



REQUEST FOR QUOTATION


Date	:	July 12, 2021									
Project Title	:	Two (2) Lots Supply and Delivery of Bottled Water 350ML and 5Gallon Purified Water – Refill									
ITB No.	:	SV21-05-002ILOa-07									
Approved Budget for the Contract (ABC)	:	<p>Seven Hundred Ten Thousand Eight Hundred Thirty Eight Pesos and 24/100 (PhP710, 838.24), VAT Exclusive, Zero-Rated Transaction.</p> <p>The ABC for each lot is as follows:</p> <table border="1"> <thead> <tr> <th>LOT No.</th> <th>DESCRIPTION</th> <th>ABC, VAT-EXCLUSIVE, ZERO-RATED TRANSACTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Supply and Delivery of Bottled Water, 350ML</td> <td>Six Hundred Twenty Thousand Eight Hundred Forty Four Pesos (PhP620,844.00)</td> </tr> <tr> <td>2</td> <td>Supply and Delivery of 5Gallon Purified Water – Refill</td> <td>Eighty Nine Thousand Nine Hundred Ninety Four Pesos and 24/100 (PhP89,994.24)</td> </tr> </tbody> </table>	LOT No.	DESCRIPTION	ABC, VAT-EXCLUSIVE, ZERO-RATED TRANSACTION	1	Supply and Delivery of Bottled Water, 350ML	Six Hundred Twenty Thousand Eight Hundred Forty Four Pesos (PhP620,844.00)	2	Supply and Delivery of 5Gallon Purified Water – Refill	Eighty Nine Thousand Nine Hundred Ninety Four Pesos and 24/100 (PhP89,994.24)
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Deadline for the Submission and Receipt of Quotations/ Proposals	:	<b>July 22, 2021, Thursday (Sealed Quotation), 2:45p.m.</b>									
Opening and Examination of Quotation(s) / Proposal(s)	:	<p><b>July 22, 2021, Thursday, 3:00p.m. onwards</b></p> <p>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<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte.</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none"> <li>Title and reference number for the project, and</li> <li>Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder</li> </ol> <p><b>Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.</b></p>									

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.										
<b>LOT NO. 1 - SUPPLY AND DELIVERY OF BOTTLED WATER, 350ML</b>											
BOTTLED WATER, 350ML. MINERAL: Personalized label (Casino Filipino Asia's Friendliest) at least 40 bottles/box with plastic sealed cap.											
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK:</b>											
1. The standard design of the bottle and the label shall be provided by PAGCOR.											
2. Bottled drinking water (Mineral) packed at 350ml PET bottle.											
3. Standard preformed bottle weight required = 12.5 - 15grams.											
4. Physical-Chemical Properties  Mineral water specifications: <table border="1" data-bbox="252 1238 1023 1451"> <thead> <tr> <th>Description</th> <th>Guide Level</th> </tr> </thead> <tbody> <tr> <td>1. Total Dissolved Solid (TDS)</td> <td>&lt;10ppm</td> </tr> <tr> <td>2. pH (Alkalinity/Acidity)</td> <td>5-7</td> </tr> <tr> <td>3. Turbidity</td> <td>1 NTU</td> </tr> <tr> <td>4. Color • Shall not exceed 15units</td> <td>15 NTU</td> </tr> </tbody> </table>	Description	Guide Level	1. Total Dissolved Solid (TDS)	<10ppm	2. pH (Alkalinity/Acidity)	5-7	3. Turbidity	1 NTU	4. Color • Shall not exceed 15units	15 NTU	
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3. Turbidity	1 NTU										
4. Color • Shall not exceed 15units	15 NTU										
5. Bottle and caps shall be manufactured from virgin materials (i.e. materials which have not been recycled).											
6. Bottled water containing a substance at a level considered injurious to health is deemed to be adulterated, regardless of whether or not the bottle bears a label statement of substandard quality.											
7. The <b>SUPPLIER</b> must comply with the prescribed schedule of staggered delivery and will confirm the same with the AFMO on duty depending on the availability and capacity of <b>PAGCOR's</b> stock room.											
8. The <b>SUPPLIER</b> must see to it that the items to be delivered must be in proper arrangement and presentable, no dent and no broken plastic seal.											
9. The <b>SUPPLIER</b> must replace any dent and broken seal within twelve (12) hours upon receipt of notice.											
10. The <b>SUPPLIER</b> must comply with the prescribed design presented such as font, color and size of LOGO.											

