payment shall be based on actual consumption and billing and shall be subject to appropriate withholding taxes.		
2. Payment for meals and snack availed/consumed by CF-Iloilo official and employee shall be in the form of snack and meal ticket with a monetary value of PhP 40.00 and PhP 80.00.		
3. The term of the contract shall be two (2) years or upon exhaustion of the total budget whichever comes first. PAGCOR shall not be under any obligation to pay the contractor the entire amount of the budget.		
4. The contractor shall submit a VAT exclusive and zero-rated billing statement to PAGCOR's CF-Bacolod on or before the 10 th day of the month together with the corresponding coupons and invoices/food orders/food slips/order slips duly signed by the qualified guests and authorized officers of PAGCOR. However, F & B items/billings found unsatisfactory and/or not conformed to by PAGCOR shall not be paid. PAGCOR shall pay the billing statement within thirty (30) calendar days from receipt of its billing statement provided that any additional, necessary and/or required supporting documents are submitted by the contractor and are verified by PAGCOR.		
SAMPLE OF MENU:		Statement of Compliance
MENU		
Lunch or Dinner with Vegetable, Rice & Dessert		
Meal Choice (Meal Ticket Php80.00)	Amount of Serving	
Pork Dish / Pork Dish W/ Soup	100 grams /150 grams	
Beef Dish / Beef Dish W/ Soup	100 grams /150 grams	
Chicken Dish/Chicken Dish W/ Soup	100 grams /150 grams	
Fish Dish / Fish Dish W/ Soup	100 grams /150 grams	
Vegetable Dish/Soup	100 grams /150 grams	
FULL Size Measuring Cup	200 grams	
HALF Size Measuring Cup	100 grams	
Dessert	100 grams /150 grams	
Juice	100ml.	
BREAKFAST (Snack Ticket Php40.00)		
Combo Meal w/ 1 egg & 1cup rice	Amount of Serving	
Tapa	100 grams	
Tocino	100 grams	
Longganisa	1 pieces = 100 grams	
Luncheon Meat	1 slices = 100 grams	

Hotdog / Sausage	1 piece = regular size	
Corned Beef	100 grams	
Fried Bone Less Bangus	½ half or 100 grams	
Sardines in tomato sauces/in Oil	100 grams	
Fried Chicken	1 piece/ 100 grams	
Coffee or Chocolate Drink	100ml	
SNACK (Snack Ticket Php 40.00)		
Snack Choice	Amount of Serving	
Pasta: Spaghetti / Carbonara etc.	200 grams	
Noodles : Canton / Bihon / Palabok etc.	200 grams	
Sandwiches: Tuna, Chicken, Burger etc	200 grams	
Dimsum: Lomi, Siomai, Batchoy, Arros Caldo, Goto ect.	200 grams	
Filipino Delicacy: Suman, Biko, Puto, Bibingka, Turon, Banana or Camote Que & etc.	200 grams	
Pastry: Ensymada, Empanada, Napoleones etc.	200 grams	
Juice or Soft drink	100 ml	
<p>MEAL: Choice of 1 Meat or Fish with Vegetable, Rice (Maximum of 2 Full size Cups) Dessert & Drinks.</p> <p>BREAKFAST: Choice of Combo Meal W/ 1 Egg, 1 Cup Rice & Coffee & Chocolate Drink.</p> <p>SNACK: Snack Choice with Drinks</p>		
SCHEDULE OF SERVING:		Statement of Compliance
<p>First Shift: 5:00 AM – 8:00 AM - Breakfast (Snack Coupon 10:30 AM – 1:30 PM - Lunch (Meal Coupon)</p> <p>Second Shift : 2:30 PM - 4:30 PM - PM Snack (Snack Coupon) 6:30 PM - 8:30 PM - Dinner (Meal Coupon)</p> <p>Third Shift: 9:30 PM – 11:30 PM- Dinner (Meal Coupon) 01:00 AM –03:00 AM-Breakfast (Snack Coupon)</p>		
Other Terms of Conditions:		Statement of Compliance
1.The CF-Iloilo Food Committee will conduct survey and evaluation on the performance of the Canteen Concessionaire on a semestral basis. The rating shall range from Outstanding (the highest), Very Satisfactory, Satisfactory, to Poor (the lowest).		

