



REQUEST FOR QUOTATION

Date	:	December 1, 2022
Project Title	:	Supply and Delivery of Common Use Office Supplies
ITB No.	:	FB22-11-007ANG
Approved Budget for the Contract (ABC)	:	One Million Six Hundred Forty-Four Thousand Four Hundred Sixty-Three Pesos (₱ 1,644,463.00), VAT-Exclusive, Zero-Rated Transaction
Fee for the Sale of Request for Quotation (RFQ)	:	Complete details of the project are indicated in the RFQ which will be available to all the prospective bidders at the Procurement Section (PS) upon payment of <i>Five Thousand Pesos (₱ 5,000.00)</i> for the sale or issuance of the RFQ.
Schedule for Negotiations	:	December 8, 2022 Thursday, (2:00 p.m.) Conference Room, Mezzanine Floor, Casino Filipino – Angeles, Mac Arthur Highway, Balibago, Angeles City
Deadline for the Submission and Receipt of the Best Offer/s	:	December 15, 2022, (Thursday), (2:00 a.m.), (Sealed Quotation) Conference Room, Mezzanine Floor, Casino Filipino – Angeles, Mac Arthur Highway, Balibago, Angeles City
Opening and Preliminary Examination of the Best Offer/s	:	December 15, 2022 (Thursday), (2:00 p.m.), onwards Conference Room, Mezzanine Floor, Casino Filipino – Angeles, Mac Arthur Highway, Balibago, Angeles City
Please address and submit the envelope containing the accomplished RFQ form and required documents to the Bids and Awards Committee (BBAC) Angeles, Conference Room, Mezzanine Floor, Casino Filipino – Angeles, Mac Arthur Highway, Balibago, Angeles City The envelope shall bear the following information in capital letters: 1. Title and reference number of the project; and 2. Name, address and contact details (telephone/cellphone numbers and/or e-mail address) of the Bidder.		

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 price quotation.

For any inquiries or clarifications, please contact the Procurement Section (PS) at (045) 625-7597 local 401/116, and look for *Mr. Allan D. Ocampo* or *Ms. Analyn V. Dionisio*.

Thank you.


MARY JANE A. MANERA
Chairperson
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)

Dear Ms. Manera:

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

I. TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS OF THE PROJECT:

TECHNICAL SPECIFICATIONS			Offered Technical Quotation Please fill up each row with either: "Comply" or "Not Comply"
Supply and Delivery of Common Use Office Supplies under ITB No. FB22-11-007OLO			
TECHNICAL SPECIFICATIONS			
Item No.	<u>Brief Description</u>	Quantity/Unit of Measurement	
1	BATTERY, SIZE A23 Alkaline, 2 PCS/SET At least 5 years before expiration from the date of delivery.	12 SETS	
2	BATTERY, SZ AA Branded, Good quality, At least 5 years before expiration from the date of delivery.	300 PCS	
3	BATTERY, SZ. AAA Branded, Good quality, At least 5 years before expiration from the date of delivery.	450 PCS	
4	BINDER, EDP BINDER, 9-1/2" X 11" See end-user's sample	20 PCS	
5	BLADE, NT CUTTER L500 6 blades per TUBE See end-user's sample	80 TUBES	
6	BOOK BINDING KITS A4 Size: Short Color: Blue With 5 PCS binder per 2 KITS	10 KITS	
7	BOXES, CARDBOARD BOXES 11" X 20" X 12" Standard size empty cigarette BOX	600 PCS	

