



REQUEST FOR QUOTATION

| Date | : | November 10, 2021 | | | | | | | | | |
|--|---|--|---------|-------------|--|---|---|---|---|--|--|
| Project Title | : | Supply and Delivery of Two (2) Lots Various Office Equipment | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Supply and Delivery of Various Office Equipment</td> </tr> <tr> <td>2</td> <td>Supply and Delivery of Duplicating Machines</td> </tr> </tbody> </table> | Lot No. | Description | 1 | Supply and Delivery of Various Office Equipment | 2 | Supply and Delivery of Duplicating Machines | | | |
| | Lot No. | Description | | | | | | | | | |
| 1 | Supply and Delivery of Various Office Equipment | | | | | | | | | | |
| 2 | Supply and Delivery of Duplicating Machines | | | | | | | | | | |
| | | | | | | | | | | | |
| ITB No. | : | SV21-11-017BAC | | | | | | | | | |
| Approved Budget for the Contract (ABC) | : | <p>Five Hundred Sixty Thousand Four Hundred Eighty Pesos and 64/100 (PhP560,480.64) VAT Exclusive, Zero-Rated Transaction</p> <p>The ABCs for each lot are as follows:</p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Description</th> <th>ABC VAT Exclusive, Zero-Rated Transaction</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Supply and Delivery of Various Office Equipment</td> <td>One Hundred Eighty Thousand Eight Hundred Thirteen Pesos and 98/100 only (Php 180, 813.98), Vat, Exclusive, zero – Rated Transaction.</td> </tr> <tr> <td>2</td> <td>Supply and Delivery of Duplicating Machine</td> <td>Three Hundred Seventy-Ninē Thousand Six Hundred Sixty-Six Pesos and 66/100 only (Php 379,666.66), Vat-Exclusive, Zero – Rated Transaction.</td> </tr> </tbody> </table> | Lot No. | Description | ABC VAT Exclusive, Zero-Rated Transaction | 1 | Supply and Delivery of Various Office Equipment | One Hundred Eighty Thousand Eight Hundred Thirteen Pesos and 98/100 only (Php 180, 813.98), Vat, Exclusive, zero – Rated Transaction. | 2 | Supply and Delivery of Duplicating Machine | Three Hundred Seventy-Ninē Thousand Six Hundred Sixty-Six Pesos and 66/100 only (Php 379,666.66), Vat-Exclusive, Zero – Rated Transaction. |
| Lot No. | Description | ABC VAT Exclusive, Zero-Rated Transaction | | | | | | | | | |
| 1 | Supply and Delivery of Various Office Equipment | One Hundred Eighty Thousand Eight Hundred Thirteen Pesos and 98/100 only (Php 180, 813.98), Vat, Exclusive, zero – Rated Transaction. | | | | | | | | | |
| 2 | Supply and Delivery of Duplicating Machine | Three Hundred Seventy-Ninē Thousand Six Hundred Sixty-Six Pesos and 66/100 only (Php 379,666.66), Vat-Exclusive, Zero – Rated Transaction. | | | | | | | | | |
| Deadline for the Submission and Receipt of Quotations/ Proposals | : | November 18, 2021, Thursday, 11:00 a.m. (Sealed Quotation) | | | | | | | | | |
| Opening and Examination of Quotation(s) / Proposal(s) | : | <p>November 18, 2021, Thursday 11:00 a.m. onwards</p> <p>Please submit and address the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC) CF-Bacolod through the Procurement Section, Ground Floor L-Fisher Hotel Annex Building 15th Corner Aguinaldo Street Bacolod City.</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none"> Title and reference number for the project, and Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder <p>Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.</p> | | | | | | | | | |

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 Procurement Section at telephone number (034) 434-8901 local 102 or 110 and look for Acting Procurement Officer I Mr. German M. Dela Cruz or Miss Lilly Ann L. Jelbuena Acting Asst. Procurement Officer.

Thank you.



