



## Philippine Amusement and Gaming Corporation

*Creating Opportunities Beyond Gaming*

### REQUEST FOR QUOTATION

Date	:	<b>October 14, 2021</b>
Project Title	:	<b>Procurement of Materials for Christmas Decoration</b>
ITB No.	:	SV21-10-004TAG
Approved Budget for the Contract (ABC)	:	<b>Two Hundred Fifty Thousand Pesos (Php250,000.00), VAT - Exclusive, Zero Rated Transaction</b>
Deadline for the Submission and Receipt of Quotations/ Proposals	:	<b>October 21, 2021, Thursday, 2:00 p.m. (Sealed Quotation)</b>  Please address the envelope containing the accomplished RFQ form and required documents to Procurement Section, Third (3 <sup>rd</sup> ) Floor, Casino Filipino-Tagaytay, KM 60, Aguinaldo Highway, Tagaytay City.  The envelope shall bear the name and address of the Bidder in capital letters
Opening and Examination of Quotation(s) / Proposal(s)	:	<b>October 21, 2021, Thursday, 2:00 p.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), CF-Tagaytay through the Procurement Section, Third (3 <sup>rd</sup> ) Floor, Casino Filipino-Tagaytay, KM 60, Aguinaldo Highway, Kaybagal South, Tagaytay City.  The envelope shall bear the following information 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  <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 PS at telephone number (046) 413-1506 local 125/438 and look for **Mr. Rian C. Ruado, Procurement Assistant.**

Thank you.

  
**ALEJANDRO NICARLO C. CADAVILLO JR.**  
CHAIRMAN  
BRANCH BIDS AND AWARDS COMMITTEE, CF – TAGAYTAY

Dear Mr. Cadavillo:

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"
<b>Procurement of Materials for Christmas Decoration</b>			
Item	Quantity/ Unit of Measurement (UOM)	Description	
1	48 Pieces	Christmas Garland, Color Green (Double) Length: 2.7m Width: 25cm	
2	25 Pieces	Christmas Green Wreath Size: 40 cm in diameter, 18 inches	
3	33 Packs	Christmas Balls Size: Big (Red) 8 cm in diameter Glossy Three (3) pieces per pack	
4	17 Packs	Christmas Balls Size: Big (Green) 8 cm in diameter Glossy Six (6) pieces per pack	
5	33 Packs	Christmas Balls Size: Big (Gold) 8 cm in diameter Glossy Three (3) pieces per pack	
6	33 Packs	Christmas Balls Size: Big (Blue) 8 cm in diameter Glossy Three (3) pieces per pack	
7	17 Packs	Christmas Balls Size: Small (Red) 4 cm in diameter Glossy Six (6) pieces per pack	

8	17 Packs	Christmas Balls Size: Small (Green) 4 cm in diameter Glossy Six (6) pieces per pack	
9	17 Packs	Christmas Balls Size: Small (Gold) 4 cm in diameter Glossy Six (6) pieces per pack	
10	17 Packs	Christmas Balls Size: Small (Blue) 4 cm in diameter Glossy Six (6) pieces per pack	
11	200 Pieces	Artificial Glitter Poinsettia Poinsettia Size: 5.5 Inches Red	
12	200 Pieces	Artificial Glitter Poinsettia Poinsettia Size: 5.5 Inches Gold	
13	200 Pieces	Artificial Glitter Poinsettia Poinsettia Size: 5.5 Inches Silver	
14	8 Rolls	Colored Plastic for Parol White	
15	30 Pieces	Styro Foam Size: ½" x 4' x 8'	
16	30 Pieces	Styro Foam Size: 1" x 4' x 8'	
17	2 Kilos	Glitters Silver	
18	2 Kilos	Glitters Gold	
19	2 Kilos	Glitters Green	
20	2 Kilos	Glitters Blue	
21	200 Pieces	Glue Gun Stick Size: ½"	
22	400 Boxes	Showers Meteor Rain Light 8 Pieces per box, 30 cm, 230 volts, Wattage: 4.5 watts Color: Red, Green, Blue (RGB)	
23	2 Rolls	Rope Light Diameter: ½ inch Clear	
<b>Other Requirements</b>			
<b>Schedule of Delivery:</b> Within fifteen (15) calendar days from the date specified in Purchase Order.			
<b>Project Site / Delivery Site:</b> Casino Filipino – Tagaytay, Km. 60, Aguinaldo Highway, Kaybagal South, Tagaytay City.			