	By bundle 10 PCS per bundle		
8	CALCULATOR 12 digits dual power	17 UNITS	
9	CARD, INDEX CARD 5" X 8" See end-user's sample	775 PCS	
10	CLIP, ID CLIP See end-user's sample	240 PCS	
11	CLIP, PAPER CLIP, BULLDOG, #1 See end-user's sample	258 PCS	
12	CLIP, PAPER CLIP, BULLDOG, #2 See end-user's sample	259 PCS	
13	CLIP, PAPER CLIP, BULLDOG, #3 See end-user's sample	169 PCS	
14	CLIP, PAPER CLIP, FOLDBACK, 1" See end-user's sample	179 PCS	
15	CLIP, PAPER CLIP, FOLDBACK, 2" See end-user's sample	125 PCS	
16	CLIP, PAPER CLIP, JUMBO Vinyl Coated 50mm, 120 grms	123 BOXES	
17	CLIP, PAPER CLIP, SMALL Vinyl Coated 33mm, 52 grms	56 BOXES	
18	CLIPBOARD, PLASTIC, LONG See end-user's sample	123 PCS	
19	DATA BINDER, SIDE MECHANISM, LEGAL SIZE See end-user's sample	260 PCS	
20	DISPENSER, TAPE DISPENSER No. 50, Can support dual core tapes (25 mm and 75 mm)	29 PCS	
21	DVD REWRITABLE Good quality, See end user's sample.	20 PCS	
22	ENVELOPE DOCUMENT ENVELOPE A4 Material: Kraft See end-user's sample	2500 PCS	

23	ENVELOPE, DOCUMENT ENVELOPE, LONG Material: Kraft See end-user's sample	3000 PCS	
24	ENVELOPE, EXPANDED, A4 With garter Size: Letter Material: Kraft See end-user's sample	250 PCS	
25	ENVELOPE, EXPANDED, LONG W/ GARTER Material: Kraft See end-user's sample	1000 PCS	
26	ENVELOPE, LETTER ENVELOPE, LONG Good quality Size: # 10 Color: White	3000 PCS	
27	ERASER, FOR WHITEBOARD 2" X 5"	20 PCS	
28	ERASER, RUBBER ERASER Non-toxic, Dust Free	24 PCS	
29	FASTENER, PAPER FASTENER Type: Plastic, 50 SETS/BOXES	200 BOXES	
30	FILTER, SHREDDER FILTER Product Code: 20710-21199	3 PCS	
31	FOLDER, CLIPBOARD FOLDER, LONG Color: Mixed See end-user's sample	300 PCS	
32	FOLDER, FILE FOLDER A4 Material: Kraft 14 Pts See end-user's sample	500 PCS	
33	FOLDER, FILE FOLDER, LONG Material: Kraft 14 Pts See end-user's sample	1500 PCS	
34	FOLDER, PRESSBOARD GREEN A4	1000 PCS	

	See end-user's sample		
35	FOLDER, PRESSBOARD, GREEN, LONG See end-user's sample	1000 PCS	
36	GLUE STICK, 1/2" X 12" See end-user's sample	200 PCS	
37	GLUE, PADDING GLUE 500ML See end-user's sample	30 BOTTLES	
38	GLUE, ROLLER TYPE GLUE Clear type, 50 ml/PCS	20 PCS	
39	INK, FOR NUMBERING MACHINE, BLACK, 30ML See end-user's sample	5 BOTTLES	
40	INK, STAMP PADS INK, BLACK With brush, 30 ml/BOTTLES	20 BOTTLES	
41	INK, STAMP PADS INK, BLUE With brush, 30 ml/BOTTLES	30 BOTTLES	
42	INK, STAMP PADS INK, PURPLE With brush, 30 ml/BOTTLES	30 BOTTLES	
43	MAGAZINE FILE LEGAL SIZE 125mm x 230mm x 400mm Color: See end user's sample.	30 PCS	
44	NOTEBOOK, COLUMNAR, 8 COLUMNS See end-user's sample	80 PCS	
45	NOTEBOOK, COLUMNAR, 12 COLUMNS See end-user's sample	80 PCS	
46	NOTEBOOK, STENO See end-user's sample	150 PCS	
47	OIL, SHREDDER OIL Product Code: 20793-04423, 400 ml/BOTTLE	10 BOTTLES	
48	PADS, POST-IT-NOTE PADS, 2" X 3" Color: Yellow	50 PADS	

