




REQUEST FOR QUOTATION	
Date	: November 2, 2021
Project Title	: Supply and Delivery of Motor Vehicle Maintenance Supplies and Materials for the Existing Service Vehicle
ITB No.	: SV21-11-005ILO
Approved Budget for the Contract (ABC)	: Fifty Four Thousand One Hundred Twenty Pesos (PhP54,120.00), VAT-Exclusive Zero-Rated Transaction.
Deadline for the Submission and Receipt of Quotations/ Proposals	November 9, 2021 (Sealed Quotation), Tuesday, 1:45p.m.
Opening and Examination of Quotation(s) / Proposal(s)	November 9, 2021, Tuesday, 2:00p.m. onwards 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 nd Flr), Viven Hotel, San Nicolas, Ilocos Norte. The envelope shall bear the following information in capital letters: <ol style="list-style-type: none">1. Title and reference number for the project, and2. Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.

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.
Supply and Delivery of Motor Vehicle Maintenance Supplies and Materials for the Existing Service Vehicle	
<p>1 Repair and Maintenance of Existing Motor Vehicle: Plate No.: SHX-759 Brand: Toyota Super Grandia Model: 2007 – 2.5L Scope of Works for repair and maintenance:</p> <ul style="list-style-type: none"> • 3 pcs – Tensioner Bearing • 4 pcs – Tire, 225/70 RIM 15 • 1 pc – Air Cleaner • 3 pcs – Wiper Blade • 1 set – Floor Mat, Rubber, Front and Rear <p>Repair and services:</p> <ul style="list-style-type: none"> • 1 lot – Transmission • 1 lot – Park Light • 1 lot – Brakes, Front and Rear 	<p>Statement of Compliance:</p> <hr/> <p>Brand Name:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>2 Repair and Maintenance of Existing Motor Vehicle: Plate No.: SHL-709 Brand : Nissan Frontier III 4X2 Elite Model : 2005 Scope of Works for repair and maintenance:</p> <ul style="list-style-type: none"> • 1 set – Brake Pad and Shoe • 1 set – Master Clutch • 1 set – Secondary Clutch 	<p>Statement of Compliance:</p> <hr/> <p>Brand Name:</p> <hr/> <hr/>

	<ul style="list-style-type: none"> • 1 pc – Air Cleaner • 1 pc – Power Steering Hose <p>Repair and services:</p> <ul style="list-style-type: none"> • 1 lot – Horn and Headlight 	
TERMS OF REFERENCE AND CONDITIONS:		
1.	Inclusion of Testing and Commissioning of service vehicle.	
2.	The SERVICE PROVIDER/SUPPLIER must indicate the warranty period for the job done which must not be lesser than the standard warranty period.	
3.	The items/parts must be inclusive of labor and services, if any.	
4.	The SERVICE PROVIDER/SUPPLIER shall submit a separate price list per parts and labor/services, upon submission of the quotation, with template provided herein attached as "SAMPLE".	
5.	The SERVICE PROVIDER/SUPPLIER must submit a billing statement (breakdown per parts, labor and services) of vehicle.	
6.	The SERVICE PROVIDER/SUPPLIER shall ensure that the vehicle's part to be replaced is branded/brand new, as to type, and in accordance with the standard specifications.	
7.	The SERVICE PROVIDER/SUPPLIER must ensure to return all waste and material items/parts to PAGCOR upon turn-over and completion of the repair and maintenance.	
8.	The SERVICE PROVIDER/SUPPLIER shall be responsible to any damage incurred during the entire repairs.	
9.	Any incidental/accidental damages during a period of repairs shall be for the accounts of the SERVICE PROVIDER/SUPPLIER .	
10.	No incidental expenses within the period of contract, unless stipulated in the Annex "A" of the Purchase Order.	
11.	Payment shall be based on actual repairs and services rendered and shall not exceed the total contract price.	
12.	In case, if the item is no longer needed, it shall be	

	automatically deducted from the total contract price.	
	13. Period of corrections shall be three (3) calendar days upon receipt of notice and no additional charges shall be made to PAGCOR.	
DELIVERY PERIOD	Within seven (7) calendar days upon acceptance by the winning bidder of PAGCOR vehicle.	
DELIVERY PLACE	Casino Filipino – Ilocos Norte, Second Floor (2 nd Flr), Viven Hotel, San Nicolas, Ilocos Norte.	