RODEL0 MARTIN M. DAMAOLAO
CHAIRPERSON, BBAC CF-Bacolod

Dear Mr. Damaolao,

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

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

| Lot No | Description / Scope of Work SUPPLY AND DELIVERY OF TWO (2) LOTS VARIOUS OFFICE EQUIPMENT | Offered Technical Proposal Please fill up each column with either: "Comply" or "Not Comply" |
|--------|--|--|
| Lot 1 | SUPPLY AND DELIVERY OF VARIOUS EQUIPMENT | |
| 1. | 12 units - Chair, Clerical Chair, Mid back, Swivel with Arm Rest Black Leatherette, Heavy Duty Twin Caster, Adjustable Height Gas Lift Type, Capacity 100 kg | |
| 2. | 1 unit - Chair, Executive Chair, Swivel with Arm Rest Black Leatherette, High Back Range, Heavy Duty Twin Caster, Adjustable Height Gas Lift Type Capacity: 220-250 lbs. | |
| 3. | 3 units - Cabinet, Steel Filing Cabinet without Safe WDH 460mm x 600mm x 1315mm, 4 Drawers Central Key-Lock Mechanism, GA # 22 | |
| 4. | 2 units - Computer Table Dimension (37" L x 20" W x 50" H) Material: Metal, Wood Desk Features: Ergonomic, Keyboard Tray, printer stand Desk Shape: Standard | |
| 5. | 3 units - Clerical Table Dimensions: Approx. W 47"mm x D 18"mm x H 30"mm Wooden 3 Drawers (2 right side, 1 center), Color: Mahogany | |
| 6. | 4 units - Visitor Chair Dimension: L57cm x W74 x H95cm Stainless Steel Frame Black leather, up to 100kgs seating capacity with arm rest | |
| 7. | 3 units - Dater Machine Maximum Text Plate Size: 41 x 24mm Date Size: 4mm With Text Elements: RECEIVED | |
| 8. | 1 unit - Numbering Machine Dimension: 140mm x 64mm x 43mm Stamp housing-metal 6-wheel stamp machine, 6 digits Black ink, 5 mm number size | |

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| 9. | <p>2 units - SHREDDING MACHINE Small Office Shredder</p> <ul style="list-style-type: none"> • Shred capacity: A4 (70g) 8 sheets paper 1 CD 1 Card • Shred size: 2x12 mm • Entry width: 220mm • Shred type: micro cut • Shred speed: 2.3m/min • Duty cycle: 30 minutes on, 40 minutes off • Switch feature: On/Off-Forward-Auto-Reverse • Basket Volume: 22L • Dimension(mm) \ Net weight: 350x260x565 \ 9.0kg • Noise: 65dB • Shreds continually for 30 minutes • Separate CD bin design to divide the different wastes • Energy-Saving technology power off after 30 minutes of no use. <p>OTHER REQUIREMENTS: One (1) year warranty on unit</p> | |
| 10. | <p>2 units - Stapler, heavy Duty</p> <ul style="list-style-type: none"> •Throat depth – 644 m •Stapling Capacity- 160 sheets •Adjustable paper guide up to 53 mm •Dimension – 273m x 86 m x 188 m <p>Heavy Duty, Jam Proof</p> <p>Other requirement: With 1 box staple wire for each unit</p> | |
| 11. | <p>1 unit -TELEVISION</p> <ul style="list-style-type: none"> •43", LED •Smart TV •Powered by Tizen™ •HDR (High Dynamic Range) •Color: PurColor560 •Design: Slim •Resolution: 3,840 × 2,160 •Gaming Feature •Game Enhancer <p>OTHER REQUIREMENT: One (1) year warranty on unit</p> | |
| Lot 2 | SUPPLY AND DELIVERY OF DUPLICATING MACHINES | |
| 1. | <p>2 units - DUPLICATING MACHINE PHOTOCOPIER - LOW-END</p> <p>Heavy Duty Multi-Function Digital Plain Photocopier, all in one 20 copies per minute With Built in Automatic Reverse Document Feeder With Duplex (Automatic Back-to-Back Copying Printing and Scanning ID Copy operation With Folder Print operation Maximum of 12" x24" Printing paper size Enlarger/Reducer</p> | |