49	PAPER, STICKER, SIZE A4 10 sheets per PACK Matte High quality	300 PACKS	
50	PAPER, COMPUTER PLAIN 11X14-7/8, 2 PLY 280mm x 378mm White carbonless paper, 55gsm/sheet Plain, 2 ply with side perforations 1000 sheets/BOX	10 BOXES	
51	PAPER, COMPUTER PLAIN 11X14-7/8, 1 PLY 280mm x 378mm White GSP Bond, 70 gsm Plain, 1 ply with side perforations 2000 sheets/BOX	15 BOXES	
52	PAPER, COMPUTER PLAIN 9-1/2X 11, 1 PLY 280mm x 241mm White GSP Bond, 70 gsm Plain, 1 ply with side perforations 2000 sheets/BOX	70 BOXES	
53	PAPER, COMPUTER PLAIN 9-1/2X 11, 2 PLY 280mm x 241mm White carbonless paper, 55gsm/sheet Plain, 2 ply with side perforations 1000 sheets/BOX	60 BOXES	
54	PAPER, COPY PAPER, LONG 215.9mm x 330.2mm White 80 gsm 500 sheets/REAM Good quality	70 REAMS	
55	PAPER, PHOTOGRAPHIC, A4 GLOSSY 20 Sheets/PACK Glossy No backprint High quality 230 gsm	350 PACKS	

56	PAPER, RULED PAPER 90 leaves 216mm x 330mm White	10 PADS	
57	PAPER, SPECIALTY BOARD A4 See end-user's sample	200 PACKS	
58	PAPER, SPECIALTY PAPER for printing certificate See end-user's sample	30 PACKS	
59	PASTE, QUICK COUNT PASTE 10grams/PC	60 PCS	
60	PEN, BALLPEN, BLACK Branded High Quality 0.5 or 0.7 mm ballpoint tip	500 PCS	
61	PEN, BALLPEN, BLUE Branded High Quality 0.5 or 0.7 mm ballpoint tip	7000 PCS	
62	PEN, BALLPEN, RED Branded High Quality 0.5 or 0.7 mm ballpoint tip	2000 PCS	
63	PEN, HIGHLIGHTER PEN Good quality, known brand Light green: 180 Orange: 180 Pink: 70 Green: 70	500 PCS	
64	PEN, MARKINGPEN, BLACK Branded Size: 2 mm Tip: Pointed Refillable	450 PCS	
65	PEN, MARKINGPEN, BLUE Branded Size: 2 mm Tip: Pointed Refillable	450 PCS	
66	PEN, MARKINGPEN, RED Branded Size: 2 mm	450 PCS	

	Tip: Pointed Refillable		
67	PEN, SIGN PEN, BLACK Size: 0.5 mm Ink Type: Liquid ink Hi-Techpoint V5	12 PCS	
68	PEN, SIGN PEN, BLUE Size: 0.5 mm Ink Type: Liquid ink Hi-Techpoint V5	480 PCS	
69	PEN, SIGN PEN, RED Size: 0.5 mm Ink Type: Liquid ink Hi-Techpoint V5	30 PCS	
70	PEN, WHITEBOARD PEN, BLACK Branded Size: 2 mm Tip: Pointed Refillable	200 PCS	
71	PEN, WHITEBOARD PEN, BLUE Branded Size: 2 mm Tip: Pointed Refillable	200 PCS	
72	PEN, WHITEBOARD PEN, RED Branded Size: 2 mm Tip: Pointed Refillable	200 PCS	
73	PENCIL, #2 See end-user's sample	400 PCS	
74	PIN, MAP PIN Push pins, 100 PCS/BOX	15 BOXES	
75	PLASTIC, LAMINATING PLASTIC 9 inches, 250 microns	2 ROLLS	
76	PUNCHER, PAPER PUNCHER Two holes With center alignment	30 PCS	
77	REMOVER, STAPLE WIRE REMOVER Plier type, At least 5" length	24 PCS	

