



REQUEST FOR QUOTATION

Date	:	May 31, 2022
Project Title	:	SUPPLY AND DELIVERY OF VARIOUS OFFICE FORMS
ITB No.	:	SV22-05-006DAV
Approved Budget for the Contract (ABC)	:	The ABC for the project is in the total amount of Two Hundred Thirty Thousand Pesos (PhP 230,000.00) , VAT-Exclusive, Zero-Rated Transaction.
Deadline for the Submission and Receipt of Quotations/ Proposals		June 8, 2022, Wednesday, 3:00 p.m. (Sealed Quotation)
Opening and Examination of Quotation(s) / Proposal(s)	:	June 8, 2022, Wednesday, 3:00 p.m. onwards Please address and submit the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC), through the Procurement Section (PS), located at the Basement Area, Casino Filipino Davao, Lanang, Davao City during office hours of PAGCOR from 8:00 a.m. to 5:00 p.m. The envelope shall bear the following information in capital letters: <ol style="list-style-type: none">1. Title and reference number for the project, and2. Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder. Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.

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 234-9398 to 99 loc. 162 and look for Mr. Jose-Lito E. Molina.

Thank you.

Sgd
REGINA C. LEMANA
CHAIRPERSON
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
CASINO FILIPINO – DAVAO

Dear Ms. Lemana:

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

I. TECHNICAL SPECIFICATIONS

Technical Description/ Specifications	QTY	UOM	Offered Technical Proposal Please fill up with either: "Comply" or "Not Comply" and indicate the brand in the space provided	
Item No.	Supply and Delivery of Various Office Forms			
1	FORMS, CHANGE SHIFT/WORK SCHEDULE • A4 size, 1 side printing, 1 color, bond white paper (See Attached Sample)	10	REAM	
2	FORMS/ LEDGER SL/VL • 2 sides printing, 8.5x5.5 hard bound paper, c2s 180 paper, one color black. (See Attached Sample)	1000	PIECE	
3	FORM, REQUEST FOR LEAVE OF ABSENCE • A4 size, 1 side printing, 1 color-black, 2 outs, bond white (See Attached Sample)	5	REAM	
4	FORMS, BACCARAT DELIVERY RECORD, VIP & PREMIUM TABLES • A4 size, 1 side printing, bond white, 1 color-black (See Attached Sample)	3	REAM	
5	FORMS, BACCARAT DELIVERY RECORD, (MASS MARKET TABLES) • A4 size, 1 side printing, bond white, 1 color-black (See r Attached Sample)	3	REAM	
6	FORMS, CARD ISSUANCE/EXCHANGE/TURN OVER SLIP • A4 size, 1 side printing, bond white, 1 color-black (See Attached Sample)	3	REAM	
7	FORMS, CARD SHUFFLING CENTER REPORT • A4, 1 side printing, bond white 1 color-black (See Attached Sample)	3	REAM	
8	FORMS, NEW CARD SHUFFLE RECORD (BACCARAT-BASED	3	REAM	

	GAMES) <ul style="list-style-type: none"> A4, 1 side printing, bond white 1 color-black (See Attached Sample) 			
9	FORMS, RECYCLED CARD SHUFFLE RECORD <ul style="list-style-type: none"> A4, 1 side printing, bond white 1 color-black (See Attached Sample) 	3	REAM	
10	FORMS, BJ/PT/SP SHUFFLE AND DELIVERY RECORD <ul style="list-style-type: none"> A4, 1 side printing, bond white 1 color-black (See Attached Sample) 	3	REAM	
11	FORMS, RETRIEVED USED CARD RECORD <ul style="list-style-type: none"> A4, 1 side printing, bond white 1 color-black (See Attached Sample) 	3	REAM	
12	FORMS, INDIVIDUAL DUTY SHIFT MEMO <ul style="list-style-type: none"> 3Ply Carbonless, All Copy- White, ½ size of A4 padding type, front page printing only,50 per pad at three (3) copies each memo. (See r Attached Sample) 	80	PAD	
13	FORMS, EMERGENCY ROOM or OUTPATIENT AVAILMENT FORM <ul style="list-style-type: none"> A4, 1 side printing, bond white 1 color-black (See Attached Sample) 	3	REAM	
14	FORMS/ACCOUNTS PAYABLE VOUCHER <ul style="list-style-type: none"> Continuous forms. Size 11x9.5 / 2ply carbonless Original copy White, 2nd copy Pink (See Attached Sample) 	10	BOX	
15	FORMS, TIME CARD (MAIN) <ul style="list-style-type: none"> Back to Back, 1 color- black Size - 3.5x7.25, c2s 180 hard bound (See Attached Sample) 	5000	PIECE	
16	FORMS, TIME CARD (APO VIEW) <ul style="list-style-type: none"> Back to Back, 1 color-blue Size -3.5x7.25, c2s 180 hard bound (See Attached Sample) 	1000	PIECE	
17	FORMS, LETTER HEAD, COPY PAPER, A4, WITH LOGO <ul style="list-style-type: none"> Letter Head W/ PAGCOR Logo, using book 50 paper (See Attached Sample) 	10	REAM	
18	FORMS, BILL STACKER DECLARATION SLIP <ul style="list-style-type: none"> 4.25x5.25 1 side printing, 4 outs, bond white paper, 1 color-black (See Attached Sample) 	20	REAM	

