



Philippine Amusement and Gaming Corporation

Creating Opportunities Beyond Gaming

REQUEST FOR QUOTATION

Date	:	June 2, 2021
Project Title	:	Supply and Delivery of Various Printed Forms
ITB No.	:	SV21-05-003MAL
Approved Budget for the Contract (ABC)	:	Seventy Two Thousand Eighty Five Pesos and 50/100 (Php72,085.50) VAT Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	:	June 9, 2021, Wednesday, 10:00 am (Sealed Quotation)
Opening and Examination of Quotation(s) / Proposal(s)	:	June 9, 2021, Wednesday, 10:00 am 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 number (02) 8245-9763 loc. 8018 and look for Mr. Robert C. Mamuyac.

Thank you.


CORNELIUS M. GOZE

Chairperson
Branch Bids and Awards Committee (BBAC)
Casino Filipino – Malate

/mrh/rcm

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	450 pcs	BINCARD, 5" X 8", PAGCOR LOGO <ul style="list-style-type: none"> • 1 color-black • Two side print • Vellum Bristol, 120GSM • 100 pcs per pack • Sample to be provided by end-user 	
2	16 reams	COPY PAPER W/ LOGO, LONG <ul style="list-style-type: none"> • 216mm x 330mm • 500 sheets per ream • 80gsm • Sample to be provided by end-user 	
3	756 pcs	TIME CARD WITH PAGCOR LOGO <ul style="list-style-type: none"> • 2 colors, 2 side print • 100 pcs/pack, 1000 pcs/bundle • Vellum Bristol, 120gsm • 85mm x 190mm • Sample to be provided by end-user 	
4	49 reams	COPY PAPER W/ LOGO, A4 <ul style="list-style-type: none"> • A4 size (210mm x 297mm) • 500 sheets per ream, 80 gsm • Sample to be provided by end-user 	
5	260 pcs	BIN CARD, 5-1/2" X 9-1/2" <ul style="list-style-type: none"> • Two side print • Vellum Bristol, 120 gsm • Sample to be provided by end-user. 	
6	40 pads	PRESCRIPTION PAD <ul style="list-style-type: none"> • 5.75" X 8.25", 100 pieces per pad • Paper texture: 70gsm • Ordinary white paper • Text – One (1) color – Black • Sample to be provided by end-user. 	
7	100 pads	PARKING TICKET <ul style="list-style-type: none"> • Two side print • 100 pieces per booklet • Paper texture: 80gsm • Triplicate copies (perforated): 1st copy-white, 2nd copy-Green, and 3rd copy-Orange • Beginning number to be provided • Sample to be provided by end-user. 	
8	5 pads	FORM, PURCHASE ORDER <ul style="list-style-type: none"> • With PAGCOR Logo, Size: A4 	

		<ul style="list-style-type: none"> • 3 Color Print, 1 side printing • Carbonless • Color: White, Yellow, Green, Blue • 50 sets per pad • Sample to be provided by end-user. 	
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.			
Sample: The winning supplier shall provide sample of each form for approval of the end-user, three (3) calendar days prior to the signing of the Purchase Order (P.O.).			
Delivery Schedule: Within thirty (30) calendar days from the date of acknowledgement of P.O. by the winning Supplier			
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	ITEM DESCRIPTION	Unit Cost VAT Exclusive Zero rated Transaction	Total Cost VAT Exclusive Zero Rated Transaction
1	450 pcs	BIN CARD 5" x 8", PAGCOR LOGO	Php	Php
2	16 ream	COPY PAPER WITH LOGO, LONG	Php	Php
3	756 pc	TIME CARD w/ PAGCOR LOGO	Php	Php
4	49 ream	COPY PAPER WITH LOGO, A4	Php	Php
5	260 pcs	BIN CARD 5½ " X 9½"	Php	Php
6	40 pads	PRESCRIPTION PAD	Php	Php
7	100 pads	PARKING TICKET	Php	Php
8	5 pads	FORM, PURCHASE ORDER	Php	Php
GRAND TOTAL COST VAT Exclusive, Zero-Rated Transaction			PhP _____	
AMOUNT IN WORDS 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.
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: _____