78	RUBBER BAND Size: Big, 350 grams/BOXES	250 BOXES	
79	RULER, PLASTIC, 12" See end-user's sample	13 PCS	
80	SCISSORS Good quality At least 180 mm 7" length	15 PAIR	
81	STAMP PADS, #1 See end-user's sample	20 PCS	
82	STAPLE WIRE, #35 5000 PCS/BOX	200 BOXES	
83	STAPLER, #35 Branded Heavy duty	90 UNITS	
84	TAPE, CELLULOSE, 1/2" Width: 12 mm Core: 75 mm Length: 50,000 mm Color: Transparent	1300 ROLLS	
85	TAPE, DOUBLE BACKING TAPE, 3/4" Color: Off White Type: Foam Tape Usable Length: 18 mm x 33, 000mm (33m)	32 ROLLS	
86	TAPE, DOUBLE SIDED TAPE (THIN), 1" Width: 24 mm Core: 75 mm Length: 10,000 mm (10 mtrs)	35 ROLLS	
87	TAPE, MASKING, 2" Width: 48 mm Core: 75 mm Length: 50,000 mm Color: Off White	300 ROLLS	
88	TAPE, MASKING, 3" Width: 72 mm Core: 75 mm Length: 50,000 mm Color: Off White	100 ROLLS	

89	TAPE, PACKING, PLASTIC, 2" (48 mm) Width: 48 mm Core: 75 mm Length: 100,000 mm Color: Tan Brown	200 ROLLS	
90	TAPE, PACKING, PLASTIC, 3" (72 mm) Width: 72 mm Core: 75 mm Length: 100,000 mm Color Tan Brown	60 ROLLS	
91	TRAY, CHIP TRAY, PLASTIC, SMALL See end-user's sample	100 PCS	
92	TRAY, IN & OUT TRAY, PLASTIC 2 Layers per PC, Size: Long, Color: Blue/Black	7 PCS	

Schedule of Requirements :

	Within fifteen (15) calendar days from the date of receipt by the winning supplier/contract or of the Notice to Proceed or upon advice of the end-user	Within forty-five (45) calendar days from the date of receipt by the winning supplier/contractor of the Notice to Proceed or upon advice of the end-user.
One time Delivery for all Items except the following:		
No. 7 - BOXES, CARDBOARD BOXES 11" X 20" X 12"	300 pcs	300 pcs
No. 52 - PAPER, COMPUTER PLAIN 9-1/2X 11, 1 PLY	35 boxes	35 boxes
No. 53 - PAPER, COMPUTER PLAIN 9-1/2X 11, 2 PLY	30 boxes	30 boxes
No. 61 - PEN, BALLPEN, BLUE	3500 pcs	3500 pcs
No. 62 - PEN, BALLPEN, RED	1000 pcs	1000 pcs
No. 78- RUBBER BAND	125 boxes	125 boxes
No. 84 - TAPE, CELLULOSE, 1/2"	650 Rolls	650 Rolls
No. 88 - TAPE, MASKING, 3"	50 Rolls	50 Rolls

Delivery of Place:

Casino Filipino – Angeles, Mc Arthur Highway, Balibago,
Angeles City

II. FINANCIAL OFFER / QUOTATION:

Item No.	Technical Description	Quantity	Unit Cost	Total Cost (VAT Exclusive, Zero-Rated Transaction)
1	BATTERY, SIZE A23	12 SETS		
2	BATTERY, SZ AA	300 PCS		
3	BATTERY, SZ. AAA	450 PCS		
4	BINDER, EDP BINDER, 9-1/2" X 11"	20 PCS		
5	BLADE, NT CUTTER L500	80 TUBES		
6	BOOK BINDING KITS A4	10 KITS		
7	BOXES, CARDBOARD, 11" x 20" x 12"	600 PCS		
8	CALCULATOR, SOLAR	17 UNITS		
9	CARD, INDEX CARD 5" x 8"	775 PCS		
10	CLIP, ID CLIP	240 PCS		
11	CLIP, PAPER CLIP, BULLDOG, #1	258 PCS		
12	CLIP, PAPER CLIP, BULLDOG, #2	259 PCS		
13	CLIP, PAPER CLIP, BULLDOG, #3	169 PCS		
14	CLIP, PAPER CLIP, FOLDBACK, 1"	179 PCS		
15	CLIP, PAPER CLIP, FOLDBACK, 2"	125 PCS		
16	CLIP, PAPER CLIP, JUMBO	123 BOXES		
17	CLIP, PAPER CLIP, SMALL	56 BOXES		
18	CLIPBOARD, PLASTIC, LONG	123 PCS		
19	DATA BINDER, SIDE MECHANISM, LEGAL SIZE	260 PCS		
20	DISPENSER, TAPE DISPENSER	29 PCS		
21	DVD REWRITABLE	20 PCS		
22	ENVELOPE DOCUMENT ENVELOPE A4	2500 PCS		

