



REQUEST FOR QUOTATION

Date : December 3, 2020

PAP Code/  
Project Title : CEB-11 Supply and Delivery of Office Supplies (Various Stock Items)

ITB No. : SU20-11-002CEB

Approved Budget for  
the Contract (ABC) : NINE HUNDRED EIGHTY-TWO THOUSAND ONE HUNDRED TWENTY-EIGHT PESOS & 48/100 ONLY (PHP 982,128.48), Vat Exclusive, Zero Rated Transaction

Deadline for the  
Submission and  
Receipt of  
Quotations/Proposals : December 9, 2020, Wednesday, 1:00 pm (Sealed Quotation)

Opening of Quotation : December 9, 2020, Wednesday, 2:00 pm  
Please submit and address the envelope containing the accomplished RFQ form and required documents to the Procurement Office, Casino Filipino – Cebu, 3<sup>rd</sup> Floor of Waterfront Hotel & Casino, Salinas Drive, Lahug, Cebu City.

The envelope shall bear the name and address of the Bidder in capital letters;

1. Title and reference number for the project, and
2. Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder

**Note: Quotations 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 quotation.

For any inquiries or clarifications, please contact the Procurement Section at telephone number 268-4989 and look for Mr. Eric A. Laquindanum.

Thank you.

  
**JOEL G. CANTOS**  
A/SCM, CFT  
Chairman, BBAC, CF-Cebu

Dear Mr. Cantos:

In accordance with your request, the 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 Quotation/ Proposal
<b>Supply and Delivery of Office Supplies (Various Items)</b>		Please check the box corresponding to your offered specifications.  <input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
Qty./Unit	Item Description	
50 pieces ✓	ADHESIVE, INSTANT SUPER GLUE (3grams)	
300 pieces ✓	BATTERY SIZE AA	
300 pieces ✓	BATTERY SIZE AAA	
40 tubes ✓	BLADE, NT CUTTER L500 STAINLESS STEEL (5 pieces per tube)	
100 pieces ✓	RECORD BOOK/LOG BOOK (500 pages)	
5000 pieces ✓	TIME CARD/PUNCH CARD	
100 pieces ✓	CLIPBOARD PLASTIC LONG	
20 pieces ✓	NT CUTTER L500	
10 pieces ✓	TAPE DISPENSER	
2000 pieces ✓	DOCUMENT ENVELOPE BROWN A4 SIZE	
1000 pieces ✓	LETTER ENVELOPE LONG WHITE	
200 pieces ✓	FILEX FOLDER TOP MECHANISM LONG	
30 pieces ✓	PUNCHLESS FOLDER LONG PLASTIC	
20 bottles ✓	GLUE, ALL PURPOSE (WHITE) (300 grams minimum size)	
40 bottles ✓	INK, STAMP PAD (VIOLET), 50ml	
50 pieces ✓	COLUMNAR NOTEBOOK 6 COLUMNS	
1000 reams ✓	COPY PAPER A4 SUB.20	
100 boxes ✓	COMPUTER PAPER CONTINUES FORM (2 ply, 11"x 9-1/2", 500 sets per box)	

End-User: 

700 reams ✓	COPY PAPER LONG SUB.20	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
300 pieces ✓	QUICK COUNT PASTE ( <i>Finger Tip Moistener</i> )	
2000 pieces ✓	BALLPEN BLUE	
200 pieces ✓	PEN, HIGHLIGHTER (Assorted Colors)	
100 pieces ✓	PEN, SIGNPEN BLUE	
30 pieces ✓	RULER PLASTIC 12"	
30 pairs ✓	SCISSORS 6"	
20 units ✓	PENCIL SHARPENER ( <i>Heavy Duty, Hand Crank Mechanical Sharpener</i> )	
100 boxes ✓	STAPLE WIRE #35	
1000 rolls ✓	TAPE CELLULOSE 1" ( <i>Class-A quality</i> )	
500 rolls ✓	TAPE CELLULOSE ½" ( <i>Class-A quality</i> )	
100 rolls ✓	MASKING TAPE 1"	
1000 rolls ✓	PACKAGING TAPE 2" (48MM)	
60 rolls ✓	DOUBLE BACKING TAPE, Heavy Duty ¾" x 10 METERS w/ FOAM	
<b>Terms and Condition:</b>		
<ol style="list-style-type: none"> <li>Price indicated should be VAT Exclusive Zero Rated Transaction.</li> <li>The total payment should not exceed the total contract cost.</li> <li>The Supplier must verify the End-User for the complete specification.</li> </ol>		
<b>Completion Period</b>	One (1) time delivery which is within thirty (30) calendar days from the acknowledgement date of Notice to Proceed	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
<b>Delivery Place</b>	Casino Filipino – Cebu Main, Waterfront Hotel & Casino Salinas Drive, Lahug, Cebu City	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY

## II. Financial Quotation:

Qty./Unit	Description	Unit Cost		Total Cost	
		VAT Exclusive, Zero Rated Transaction		VAT Exclusive, Zero Rated Transaction	
50 pieces ✓	ADHESIVE, INSTANT SUPER GLUE ( <i>3grams</i> )	PHP		PHP	
300 pieces ✓	BATTERY SIZE AA	PHP		PHP	



300 pieces	BATTERY SIZE AAA	PHP	PHP
40 tubes	BLADE, NT CUTTER L500 STAINLESS STEEL (5 pieces per tube)	PHP	PHP
100 pieces	RECORD BOOK/LOG BOOK (500 pages)	PHP	PHP
5000 pieces	TIME CARD/PUNCH CARD	PHP	PHP
100 pieces	CLIPBOARD PLASTIC LONG	PHP	PHP
20 pieces	NT CUTTER L500	PHP	PHP
10 pieces	TAPE DISPENSER	PHP	PHP
2000 pieces	DOCUMENT ENVELOPE BROWN A4 SIZE	PHP	PHP
1000 pieces	LETTER ENVELOPE LONG WHITE	PHP	PHP
200 pieces	FILEX FOLDER TOP MECHANISH LONG	PHP	PHP
30 pieces	PUNCHLESS FOLDER LONG PLASTIC	PHP	PHP
20 bottles	GLUE WHITE ALL PURPOSE (300 grams minimum size)	PHP	PHP
40 bottles	INK STAMP PAD VIOLET	PHP	PHP
50 pieces	COLUMNAR NOTEBOOK 6 COLUMN	PHP	PHP
1000 reams	COPY PAPER A4 SUB.20	PHP	PHP
100 boxes	COMPUTER PAPER CONTINUES FORM (2 ply, 11"x 9-1/2", 1000 sets per box)	PHP	PHP
700 reams	COPY PAPER LONG SUB.20	PHP	PHP
300 pieces	QUICK COUNT PASTE (Finger Tip Moistener)	PHP	PHP
2000 pieces	BALLPEN BLUE	PHP	PHP
200 pieces	PEN, HIGHLIGHTER YELLOW	PHP	PHP
100 pieces	PEN, SIGNPEN BLUE	PHP	PHP
30 pieces	RULER PLASTIC 12"	PHP	PHP
30 pairs	SCISSORS 6"	PHP	PHP
20 units	PENCIL SHARPENER (Heavy Duty)	PHP	PHP
100 boxes	STAPLE WIRE #35	PHP	PHP
1000 rolls	TAPE CELLULOSE 1" (Class-A quality)	PHP	PHP

500 rolls	TAPE CELLULOSE ½" (Class-A quality)	PHP	PHP
100 rolls	MASKING TAPE 1"	PHP	PHP
1000 rolls	PACKAGING TAPE 2" (48MM)	PHP	PHP
60 rolls	DOUBLE BACKING TAPE ¾" 10 METERS w/ FOAM	PHP	PHP

**NOTES:**

1. The quotations (unit and total price) 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 opening of Quotations.

**TERMS OF PAYMENT:** Thirty (30) calendar days upon submission of the required documents including Invoices/ Delivery Receipts, etc.

Grand Total Amount

Amount in Words:

PHP \_\_\_\_\_

**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 five (5) calendar days from the determination of the bidder having the Lowest / Single Calculated Quotation and receipt of the BBAC 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 (PHP 50,000.00).

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.

4. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) for projects with an ABC amounting to more than Five Hundred Thousand Pesos (PHP 500,000.00).

In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:

- a) Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, OR;
- b) Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, and Opening & Preliminary Examination of Quotations.

**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, 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 Casino Filipino – Cebu, Procurement Section 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.