<b>GENERAL CONDITIONS:</b>	
1. The <b>SUPPLIER</b> must be able to provide the requirements of the branch relative to the beverages to be provided to its clients in accordance with the standards herein defined.	
2. The <b>SUPPLIER</b> must be duly licensed or authorized by the proper government agencies to provide beverages.	
3. The <b>SUPPLIER</b> must inform the End-user at least two (2) hours before the actual date and time of delivery.	
4. The <b>SUPPLIER</b> must issue Receipts/Invoices upon delivery of goods.	
5. The schedule of delivery shall be within five (5) calendar days upon receipt of notice to deliver, failure to deliver the goods within the prescribed period, it shall pay 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.	
<b>WAIVER OF LIABILITY:</b>	
1. The <b>SUPPLIER</b> will fully defend, protect, indemnify and hold <b>PAGCOR</b> harmless from and all adverse claims that may be made by any party for the possession and/or use of the good delivered.	
2. <b>PAGCOR</b> will not accept any liability for the damage of the goods during transit; risk and title will be deemed to have passed to <b>PAGCOR</b> only upon receipts and final acceptance of the goods.	
Delivery Period:	Staggered delivery for a period of one (1) year from the effectivity date specified in the Notice to Proceed.
Delivery Place:	Casino Filipino - Ilocos Norte, Second Floor (2 <sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte.

<b>LOT NO. 2 – SUPPLY AND DELIVERY OF 5GALLON PURIFIED WATER - REFILL</b>	
5GALLON PURIFIED WATER - REFILL In a clear plastic container	
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK:</b>	
1. The <b>SUPPLIER</b> should submit an updated Sanitary Permit.	
2. The <b>SUPPLIER</b> , upon payment by <b>PAGCOR</b> , must issue the required Official Receipt.	
3. The <b>SUPPLIER</b> must set reasonable rates for <b>PAGCOR</b> .	
4. The <b>SUPPLIER</b> should present twice (2x) a year a duly certified Microbial Examination of water from a reputable DOH accredited laboratory and from the Health Department of the City or Municipality Government covering the place of business and the physical and chemical properties of mineral water such as TDS, pH, Color and turbidity. These documents shall form part of the legal documents evidencing the statements/declaration under oath of the contents. <b>PAGCOR</b> reserves the right to demand sufficient samples for random validation of laboratory analysis.	
5. The <b>SUPPLIER</b> shall provide a certificate of “Gross Alpha Beta Activity Test” if the source of water is deep well water.	
6. All 5gallon containers are made of food grade materials. They shall be free of adhesives or other substances that may interact physically or chemically with the product. Said containers should be capable of handling 5gallon of Purified water.	

7. The <b>SUPPLIER</b> must provide two (2) units service electric Water Dispenser (Hot & Cold) upon execution of contract. In case of minor repairs on the service unit, it shall be on the account of the <b>SUPPLIER</b> .	
8. The <b>SUPPLIER</b> must issue Billing Statement/Statement of Account upon delivery of items.	
9. Payment shall be based on actual delivery and submission of the required documents and shall not exceed the total contract price.	
10. The schedule of delivery shall be within two (2) calendar days upon receipt of notice to deliver, failure to deliver the goods within the prescribed period, it shall pay 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.	
<b>WAIVER OF LIABILITY:</b>	
1. The <b>SUPPLIER</b> will fully defend, protect, indemnify and hold <b>PAGCOR</b> harmless from and all adverse claims that may be made by any party for the possession and/or use of the good delivered.	
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Delivery Place:	Casino Filipino - Ilocos Norte, Second Floor (2 <sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte.

**II. FINANCIAL QUOTATION (LOT NO.1):**

Quantity	Description	Unit Cost	Total Cost (VAT-Exclusive, Zero-Rated Transaction)
112,600	Bottled Water, 350ML.	PhP_____	PhP_____
<b>GRAND TOTAL COST VAT Exclusive, Zero Rated Transaction</b>		_____	
<i>(Note: Please state amount in words and in figures)</i>			

**FINANCIAL QUOTATION (LOT NO.2):**

Quantity	Description	Unit Cost	Total Cost (VAT-Exclusive, Zero-Rated Transaction)
4,450	5gallon Purified Water - refill	PhP_____	PhP_____
<b>GRAND TOTAL COST VAT Exclusive, Zero Rated Transaction</b>		_____	
<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; and
4. Latest Income Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).
  - ❖ **Latest Income Tax Return (ITR)** shall be the ITR for the preceding year, whether calendar or fiscal.
    - *For individual business entity/sole-proprietor, the bidders may opt to submit whether eFPS or file thru Offline eBIRForms Package v7.6 as circulated in RMC No.16-2020, provided that the submitted ITR thru Offline eBIRForms v7.6 shall attach a Tax Return Receipt Confirmation (TRRC) from the BIR and Payment from the Authorized Agent Banks.*
  - ❖ **Latest Business Tax Returns - VAT or Percentage Tax** filed and paid covering the previous six (6) months before the date of the Submission, Receipt, Opening and Preliminary Examination of Bids.
5. 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]*

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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_