23	ENVELOPE, DOCUMENT ENVELOPE, LONG	3000 PCS		
24	ENVELOPE, EXPANDED, A4	250 PCS		
25	ENVELOPE, EXPANDED, LONG W/ GARTER	1000 PCS		
26	ENVELOPE, LETTER ENVELOPE, LONG	3000 PCS		
27	ERASER, FOR WHITEBOARD	20 PCS		
28	ERASER, RUBBER ERASER	24 PCS		
29	FASTENER, PAPER FASTENER	200 BOXES		
30	FILTER, SHREDDER FILTER	3 PCS		
31	FOLDER, CLIPBOARD FOLDER, LONG	300 PCS		
32	FOLDER, FILE FOLDER A4	500 PCS		
33	FOLDER, FILE FOLDER, LONG	1500 PCS		
34	FOLDER, PRESSBOARD GREEN A4	1000 PCS		
35	FOLDER, PRESSBOARD, GREEN, LONG	1000 PCS		
36	GLUE STICK, 1/2" X 12"	200 PCS		
37	GLUE, PADSDING GLUE 500ML	30 BOTTLES		
38	GLUE, ROLLER TYPE GLUE	20 PCS		
39	INK, FOR NUMBERING MACHINE, BLACK, 30ML	5 BOTTLES		
40	INK, STAMP PADS INK, BLACK	20 BOTTLES		
41	INK, STAMP PADS INK, BLUE	30 BOTTLES		
42	INK, STAMP PADS INK, PURPLE	30 BOTTLES		
43	MAGAZINE FILE LEGAL SIZE	30 PCS		
44	NOTEBOOK, COLUMNAR, 8 COLUMNS	80 PCS		
45	NOTEBOOK, COLUMNAR, 12 COLUMNS	80 PCS		
46	NOTEBOOK, STENO	150 PCS		
47	OIL, SHREDDER OIL	10 BOTTLES		
48	PADS, POST-IT-NOTE PADS, 2" X 3"	50 PADS		
49	PAPER, STICKER, SIZE A4	300 PACKS		
50	PAPER, COMPUTER PLAIN 11X14-7/8, 2 PLY	10 BOXES		
51	PAPER, COMPUTER PLAIN 11X14-7/8, 1 PLY	15 BOXES		

