



# Philippine Amusement and Gaming Corporation

Creating Opportunities Beyond Gaming

## REQUEST FOR QUOTATION

Date	:	December 2, 2022
Project Title	:	<b>Supply and Delivery of Office Supplies and Various Materials for Decors for Marketing Promo/Events</b>
ITB No.	:	FB22-11-009ANG
Approved Budget for the Contract (ABC)	:	Ten Thousand Pesos (₱10,000.00), 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 Five Hundred Pesos (₱ 500.00) for the sale or issuance of the RFQ.
Schedule for Negotiations	:	December 9, 2022 (Friday), (3:00 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 16, 2022 (Friday), (1:00 p.m.), <b>(Sealed Quotation)</b>  Conference Room, Mezzanine Floor, Casino Filipino – Angeles, Mac Arthur Highway, Balibago, Angeles City
Opening and Preliminary Examination of the Best Offer/s	:	December 16, 2022 (Friday), (1:00 p.m.), <b>onwards</b>  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:**

<b>TECHNICAL SPECIFICATIONS</b>		<b>Offered Technical Quotation</b> Please fill up each row with either: "Comply" or "Not Comply"	
<b>Supply and Delivery of Office Supplies and Various Materials for Decors for Marketing Promo-Events</b>			
<b>TECHNICAL SPECIFICATIONS</b>			
<b>Item No.</b>	<b><u>Brief Description</u></b>	<b>Quantity/Unit of Measurement</b>	
1	Rubber Stamp, 1 ¾ inch x ½ inch (Sample to be provided)	20 pcs	
<b>Additional Terms and Conditions:</b>			
PAGCOR end user shall have the right to request for replacement if item is found defective.			
Schedule of Requirements; Within thirty (30) calendar days from the date of receipt of the Notice to Proceed by the winning supplier/contractor.			

**II. FINANCIAL OFFER / QUOTATION:**

Item No.	Technical Description	Qty	Unit Cost	Total Cost (VAT Exclusive, Zero-Rated Transaction)
1	Rubber Stamp, 1 ¾ inch x ½ inch (Sample to be provided)	20 pcs		
<b>GRAND TOTAL COST</b> (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](http://www.pagcor.ph)) and PhilGEPS website ([www.philgeps.gov.ph](http://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/quotation 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.