| | | |
|------------------------|--|--|
| | <p>ADDITIONAL REQUIREMENTS:</p> <ul style="list-style-type: none"> •5 Toner / Cartridge for each unit of Digital Photocopier •Winning bidder shall have one (1) year warranty for replaceable parts of Digital Copier •Winning bidder shall provide lifetime free service with regular checkup upon request of the end-user •Winning bidder shall provide free demonstration upon installation of the machines | |
| 2. | <p>1 unit - DUPLICATING MACHINE - PHOTOCOPIER HIGH-END</p> <p>Heavy Duty Multi-function B & W Digital Copier A3 Copying, Printing and Colored scanning Smart Operation Panel (SOP) 10 inches wide; Internet direct access Bypass Tray 100 sheets With Built - in Automatic Reverse document Feeder 25 copies per minute Multiple copying up to 999 copies Print resolution 1,200 x1,200 dpi Memory 2 GB and HDD 320 GB Zoom 25% to 400% in 1% steps Scanning Speed 110 to 180 image print per minute full color With Built in full sorter With duplex (Automatic Back-to-Back copying, printing and scanning) Maximum of 12" x24" colored printing paper size Network Printer and scanner File Format TIFF, JPEG, PDF High Compression PDF, PDF-A</p> <p>ADDITIONAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • 5 Toner / Cartridge for each unit of Digital Photocopier • Winning bidder shall have one (1) year warranty for replaceable parts of Digital Copier • Winning bidder shall provide lifetime free service with regular checkup upon request of the end-user • Winning bidder shall provide free demonstration upon installation of the machines | |
| Delivery Period | Within Thirty (30) Calendar Days upon receipt of the Notice to Proceed | |
| Delivery Place | Casino Filipino – Bacolod, Logistics Management Section L-Fisher Hotel 15 th Corner Aguinaldo Street Bacolod City. | |

II. **FINANCIAL QUOTATION:**

| Description | Unit Cost | Total Cost (VAT- Exclusive, Zero-Rated Transaction) |
|---|-----------|---|
| LOT 1 – SUPPLY AND DELIVERY OF VARIOUS EQUIPMENT | | |
| 1.) 12 units - Chair, Clerical Chair, Mid back, Swivel with Arm Rest Black Leatherette, Heavy Duty Twin Caster, Adjustable Height Gas Lift Type, Capacity 100 kg | PhP_____ | PhP_____ |
| 2.) 1 unit - Chair, Executive Chair, Swivel with Arm Rest Black Leatherette, High Back Range, Heavy Duty Twin Caster, Adjustable Height Gas Lift Type Capacity: 220-250 lbs | PhP_____ | PhP_____ |
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| 4.) 2 units – Computer Table Dimension (37" L x20" W x 50" H) Material: Metal, Wood Desk Features: Ergonomic, Keyboard Tray, printer stand Desk Shape: Standard | PhP_____ | PhP_____ |
| 5.) 3 units - Clerical Table Dimensions: Approx. W 47"mm x D 18"mm x H 30"mm Wooden 3 Drawers (2 right side, 1 center), Color: Mahogany | PhP_____ | PhP_____ |
| 6.) 4 units - Visitor Chair Dimension: L57cm x W74 x H95cm Stainless Steel Frame Black leather, up to 100kgs seating capacity with arm rest | PhP_____ | PhP_____ |
| 7.) 3 units - Dater Machine Maximum Text Plate Size: 41 x 24mm Date Size: 4mm With Text Elements: RECEIVED | PhP_____ | PhP_____ |
| 8.) 1 unit - Numbering Machine Dimension: 140mm x 64mm x43mm Stamp housing-metal 6-wheel stamp machine, 6 digits Black ink, 5 mm number size | PhP_____ | PhP_____ |
| 9.) 1 unit - SHREDDING MACHINE Small Office Shredder <ul style="list-style-type: none"> • Shred capacity: A4 (70g) 8 sheets paper 1 CD 1 Card • Shred size: 2x12 mm • Entry width: 220mm • Shred type: micro cut • Shred speed: 2.3m/min • Duty cycle: 30 minutes on, 40 minutes off • Switch feature: On/Off-Forward-Auto-Reverse | PhP_____ | PhP_____ |