52	PAPER, COMPUTER PLAIN 9-1/2X 11, 1 PLY	70 BOXES		
53	PAPER, COMPUTER PLAIN 9-1/2X 11, 2 PLY	60 BOXES		
54	PAPER, COPY PAPER, LONG	70 REAMS		
55	PAPER, PHOTOGRAPHIC, A4 GLOSSY	350 PACKS		
56	PAPER, RULED PAPER	10 PADS		
57	PAPER, SPECIALTY BOARD A4	200 PACKS		
58	PAPER, SPECIALTY PAPER FOR PRINTING CERT	30 PACKS		
59	PASTE, QUICK COUNT PASTE	60 PCS		
60	PEN, BALLPEN, BLACK	500 PCS		
61	PEN, BALLPEN, BLUE	7000 PCS		
62	PEN, BALLPEN, RED	2000 PCS		
63	PEN, HIGHLIGHTER PEN	500 PCS		
64	PEN, MARKINGPEN, BLACK	450 PCS		
65	PEN, MARKINGPEN, BLUE	450 PCS		
66	PEN, MARKINGPEN, RED	450 PCS		
67	PEN, SIGN PEN, BLACK	12 PCS		
68	PEN, SIGN PEN, BLUE	480 PCS		
69	PEN, SIGN PEN, RED	30 PCS		
70	PEN, WHITEBOARD PEN, BLACK	200 PCS		
71	PEN, WHITEBOARD PEN, BLUE	200 PCS		
72	PEN, WHITEBOARD PEN, RED	200 PCS		
73	PENCIL, #2	400 PCS		
74	PIN, MAP PIN	15 BOXES		
75	PLASTIC, LAMINATING PLASTIC	2 ROLLS		
76	PUNCHER, PAPER PUNCHER	30 PCS		
77	REMOVER, STAPLE WIRE REMOVER	24 PCS		
78	RUBBER BAND	250 BOXES		
79	RULER, PLASTIC, 12"	13 PCS		
80	SCISSORS	15 PAIR		
81	STAMP PADS, #1	20 PCS		

82	STAPLE WIRE, #35	200 BOXES		
83	STAPLER, #35	90 UNITS		
84	TAPE, CELLULOSE, 1/2"	1300 ROLLS		
85	TAPE, DOUBLE BACKING TAPE, 3/4"	32 ROLLS		
86	TAPE, DOUBLE SIDED TAPE (THIN), 1"	35 ROLLS		
87	TAPE, MASKING, 48mm (2")	300 ROLLS		
88	TAPE, MASKING, 3"	100 ROLLS		
89	TAPE, PACSING, PLASTIC, 2" (48 mm)	200 ROLLS		
90	TAPE, PACSING, PLASTIC, 3" (72 mm)	60 ROLLS		
91	TRAY, CHIP TRAY, PLASTIC, SMALL	100 PCS		
92	TRAY, IN & OUT TRAY, PLASTIC	7 PCS		
GRAND TOTAL COST (VAT-Exclusive, Zero-Rated Transaction)				PhP _____ _____ _____ _____ _____ (Please state amount in words and in figures)

NOTE: PRICE OFFER [Unit and Total Costs should be rounded off to two (2) decimal places]

III. ADDITIONAL REQUIREMENTS:

A. Upon submission of your best offer/quotation, kindly submit the following:

1. Valid and updated PhilGEPS Certificate of Platinum Registration and Membership with additional caveat in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB Resolution No. 15-2021, which certifies that all of the eligibility documents submitted to PhilGEPS are maintained and updated
2. Omnibus Sworn Statement in accordance with the attached prescribed form.

The Omnibus Sworn Statement shall be supported by an attached original document showing proof of authorization, e.g., original duly notarized Secretary's Certificate issued by the corporation or the members of the

joint venture or an original Special Power of Attorney (SPA) in case of sole proprietorships for situations where the signatory is not the sole proprietor/owner.

B. As part of the post-qualification process, the Bidder shall submit, within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Quotation (LCQ)/Single Calculated Quotation (SCQ), copies of the following:

1. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
2. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

OR;

Recently expired Mayor's/Business Permits together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184;

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
4. Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of the Best Offer/Quotation.

IV. ADDITIONAL NOTES:

1. Bidders shall provide correct and accurate information required in this form.
2. Offers/quotations 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 should be VAT-Exclusive, Zero-Rated.

5. For the purpose of standardization of offer/quotations, this RFQ Form will prevail over all kinds and forms of offer/quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Please be reminded that alternative best offers/quotations/proposals shall not be allowed. Alternative best offers/quotations/proposals are defined as an offer by the prospective supplier in addition or as a substitute to its original quotation. A quotation/best offer with options is also considered as alternative quotation.
7. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Offer/Proposal (for consulting services).
8. Award of contract shall be made to the lowest calculated offer/quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
9. 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.
10. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following schedule:

Form of Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security specific for the contract awarded.	Thirty Percent (30%)

The Performance Security shall remain valid for the entire contract duration and shall be released only after the issuance by the Philippine Amusement and Gaming Corporation (PAGCOR) of the final Certificate of Acceptance (issuance of the IAR); Provided that PAGCOR has no claims filed against the contract awardee or the surety or insurance company.

