



## REQUEST FOR QUOTATION


Date	:	July 12, 2021
Project Title	:	Supply and Delivery of Giveaways Item for 2021 Themed Events and Programs
ITB No.	:	SV21-07-003ILO
Approved Budget for the Contract (ABC)	:	Sixty Nine Thousand Eight Hundred Twenty Five Pesos (PhP69,825.00), VAT Exclusive, Zero-Rated Transaction.
Deadline for the Submission and Receipt of Quotations/ Proposals	:	<b>July 22, 2021, Thursday (Sealed Quotation), 1:45p.m.</b>
Opening and Examination of Quotation(s) / Proposal(s)	:	<b>July 22, 2021, Thursday, 2:00p.m. onwards</b>
	:	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.  The envelope shall bear the following information in capital letters:  <ol style="list-style-type: none"><li>1. Title and reference number for the project, and</li><li>2. Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder</li></ol> <b>Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.</b>

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**

<b>Description / Scope of Work</b>		<b>Offered Technical Proposal</b> Please fill up each column with either: “Comply” or “Not Comply. Bidder should likewise indicate the “Brand”, if any.														
Supply and Delivery of Giveaways Item for 2021 Themed Events and Programs																
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK:</b>																
40 PCS	<u>WONDERFUL RAINY DAY:</u> Folded Automatic Umbrella – Free Size, color green w/printing (Casino Filipino - Ilocos Norte Logo)															
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<b>GENERAL CONDITIONS:</b>																
1. The <b>SUPPLIER</b> must have the mandatory government license/permit to operate.																
2. The <b>SUPPLIER</b> , upon payment by PAGCOR, must issue the required official receipt/collection receipt, whichever is applicable.																
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5. The <b>SUPPLIER</b> must see to it that the design as presented and attached to the job order -design in CD- shall be printed as is (color, typography etc.). In no case shall there be modifications of the design without prior approval by the corporation.																

6. The <b>SUPPLIER</b> must deliver the giveaways at Casino Filipino-Ilocos Norte, Second Floor (2 <sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte.	
7. The <b>SUPPLIER</b> must guarantee that the cost of the giveaways and the printing of the same as agreed upon at the time of negotiation shall remain the same until consummation of the transaction. Payment shall be processed upon completion of documents.	
8. The <b>SUPPLIER</b> , in case of any apparent damage to the giveaways or the printed design of the same, must provide a new one in lieu of the damaged item within seven (7) calendar days upon receipt of notice.	
9. The supplier must issue DR/SI upon delivery of items/goods.	
Delivery Period:	Within Fifteen (15) calendar days upon receipt of Notice to Proceed.

## II. FINANCIAL QUOTATION:

Quantity	Description	Unit Cost	Total Cost (VAT-Exclusive, Zero-Rated Transaction)
40 PCS	<b><u>WONDERFUL RAINY DAY:</u></b> Folded Automatic Umbrella – Free Size, color green w/printing	PhP _____	PhP _____
74 PCS	<b><u>WIN-NER KA SA CASINO:</u></b> Cotton Round Neck T-Shirt - color green and blue w/printing	PhP _____	PhP _____
99 PCS	<b><u>WIN-NER KA SA CASINO:</u></b> Customized Hot & Cold Tumbler - color blue and green w/printing	PhP _____	PhP _____
190 PCS	<b><u>PASCUA TI CASINO:</u></b> Customized Mug – Free Size, color white w/printing	PhP _____	PhP _____
<b>GRAND TOTAL COST VAT Exclusive, Zero Rated Transaction</b>	<hr/> <i>(Note: Please state amount in words and in figures)</i>		

### NOTES:

- The quotations (unit and total prices) shall be rounded off up to two (2) decimal places.
- 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. 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]*.