II. FINANCIAL QUOTATION:

Item No.	Quantity	Description	Unit Cost	Total Cost (VAT-Exclusive, Zero-Rated Transaction)
1	1 LOT	Repair and Maintenance of Existing Motor Vehicle: Plate No.: SHX-759 Brand: Toyota Super Grandia Model: 2007 – 2.5L	PhP _____	PhP _____
2	1 LOT	Repair and Maintenance of Existing Motor Vehicle: Plate No.: SHL-709 Brand: Nissan Frontier III 4X2 Elite Model: 2005	PhP _____	PhP _____
GRAND TOTAL COST VAT Exclusive, Zero Rated Transaction		<hr/> <hr/> <p style="text-align: center;"><i>(Note: Please state amount in words and in figures)</i></p>		

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 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:

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, 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 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 _____

“SAMPLE TEMPLATE”

NAME OF COMPANY

Project Title: Supply and Delivery of Motor Vehicle Maintenance Supplies and Materials for the Existing Service Vehicle under ITB No. SV21-11-005ILO

ITEM NO. 1 – Repair and Maintenance of Existing Motor Vehicle:

Plate No.: SHX-759

Brand: Toyota Super Grandia

Model: 2007 – 2.5L

	A	B	C	D	
DESCRIPTION	QTY	UNIT COST OF ITEM Indicate the cost of the item/s, if any, or state None or N/A if not applicable	TOTAL UNIT COST (col A * B)	UNIT COST OF LABOR/ SERVICES Indicate the cost of the labor/services, if any, or state None or N/A if not applicable	TOTAL COST (VAT-Exclusive, Zero-Rated Transaction) (col C) + (col D)
Tensioner Bearing	3 PCS				
Tire, 225/70 RIM 15	4 PCS				
Air Cleaner	1 PC				
Wiper Blade	3 PCS				
Floor Mat, Rubber, Front and Rear	1 SET				
Repair and Services:					
Transmission	1 LOT				
Park Light	1 LOT				
Brakes, Front and Rear	1 LOT				
GRAND TOTAL					P

Note: Total cost must be equal to the financial quotation.

Signature over printed name of the authorized representative: _____

Position: _____

Date: _____

“SAMPLE TEMPLATE”

NAME OF COMPANY

Project Title: Supply and Delivery of Motor Vehicle Maintenance Supplies and Materials for the Existing Service Vehicle under ITB No. SV21-11-005ILO

ITEM NO. 2 – Repair and Maintenance of Existing Motor Vehicle:

Plate No.: SHL-709

Brand: Nissan Frontier III 4X2 Elite

Model: 2005

	A	B	C	D	
DESCRIPTION	QTY	UNIT COST OF ITEM Indicate the cost of the item/s, if any, or state None or N/A if not applicable	TOTAL UNIT COST (col A * B)	UNIT COST OF LABOR/SERVICES Indicate the cost of the labor/services, if any, or state None or N/A if not applicable	TOTAL COST (VAT-Exclusive, Zero-Rated Transaction) (col C) + (col D)
Brake Pad and Shoe	1 SET				
Master Clutch	1 SET				
Secondary Clutch	1 SET				
Air Cleaner	1 PC				
Power Steering Hose	1 PC				
Repair and Services:					
Horn and Headlight	1 LOT				
GRAND TOTAL					P

Note: Total cost must be equal to the financial quotation.

Signature over printed name of the authorized representative: _____

Position: _____

Date: _____