12. The winning supplier shall complete and/or deliver the Services within the time prescribed in this Contract.

Should the winning supplier incur delay in the performance of the Services, inclusive of duly granted time extensions if any, the winning supplier shall be liable for damages for the delay and shall pay liquidated damages amounting to one-tenth of one percent (1/10 of 1%) of the cost of the delayed Services for each day of delay, including Sundays and Holidays, until such Services are finally rendered and accepted by PAGCOR. Such amount shall be deducted from any money due, or which may become due to the winning supplier or collected from any securities or warranties posted by the winning supplier. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, PAGCOR may rescind or terminate the contract and impose appropriate sanctions over and above the liquidated damages to be paid by the winning supplier, without prejudice to other courses of action and remedies open to it.

13. In order to assure that patent or latent defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period one (1) year (for non-expendable supplies) OR three (3) months (for expendable supplies). The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price. The said amounts shall only be released after the lapse of the warranty period; provided, however, that the Supplies/Equipment delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
14. Other terms and conditions relative to the project are provided in the attached Service Contract.

V. PROCEDURES:

1. Prospective bidders may download the Request for Quotations (RFQ) free of charge from the following websites: PAGCOR website (www.pagcor.ph) and PhilGEPS website (www.philgeps.gov.ph) and may be allowed to submit their offers provided that bidders shall pay the fee for the RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations.

2. Bidders, except those who have previously participated in any of the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations. A copy of the PAGCOR Official Receipt shall be presented as proof of payment.
3. The RFQ must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
4. Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement.
5. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.
6. Technical Specifications/Scope of Work and additional Terms and Conditions of the program/project/activity shall be fully discussed during Negotiations. In case there are changes in the requirements and/or technical specifications made after the consultations/negotiations, these shall be communicated on an equal basis.
7. Bidders should be responsible for securing copies of the Supplemental/Bid Bulletins at the websites of PAGCOR and the PhilGEPS.
8. Copies of the Supplemental Bid Bulletins are also sent either through fax or electronic mail to all prospective bidders who purchased the RFQ.
9. Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, time and venue, a best offer based on the final technical and financial requirements.
10. In all cases the best offer/quotations should be VAT Exclusive, Zero-Rated Transaction and not exceed the ABC.
11. During the Submission, Receipt, Opening and Preliminary Examination of the Best Offer/s or Quotation/s, the BAC shall check the submitted best offer/s and other required documents using a non-discretionary pass/fail criteria. The BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, offer/s or quotation/s that fail to include any requirement or are incomplete or

patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the best offer/quotation as "Passed".

12. PAGCOR shall select the successful offer on the basis of the best offer/s/quotation/s submitted by the bidders which in no case should comply with PAGCOR's requirements. The best offer/s submitted by the prospective bidders shall still be subjected to detailed bid evaluation and post-qualification.
13. The BAC shall recommend award of contract to the Head of the Procuring Entity (HOPE) in favor of the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
14. The BAC shall recommend to the HOPE the award of contract.
15. In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the BAC shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Offer/Proposal (for consulting services) to determine the final bidder having the Lowest Calculated and Responsive Offer/Quotation, based on the following procedures:
 - a) In alphabetical order, the bidders shall pick one rolled paper.
 - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the winning bidder having the Lowest Calculated and Responsive Offer/Quotation and recommended for award of the contract.
16. PAGCOR reserves the right to accept or reject any offer/quotation, and to annul the procurement process and reject all offers/quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

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 Bids and Awards Committee (BAC), to the provisions of the Service Contract and to the rules and regulations of the Government and PAGCOR.

We understand that PAGCOR is not bound to accept the lowest or any offer/quotation it may receive.

Very truly yours,

Signature over Printed Name
TIN: _____

Position

Company Represented
TIN: _____

Address / Tel. No. / Fax No.