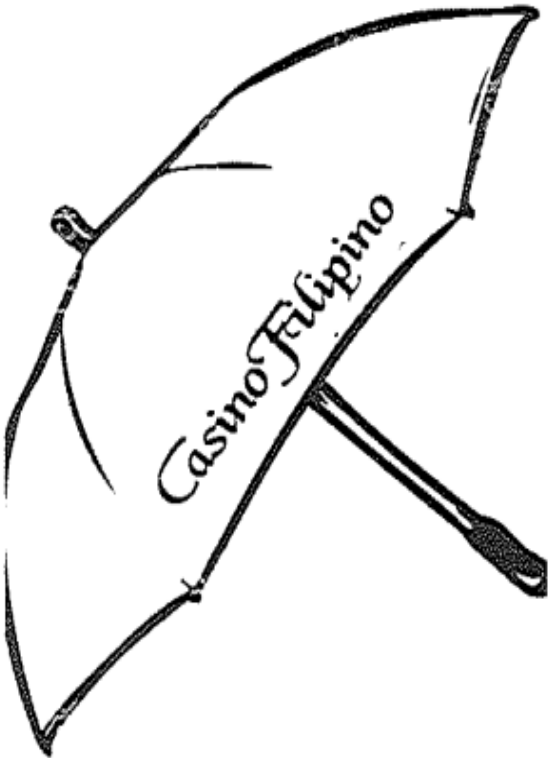
**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_



**FRONT AND BACK LOGO**



# FRONT AND BACK LOGO





**ILOCOS NORTE**

**Draft Purchase Order No.  
Annex A – Terms and Conditions**

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1. The total price stated in the Purchase Order (PO) already includes all applicable taxes, fees and charges required by the government. **WINNING BIDDER** 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. **WINNING BIDDER** shall complete the supply & delivery of goods within the time prescribed in the P.O. should **WINNING BIDDER** 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** may have the option to rescind the contract, without prejudice to other courses of action and remedies open to it.

In case **WINNING BIDDER** still fails to deliver the item after the lapse of fifteen (15) calendar days upon receipt of notice from the supposed date of delivery, in addition to the penalties agreed upon, **PAGCOR** may have the option to terminate the purchase.

3. In the event that **WINNING BIDDER** fails to comply with its undertakings under this P.O, **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 sub-contracted 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 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

Signature over printed Name of Supplier

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. **WINNING BIDDER** hereby further warrants and represents that:

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

<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORK:</b>					
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<b>GENERAL CONDITIONS:</b>					
1. The <b>SUPPLIER</b> must have the mandatory government license/permit to operate.					
2. The <b>SUPPLIER</b> , upon payment by PAGCOR, must issue the required official receipt/collection receipt, whichever is applicable.					
3. The <b>SUPPLIER</b> must strictly adhere to the fifteen (15) calendar daytime frame - from the date of order- within which to finish the printing job.					
4. The <b>SUPPLIER</b> must set reasonable rates for PAGCOR.					
5. The <b>SUPPLIER</b> must see to it that the design as presented and attached to the job order -design in CD- shall be printed as is (color, typography etc.). In no case shall there be modifications of the design without prior approval by the corporation.					
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8. The <b>SUPPLIER</b> , in case of any apparent damage to the giveaways or the printed design of the same, must provide a new one in lieu of the damaged item within seven (7) calendar days upon receipt of notice.					
9. The supplier must issue DR/SI upon delivery of items/goods.					

Signature over printed Name of Supplier

- 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 damaged items shall be replaced within seven (7) calendar days upon receipt of notice. Failure to replace the same within the same period shall make **WINNING BIDDER** 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. **PAGCOR** shall pay the total amount of **Contract Price Amount in words (PhP\_\_\_\_\_)**, **VAT-Exclusive, Zero Rated Transaction**, upon completion of the supply & delivery of the goods and upon PAGCOR's issuance of Certificate of Acceptance.
- 13. **WINNING BIDDER** should deliver the goods within fifteen (15) calendar days upon receipt of notice to proceed.
- 14. This Annex A, consisting of \_\_\_\_\_ (\_\_) pages, shall form part of PO No.

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**Signature over printed Name of Supplier/Date**