



REQUEST FOR QUOTATION

Date : **September 15, 2021**

PAP Code/
Project Title : **CEB-1 Supply and Delivery of Office Supplies (Various Items)**

ITB No. : **SU21-09-008CEB**

Approved Budget for
the Contract (ABC) : **FOUR HUNDRED NINETY-FIVE THOUSAND TWO HUNDRED THIRTY-SIX & 82/100 PESOS (PHP 495,236.82), Vat Exclusive, Zero Rated Transaction**

Deadline for the
Submission and
Receipt of
Quotations/Proposals : **September 24, 2021, Friday, 1:00 pm (Sealed Quotation)**

Opening of Quotation : **September 24, 2021, Friday, 2:00 pm**
Please submit and address the envelope containing the accomplished RFQ form and required documents to the Procurement Office, Casino Filipino – Cebu, 3rd 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.

Sgd.
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
Supply and Delivery of Office Supplies (Various Items)		Please check the box corresponding to your offered specifications <input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
Qty./Unit	Item Description	
200 pieces	LOG BOOK, 500 PGS. (HARD COVER)	
6000 pieces	TIME CARD	
100 pieces	PAPER CLIP FOLD BACK 1"	
800 pieces	EXPANDED ENVELOPE LONG	
100 pieces	STENO NOTEBOOK 40 LEAVES	
1,200 reams	COPY PAPER A4 SUB.20, 80GSM	
100 reams	COPY PAPER LONG SUB.20, 80GSM	
300 pieces	FINGERTIP MOISTENER	
1500 pieces	BALLPEN BLUE	
100 pieces	HIGHLIGHTER PEN YELLOW	
100 pieces	HIGHLIGHTER PEN BLUE	
200 pieces	PERMANENT MARKER BLACK	
200 pieces	SIGNPEN BLUE V5	
10 units	PAPER PUNCHER HEAVY DUTY	
100 boxes	STAPLE WIRE #35	
10 pieces	STAMP PAD #2	
200 rolls	CELLULOSE TAPE 1" X 50 MTS. LENGTH	
200 rolls	CELLULOSE TAPE ½" X 50 MTS. LENGTH	
200 rolls	MASKING TAPE 1" X 50 MTS. LENGTH	

200 rolls	PACKAGING TAPE 2" X 50 MTS. LENGTH	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
30 rolls	DOUBLE ADHESIVE TAPE ¾" X 10 MTS. LENGTH WITH FOAM	
Terms and Condition: 1. Price indicated should be VAT Exclusive Zero Rated Transaction. 2. The total payment should not exceed the total contract cost. 3. The Supplier must verify the End-User for the complete specification.		
Completion Period	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
Delivery Place	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
200 pieces	LOG BOOK, 500 PGS. (HARD COVER)	PHP	PHP
6000 pieces	TIME CARD	PHP	PHP
100 pieces	PAPER CLIP FOLD BACK 1"	PHP	PHP
800 pieces	EXPANDED ENVELOPE LONG	PHP	PHP
100 pieces	STENO NOTEBOOK 40 LEAVES	PHP	PHP
1,200 reams	COPY PAPER A4 SUB.20, 80GSM	PHP	PHP
100 reams	COPY PAPER LONG SUB.20, 80GSM	PHP	PHP
300 pieces	FINGERTIP MOISTENER	PHP	PHP
1500 pieces	BALLPEN BLUE	PHP	PHP
100 pieces	HIGHLIGHTER PEN YELLOW	PHP	PHP
100 pieces	HIGHLIGHTER PEN BLUE	PHP	PHP
200 pieces	PERMANENT MARKER BLACK	PHP	PHP
200 pieces	SIGNPEN BLUE V5	PHP	PHP

10 units	PAPER PUNCHER HEAVY DUTY	PHP	PHP
100 boxes	STAPLE WIRE #35	PHP	PHP
10 pieces	STAMP PAD #2	PHP	PHP
200 rolls	CELLULOSE TAPE 1" X 50 MTS. LENGTH	PHP	PHP
200 rolls	CELLULOSE TAPE ½" X 50 MTS. LENGTH	PHP	PHP
200 rolls	MASKING TAPE 1" X 50 MTS. LENGTH	PHP	PHP
200 rolls	PACKAGING TAPE 2" X 50 MTS. LENGTH	PHP	PHP
30 rolls	DOUBLE ADHESIVE TAPE ¾" X 10 MTS. LENGTH WITH 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 and in figures;

 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.