19	FORMS, TELLER'S EXCHANGE SLIP <ul style="list-style-type: none"> 6.25x8.5, 1 side printing, bond white, 1 color- black (See Attached Sample) 	20	REAM	
20	FORMS, CASH TO CHIPS/CHIPS TO CASH TRANSACTION <ul style="list-style-type: none"> 11X8.5, 1 side printing, bond white, 1 color- black (See Attached Sample) 	20	REAM	
21	FORMS, INCIDENT/OBSERVATION REPORT <ul style="list-style-type: none"> A4, 1 side printing, bond white 1 color-black (See Attached Sample) 	5	REAM	
22	FORMS, CUSTOMER DAILY ATTENDANCE MONITORING REPORT <ul style="list-style-type: none"> Legal size, 1 side printing, bond white 1 color-black (See Attached Sample) 	5	REAM	
23	FORMS, BREAK MONITORING REPORT <ul style="list-style-type: none"> A4 size, 1 side printing, bond white 1 color-black (See Attached Sample) 	5	REAM	
24	FORMS, ROUTINE INFRACTION REPORT <ul style="list-style-type: none"> A4 size, 1 side printing, bond white 1 color-black, 2 outs (See Attached Sample) 	5	REAM	
25	FORMS, DAILY ACCOMPLISHMENT REPORT <ul style="list-style-type: none"> Legal size, 1 side printing, bond white 1 color-black (See Attached Sample) 	5	REAM	
26	FORMS, DAILY ACCOMPLISHMENT REPORT (Attachment) <ul style="list-style-type: none"> A4, 1 side printing, bond white 1 color-black (See Attached Sample) 	5	REAM	
27	FORMS, WIN/LOSS REPORT <ul style="list-style-type: none"> A4 size, 1 side printing, bond white 1 color-black (See Attached Sample) 	5	REAM	

ADDITIONAL TERMS AND CONDITIONS

For purposes of submitting the correct Sample per item/form, all prospective bidders are advised to check and examine carefully the samples for all the above-mentioned items/forms, which can be seen from 9:00 am to 5:00 pm at the

Procurement Section (PS), Casino Filipino Davao, Lanang, Davao City and look for Mr. Jose-Lito Molina	
The winning bidder shall submit one SAMPLE prior to mass production/ printing.	
The winning bidder shall follow the schedule of delivery.	
Place of Delivery: Casino Filipino Davao, Km. 7 Lanang, Davao City	
PAGCOR shall have the right to inspect and/ or test the goods to confirm their conformity to the technical specifications.	

II. FINANCIAL QUOTATION:

Description of Item		QTY	UOM	Unit Cost VAT-Exclusive, Zero Rated Transaction	Total Cost VAT-Exclusive, Zero Rated Transaction
Supply and Delivery of Various Office Forms:					
1	FORMS, CHANGE SHIFT/WORK SCHEDULE	10	REAM		
2	FORMS/ LEDGER SL/VL	1000	PIECE		
3	FORM, REQUEST FOR LEAVE OF ABSENCE	5	REAM		
4	FORMS, BACCARAT DELIVERY RECORD, VIP & PREMIUM TABLES	3	REAM		
5	FORMS, BACCARAT DELIVERY RECORD, (MASS MARKET TABLES)	3	REAM		
6	FORMS, CARD ISSUANCE/EXCHANGE/TURN OVER SLIP	3	REAM		
7	FORMS, CARD SHUFFLING CENTER REPORT	3	REAM		
8	FORMS, NEW CARD SHUFFLE RECORD (BACCARAT-BASED GAMES)	3	REAM		
9	FORMS, RECYCLED CARD SHUFFLE RECORD	3	REAM		
10	FORMS, BJ/PT/SP SHUFFLE AND DELIVERY RECORD	3	REAM		
11	FORMS, RETRIEVED USED CARD RECORD	3	REAM		