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| <ul style="list-style-type: none"> • Basket Volume: 22L • Dimension(mm) \ Net weight: 350x260x565 \ 9.0kg • Noise: 65dB • Shreds continually for 30 minutes • Separate CD bin design to divide the different wastes • Energy-Saving technology power off after 30 minutes of no use. <p>OTHER REQUIREMENTS: One (1) year warranty on unit</p> | | |
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| <p>11.) 1 unit - TELEVISION</p> <ul style="list-style-type: none"> • 43", LED • Smart TV • Powered by Tizen™ • HDR (High Dynamic Range) • Color: PurColor560 • Design: Slim • Resolution: 3,840 × 2,160 • Gaming Feature • Game Enhancer <p>OTHER REQUIREMENT: One (1) year warranty on unit</p> | PhP_____ | PhP_____ |
| <hr/> <p>GRAND TOTAL COST VAT Exclusive, Zero-Rated Transaction</p> | | |
| <hr/> <p>(Please state amount in words and in figures)</p> | | |
| <p>Description</p> <p>LOT 2 – SUPPLY AND DELIVERY OF DUPLICATING MACHINES</p> | <p>Unit Cost</p> | <p>Total Cost (VAT-Exclusive, Zero-Rated Transaction)</p> |
| <p>1.) 2 units - DUPLICATING MACHINE PHOTOCOPIER - LOW-END Heavy Duty Multi-Function Digital Plain Photocopier, all in one 20 copies per minute With Built in Automatic Reverse Document Feeder With Duplex (Automatic Back-to-Back Copying Printing and Scanning ID Copy operation With Folder Print operation</p> | PhP_____ | PhP_____ |

| | | |
|--|------------------|------------------|
| <p>Maximum of 12" x24" Printing paper size Enlarger/Reducer</p> <p>ADDITIONAL REQUIREMENTS:</p> <ul style="list-style-type: none"> •5 Toner / Cartridge for each unit of Digital Photocopier •Winning bidder shall have one (1) year warranty for Replaceable parts of Digital Copier •Winning bidder shall provide lifetime free service with regular checkup upon request of the end-user •Winning bidder shall provide free demonstration upon installation of the machines | | |
| <p>2.) 1 unit - DUPLICATING MACHINE - PHOTOCOPIER HIGH-END</p> <p>Heavy Duty Multi-function B & W Digital Copier A3 Copying, Printing and Colored scanning Smart Operation Panel (SOP) 10 inches wide; Internet direct access Bypass Tray 100 sheets With Built - in Automatic Reverse document Feeder 25 copies per minute Multiple copying up to 999 copies Print resolution 1,200 x1,200 dpi Memory 2 GB and HDD 320 GB Zoom 25% to 400% in 1% steps Scanning Speed 110 to 180 image print per minute full color With Built in full sorter With duplex (Automatic Back-to-Back copying, printing and scanning) Maximum of 12" x24" colored printing paper size Network Printer and scanner File Format TIFF, JPEG, PDF High Compression PDF, PDF-A</p> <p>ADDITIONAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • 5 Toner / Cartridge for each unit of Digital Photocopier • Winning bidder shall have one (1) year warranty for replaceable parts of Digital Copier • Winning bidder shall provide lifetime free service with regular checkup upon request of the end-user • Winning bidder shall provide free demonstration upon installation of the machines | <p>PhP _____</p> | <p>PhP _____</p> |
| <p>GRAND TOTAL COST VAT Exclusive, Zero-Rated Transaction</p> | | |

(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 BAC 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 for projects with an ABC amounting to more than Fifty Thousand Pesos (PhP50,000.00).

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 (PhP500,000.00).

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, 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/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. For projects with an ABC amounting to more than Five Hundred Thousand Pesos (PhP500,000.00), the winning supplier/contractor/consultant shall be required to post a performance security prior to the signing of the contract to guarantee the faithful performance of the winning supplier/contractor/consultant, 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 authorize 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 release 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.

11. 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 BAC, 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. _____