<b>Period for Correction of Defects</b> The defective items shall be replaced within three (3) calendar days from receipt of notice.	
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**II. FINANCIAL QUOTATION:**

Item	Qty / UOM	Description	Unit Cost ₱	Total Cost (VAT-Exclusive, Zero-Rated Transaction)
1	48 Pieces	Christmas Garland, Color Green (Double) Length: 2.7m Width: 25cm	PhP _____	PhP _____
2	25 Pieces	Christmas Green Wreath Size: 40 cm in diameter, 18 inches	PhP _____	PhP _____
3	33 Packs	Christmas Balls Size: Big (Red) 8 cm in diameter Glossy Three (3) pieces per pack	PhP _____	PhP _____
4	17 Packs	Christmas Balls Size: Big (Green) 8 cm in diameter Glossy Six (6) pieces per pack	PhP _____	PhP _____
5	33 Packs	Christmas Balls Size: Big (Gold) 8 cm in diameter Glossy Three (3) pieces per pack	PhP _____	PhP _____
6	33 Packs	Christmas Balls Size: Big (Blue) 8 cm in diameter Glossy Three (3) pieces per pack	PhP _____	PhP _____
7	17 Packs	Christmas Balls Size: Small (Red) 4 cm in diameter Glossy Six (6) pieces per pack	PhP _____	PhP _____
8	17 Packs	Christmas Balls Size: Small (Green) 4 cm in diameter Glossy Six (6) pieces per pack	PhP _____	PhP _____



9	17 Packs	Christmas Balls Size: Small (Gold) 4 cm in diameter Glossy Six (6) pieces per pack	PhP _____	PhP _____
10	17 Packs	Christmas Balls Size: Small (Blue) 4 cm in diameter Glossy Six (6) pieces per pack	PhP _____	PhP _____
11	200 Pieces	Artificial Glitter Poinsettia Poinsettia Size: 5.5 Inches Red	PhP _____	PhP _____
12	200 Pieces	Artificial Glitter Poinsettia Poinsettia Size: 5.5 Inches Gold	PhP _____	PhP _____
13	200 Pieces	Artificial Glitter Poinsettia Poinsettia Size: 5.5 Inches Silver	PhP _____	PhP _____
14	8 Rolls	Colored Plastic for Parol White	PhP _____	PhP _____
15	30 Pieces	Styro Foam Size: ½" x 4' x 8'	PhP _____	PhP _____
16	30 Pieces	Styro Foam Size: 1" x 4' x 8'	PhP _____	PhP _____
17	2 Kilos	Glitters Silver	PhP _____	PhP _____
18	2 Kilos	Glitters Gold	PhP _____	PhP _____
19	2 Kilos	Glitters Green	PhP _____	PhP _____
20	2 Kilos	Glitters Blue	PhP _____	PhP _____
21	200 Pieces	Glue Gun Stick Size: ½"	PhP _____	PhP _____
22	400 Boxes	Shower Meteor Rain Light 8 Pieces per box, 30 cm, 230 volts, Wattage: 4.5 watts Color: Red, Green, Blue (RGB)	PhP _____	PhP _____
23	2 Rolls	Rope Light Diameter: ½ inch Clear	PhP _____	PhP _____

<b>GRAND TOTAL COST</b> <b>VAT Exclusive, Zero Rated</b> <b>Transaction</b>	<hr/> Amount in Figures <hr/> Amount in Words
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**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. BIR Certificate of Registration for individuals (***If applicable***);

**OR;**

- a. 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
- b. 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. 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 BBAC, 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.  
\_\_\_\_\_  
\_\_\_\_\_