2.The Canteen Concessionaire must maintain a rating of Satisfactory level or higher based on the survey. A rating lower than Satisfactory is a ground for termination of the Concession contract subject to a 30-day prior written notice.

3.The bidders shall be subjected to the determination of eligibility screening based on the requirements as set forth in the Invitation to Bid. Incomplete submittals shall be automatically be disqualified.

4.The bidders who passed the eligibility requirement and the one who got “Congratulations” remark during the drawing of lots shall be required to prepare and present samples for food tasting and evaluation as part of the post-qualification process. One (1) set meal each for breakfast, lunch and snacks good for ten (10) persons and One (1) set each for demo/display showing the actual serving sizes, labelled indicating the name and ingredients for each menu.

a) Members of CF-Iloilo’s Food Committee and/or Management Panel shall rate/evaluate based on the following criteria:

Food Taste - 40 Points

Serving Size - 40 Points

Appearance/Presentation - 20 Points

TOTAL 100 points

b) Rating sheets will be dropped in a sealed box and will be tabulated and deliberated by the Bids and Awards Committee.

c) The bidder must attain at least 85% rating to be considered as the lowest calculated responsive bidder.

d) In the event that the bidder who was subjected to food tasting as part of the post-qualification process failed to attain the required rating, the second qualified bidder shall undergo the same process until the lowest calculated responsive bidder is determined.

II. FINANCIAL QUOTATION

DESCRIPTION	
<ul style="list-style-type: none"> • PROCUREMENT OF CAFETERIA CONCESSIONAIRE FOR CF-ILOILO EMPLOYEES A PERIOD OF TWO (2) YEARS • Duration - Two (2) years Concession • Approximately for 96 employees • Twenty-Four (24) hour operations, Seven (7) Days a Week, including Sundays and Holidays • Serving Time: <p style="margin-left: 20px;"><u>First Shift:</u> 5:30 AM – 8:00 AM - AM Snack 10:30 AM – 1:30 PM - Lunch</p> <p style="margin-left: 20px;"><u>Second Shift:</u> 2:30 PM - 4:30 PM - PM Snack 6:30 PM - 8:30 PM - Dinner</p> <p style="margin-left: 20px;"><u>Third Shift:</u> 09:30 PM – 11:30 PM - MN Snack 01:00 AM – 03:00AM - Breakfast</p> • Meal Coupons – Php 80.00 • Snack Coupon – Php 40.00 • Meal and Snack Components: <p style="margin-left: 20px;">Breakfast – Choice of Combo Meal with one (1) egg, one (1) cup of rice and Chocolate Drink.</p> <p style="margin-left: 20px;">Lunch/Dinner - Choice of one (1) Meat or Fish, Rice (Maximum of two (2) Full Size Cups), Desserts and Drinks.</p> <p style="margin-left: 20px;">Snack – Snack Choice with Drinks.</p> 	
Total Amount of Set Meals and Snacks	Meal PhP _____ Snacks PhP _____
Grand Total Cost for Two (2) Years Contract: VAT Exclusive, Zero rated transaction	_____ (PhP _____)

NOTES: Price quotation (unit and total prices) shall be rounded off to two (2) decimal places.

VALIDITY OF OFFER: Ninety (90) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Best Offer/Quotation.

III. ADDITIONAL REQUIREMENTS:

Upon submission of your best offer, kindly also submit the following:

1. Bidders shall submit a valid PhilGEPS Certificate of Registration and Platinum Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated;

OR

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class "A" Eligibility Documents shall be submitted:

- a) Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
- b) Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184.

- c) Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- d) Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Provided that the bidder/s having the Lowest Calculated Quotation (LCQ)/Single Calculated Quotation (SCQ) submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCQ/SCQ during the post-qualification process.

OR;

In lieu of the PhilGEPS Certificate of Registration and Platinum Membership, bidders shall submit all of the valid and/or updated Class "A" Eligibility Documents; Provided that the bidder having the LCQ/SCQ submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCQ/SCQ during the post-qualification process.