12	FORMS, INDIVIDUAL DUTY SHIFT MEMO	5	PAD		
13	FORMS, EMERGENCY ROOM or OUTPATIENT AVAILMENT FORM	3	REAM		
14	FORMS/ACCOUNTS PAYABLE VOUCHER	10	BOX		
15	FORMS, TIMECARD (MAIN)	5000	PIECE		
16	FORMS, TIMECARD ((APO VIEW))	1000	PIECE		
17	FORMS, LETTER HEAD, COPY PAPER, A4, WITH LOGO	10	REAM		
18	FORMS, BILL STACKER DECLARATION SLIP	20	REAM		
19	FORMS, TELLER'S EXCHANGE SLIP	20	REAM		
20	FORMS, CASH TO CHIPS/CHIPS TO CASH TRANSACTION	20	REAM		
21	FORMS, INCIDENT/OBSERVATION REPORT	5	REAM		
22	FORMS, CUSTOMER DAILY ATTENDANCE MONITORING REPORT	5	REAM		
23	FORMS, BREAK MONITORING REPORT	5	REAM		
24	FORMS, ROUTINE INFRACTION REPORT	5	REAM		
25	FORMS, DAILY ACCOMPLISHMENT REPORT	5	REAM		
26	FORMS, DAILY ACCOMPLISHMENT REPORT (Attachment)	5	REAM		
27	FORMS, WIN/LOSS REPORT	5	REAM		
GRAND TOTAL IN WORDS & FIGURES			<hr/> <hr/> <hr/> <p style="text-align: center;">(PhP _____)</p> <p style="text-align: center;"><i>(Note: Please state amount in words and in figures)</i></p>		

FIRST (1st) DELIVERY			
QTY	UOM	Description	Delivery Schedule
1000	PIECE	FORMS, LEDGER SL/VL	Within THIRTY (30) calendar days from the receipt of the Purchase Order (P.O.) or upon advise of end-user
3	REAM	FORMS, BACCARAT DELIVERY RECORD VIP & PREMIUM TABLES	
3	REAM	FORMS, BACCARAT DELIVERY RECORD MASS MARKET TABLES	
3	REAM	FORMS, CARD ISSUANCE/EXCHANGE/TURN OVER SLIP	
5000	PIECE	FORMS, TIMECARD (MAIN)	
1000	PIECE	FORMS, TIMECARD (APO-VIEW)	

SECOND (2nd) DELIVERY			
QTY	UOM	Description	Delivery Schedule
3	REAM	FORMS, CARD SHUFFLING CENTER REPORT	Within SIXTY (60) calendar days from the receipt of the Purchase Order (P.O.) or upon advise of end-user
3	REAM	FORMS, NEW CARD SHUFFLE RECORD (BACCARAT-BASED GAMES)	
10	REAM	FORMS, LETTERHEAD, COPY PAPER, A4 WITH PAGCOR LOGO	
3	REAM	FORMS, RECYCLED CARD SHUFFLE RECORD	
3	REAM	FORMS, BJ/PT/PG/SP SHUFFLE AND DELIVERY RECORD	
3	REAM	FORMS, RETRIEVED USED CARD RECORD	
5	REAM	FORMS, DUTY SHIFT MEMO	
3	REAM	FORMS, EMERGENCY ROOM OR OUTPATIENT AVAILMENT FORM	
5	REAM	FORMS, INCIDENT/OBSERVATION REPORT FORM	
5	REAM	FORMS, CUSTOMER DAILY ATTENDANCE MONITORING FORM	

THIRD (3rd) DELIVERY			
QTY	UOM	Description	Delivery Schedule
20	REAM	FORMS, BILL STACKER DECLARATION SLIP	Within NINETY (90) calendar days from the receipt of the Purchase Order (P.O.) or upon advise of end-user
20	REAM	FORMS, TELLER'S EXCHANGE SLIP	
20	REAM	FORMS, CASH TO CHIPS/CHIPS TO CASH TRANSACTION	
5	REAM	FORMS, BREAK MONITORING REPORT FORM	
5	REAM	FORMS, ROUTINE INFRACTION REPORT FORM	
5	REAM	FORMS, DAILY ACCOMPLISHMENT REPORT FORM	
5	REAM	FORMS, WIN/LOSS REPORT FORM	
10	BOX	FORMS, ACCOUNTS PAYABLE VOUCHER	
10	REAM	FORMS, CHANGE SHIFT/WORK SCHEDULE	
5	REAM	FORMS, REQUEST LEAVE OF ABSENCE	

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.

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 Service Contract and 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 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

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:

1. **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]*;

2. **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 bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, 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 bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, 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;)]*;

3. *[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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - 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 to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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. _____ 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 _____

MCLE Compliance No. _____