



## REQUEST FOR QUOTATION

Date	:	<b>September 17, 2021</b>
Project Title	:	<b>SUPPLY AND DELIVERY OF I.T. AND COMMUNICATION SUPPLIES</b>
ITB No.	:	<b>SV21-08-002DAVa-09</b>
Approved Budget for the Contract (ABC)	:	<b>Eighty Four Thousand Six Hundred Forty Pesos (PhP84,640.00), VAT-Exclusive, Zero-Rated Transaction</b>
Deadline for the Submission and Receipt of Quotations/ Proposals		<b>September 24, 2021, Friday, 2:00 p.m. (Sealed Quotation)</b>
Opening and Examination of Quotation(s) / Proposal(s)	:	<b>September 24, 2021, Friday, 2:00 p.m. onwards</b>  Please address and submit the envelope containing the accomplished RFQ form and required documents to the <b>Branch Bids and Awards Committee (BBAC), through the Procurement Section (PS), located at Basement Area, Casino Filipino Davao, Lanang, Davao City</b> during office hours of PAGCOR from 9:00 a.m. to 5:00 p.m.  <b>The envelope shall bear the following information in capital letters:</b>  <ol style="list-style-type: none"><li>1. Title and reference number for the project, and</li><li>2. Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder.</li></ol> <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 the Procurement Section at telephone number 234-3997 loc. 162 and look for Mr. Jose-Lito E. Molina.

Thank you.

**Sgd**  
**REGINA C. LEMANA**  
CHAIRPERSON  
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)

Dear Ms. Lemana:

In accordance with your request, following is our quotation for your requirement:

**I. TECHNICAL SPECIFICATIONS/ SCOPE OF WORK AND GENERAL CONDITIONS OF THE PROJECT**

	<b>Technical Description</b>	<b>QTY</b>	<b>UOM</b>	<b>Offered Technical Proposal Please fill up each column with either: “Comply” or “Not Comply”</b>
<b>Item Nos.</b>	<b>SUPPLY AND DELIVERY OF I.T. AND COMMUNICATION SUPPLIES:</b>			
1	INK CARTRIDGE, HP #678, BLACK (for existing HP Printer)	32	PIECE	
2	INK CARTRIDGE, HP #704, BLACK (for existing HP Printer)	15	PIECE	
3	INK BOTTLE, 003 BLACK (for existing Inktank EPSON Printer )	3	BTL	
4	INK BOTTLE, 003 CYAN (for existing Inktank EPSON Printer)	3	BTL	
5	INK BOTTLE, 003 MAGENTA (for existing Inktank EPSON Printer)	3	BTL	
6	INK BOTTLE, 003 YELLOW (for existing Inktank EPSON Printer)	3	BTL	
7	INK BOTTLE, 664 BLACK ( for EPSON Inktank )	2	PIECE	
8	INK BOTTLE , 664 CYAN, EPSON Inktank	2	PIECE	
9	INK BOTTLE, 664 MAGENTA, EPSON Inktank	2	PIECE	
10	INK BOTTLE, 664 YELLOW, EPSON Inktank	2	PIECE	
11	TONER, CANNON 303 – for CANNON 303 Toner	4	PIECE	
12	RIBBON, EPSON RIBBON for LX-300	10	PIECE	
13	TONER, HP Toner for Deskjet COLOR Laser Jet Pro MFP M280 Toner	4	PIECE	
14	RIBBON, EPSON RIBBON for FX2175	24	PIECE	

<b>ADDITIONAL TERMS AND CONDITIONS</b>	<b>Please fill up with either: “Comply” or “Not Comply”</b>
Replacement for defective or substandard goods shall be made within <b>fifteen (15)</b> calendar days upon the written request of PAGCOR.	

<b>Delivery Period:</b> Within <b>thirty (30) calendar days</b> from the date of receipt by the winning supplier of the Notice to Proceed or upon advice of end-user. The availability of some items shall be taken into consideration.	
<b>Place of Delivery:</b> Casino Filipino Davao, Km. 7 Lanang, Davao City	
<b>PAGCOR</b> shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications.	
Payment shall be made as billed based on actual delivery, upon submission of Statement of Account at CF-Davao Main Office, and shall not exceed the total Contract Price.	
<b>SUPLLIER SHALL VERIFY TECHNICAL SPECIFICATIONS OR OTHER DETAILS WITH (INFORMATION TECHNOLOGY SECTION) FOR CLARIFICATIONS.</b>	

## II. FINANCIAL QUOTATION:

Description of Item	QTY	UOM	Unit Cost VAT-Exclusive, Zero Rated Transaction	Total Cost VAT-Exclusive, Zero Rated Transaction
<b>SUPPLY AND DELIVERY OF I.T. AND COMMUNICATION SUPPLIES:</b>				
INK CARTRIDGE, HP #678, BLACK (for existing HP Printer)	32	PIECE		
INK CARTRIDGE, HP #704, BLACK (for existing HP Printer)	15	PIECE		
INK BOTTLE, 003 BLACK (for existing Inktank EPSON Printer )	3	BTL		
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INK BOTTLE, 664 MAGENTA, EPSON Inktank	2	PIECE		
INK BOTTLE, 664 YELLOW, EPSON Inktank	2	PIECE		
TONER, CANNON 303 – for CANNON 303 Toner	4	PIECE		
RIBBON, EPSON RIBBON for LX-300	10	PIECE		
TONER, HP Toner for Deskjet COLOR Laser Jet Pro MFP M280 Toner	4	PIECE		

RIBBON, EPSON RIBBON for FX2175	24	PIECE		
<b>GRAND TOTAL COST ( In words &amp; figures) VAT Exclusive, Zero Rated Transaction</b>	_____			
	(PhP) _____			
( Note: Please state amount in words and in figures)				

**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. 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 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.  
\_\_\_\_\_  
\_\_\_\_\_

# OMNIBUS SWORN STATEMENT

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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:

a) **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]*;

b) **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 proposal, to sign and execute the ensuing contract for *[Name of the Project]* of the Philippine Amusement and Gaming Corporation, *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 the proposal, to sign and execute the ensuing contract for *[Name of the Project]* of the Philippine Amusement and Gaming Corporation, 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)]*;

c) *[Name of Bidder]* is not "blacklisted" or barred from bidding 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;

d) Each of the documents submitted in satisfaction of the procurement requirements for the conduct of Negotiated Procurement (Small Value) is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

e) *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

f) **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;

g) *[Name of Bidder]* complies with existing labor laws and standards; and

h) *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a. Carefully examine all of the contents of the Request for Quotation/Request for Proposal;

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, if any, for the *[Name of the Project]*.

i) *[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. \_\_\_\_\_ and his/her Community Tax Certificate 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 \_\_\_\_\_