2. Original copy of a duly notarized Secretary's Certificate (in case of corporations, partnerships or joint ventures) or an original copy of Special Power of Attorney (in

case of Sole Proprietor) attesting that the signatory is the duly authorized and designated representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the procurement process; and

3. [List down other Technical Component related documents which the project/program requires, if any]

ADDITIONAL NOTES:

1. Bidders shall provide correct and accurate information required in this form.
2. Offers/quotations submitted exceeding the Approved Budget for the Contract (ABC) 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 should be VAT-Exclusive, Zero-Rated.
5. For the purpose of standardization of offer/quotations, this RFQ Form will prevail over all kinds and forms of offer/quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Please be reminded that alternative best offers/quotations/proposals shall not be allowed. Alternative best offers/quotations/proposals are defined as an offer by the prospective supplier in addition or as a substitute to its original quotation. A quotation/best offer with options is also considered as alternative quotation.
7. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
8. 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.
9. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following schedule:

Form of Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance	Thirty Percent (30%)

Commission as authorize to issue such security specific for the contract awarded.	
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The Performance Security shall remain valid for the entire contract duration and shall be release only after the issuance by the Philippine Amusement and Gaming Corporation (PAGCOR) of the final Certificate of Acceptance (issuance of the IAR); Provided that PAGCOR has no claims filed against the contract awardee or the surety or insurance company.

11. The winning supplier agrees to pay a penalty of at least equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every 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.
12. In order to assure that patent or latent defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period one (1) year for non-expendable supplies or three (3) months for expendable supplies. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price. The said amounts shall only be released after the lapse of the warranty period; provided, however, that the Supplies/Equipment delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met. *(NOTE: Please delete in case of infrastructure projects or consulting services)*
13. Other terms and conditions relative to the project are provided in the attached Purchase/Service Contract.

PROCEDURES:

1. Prospective bidders may download the Request for Quotations (RFQ) free of charge from the following websites: PAGCOR website (www.pagcor.ph) and PhilGEPS website (www.philgeps.gov.ph) and may be allowed to submit their best offers/quotations provided that bidders shall pay the fee for the RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations.
2. Bidders, except those who have previously participated in the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotation. A copy of the PAGCOR Official Receipt shall be presented as proof of payment.
3. The RFQ must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
4. Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement.

5. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.
6. Technical Specifications/Scope of Work and additional Terms and Conditions of the program/project/activity shall be fully discussed during Negotiations. In case there are changes in the requirements and/or technical specifications made after the consultations/negotiations, these shall be communicated on an equal basis.
7. Bidders should be responsible for securing copies of the Supplemental/Bid Bulletins at the websites of PAGCOR and the PhilGEPS.
8. Copies of the Supplemental Bid Bulletins are also sent either through fax or electronic mail to all prospective bidders who purchased the RFQ.
9. Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, time and venue, a best offer based on the final technical and financial requirements.
10. In all cases the best offer should be VAT Exclusive, Zero-Rated Transaction and not exceed the ABC.
11. During the Submission, Receipt, Opening and Preliminary Examination of the Best Offer/s or Proposal/s, the BAC shall check the submitted best offer/s and other required documents using a non-discretionary pass/fail criteria. The BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, offer/s or proposal/s that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the best offer as "Passed".
12. All qualified bidders shall undergo detailed bid evaluation to check the completeness of their best offers/quotations/proposals and consider computational errors. During detailed evaluation of the best offer, PAGCOR shall identify the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services).
13. PAGCOR shall select the successful offer on the basis of the best offer/s submitted by the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services) which complies with PAGCOR's requirements.
14. The BAC shall recommend award of contract to the Head of the Procuring Entity (HOPE) or its duly authorized representative in favor of the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services) at the bidders calculated financial best offer or submitted financial best offer, whichever is lower.
15. In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the BAC shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting

services) to determine the final bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services), based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.
- b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the winning bidder having the LCRB and recommended for award of the contract.

16. PAGCOR reserves the right to accept or reject any offer/quotation, and to annul the procurement process and reject all offers/quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

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 Bids and Awards Committee (BAC), to the provisions of the Purchase/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 offer/quotation it may receive.

Very truly yours,

Signature over Printed Name

TIN: _____

Position

Company Represented

TIN: _____

Address / Tel. No. / Fax No.