



Philippine Amusement & Gaming Corporation

Creating Opportunities Beyond Gaming

REQUEST FOR QUOTATION

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:

Date	:	November 03, 2022
Project Title	:	PROCUREMENT OF TWO (2) YEAR COURIER SERVICES
ITB No.	:	SV22-11-009DAV
Approved Budget for the Contract (ABC)	:	Two Hundred Thousand Pesos (PhP200,000.00) VAT-Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	:	November 11, 2022, Friday, 2:00 p.m. (Sealed Quotation)
Opening and Examination of Quotation(s) / Proposal(s)	:	November 11, 2022, Friday, 2:00 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 Basement Area, Casino Filipino Davao, Lanang, Davao City** during office hours of PAGCOR from 9:00 a.m. to 5:00 p.m.

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.

Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.

For any inquiries or clarifications, please contact the Procurement Section at telephone number 234-3997/234-9399 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:

TECHNICAL SPECIFICATIONS

QTY	Technical Description/ Specifications	Offered Technical Proposal Please fill up with either: "Comply" or "Not Comply" and indicate the brand in the space provided
1 Lot	<p>Procurement of Two (2) Year Courier Services</p> <p>1. Handle the delivery services of mail (documents) from:</p> <ul style="list-style-type: none"> a) Davao City to Manila b) Davao to General Santos City (vice versa) c) Davao to Opol (vice versa) d) Davao to Tagum (vice versa) e) Davao to other parts of the Philippines <p>Category of required service-domestic courier (airfreight)</p>	
	2. Services consists of handling of mail outbound and door to door mails- pick-up, receiving, invoicing and delivery of documents.	
	3. Assign an employee/account executive to handle the PAGCOR account, specifically for its various supports, billing and other concerns.	
	4. Be tasked to pick-up on a daily basis or upon advice of PAGCOR, parcel mail from/to PAGCOR and other destinations within the Philippines.	
	5. Provide on-line tracking and tracing of documents for delivery.	
	6. Provide pre-printed waybill with shipper and consignees details (no need for PAGCOR to fill out "Shipper" portion for each delivery).	
	7. Immediately notify PAGCOR thru telephone or email any irregularity such as delays, damage/loss of parcel/documents. Service Provider (SP) shall be liable for all damages where it is determined that the delay is due to fault or negligence in the part of the SP.	
	8. Provide a Quality Service Report and return SR, when required by PAGCOR	
	9. Prepare an Incident Report in case of delays, lost or non arrival of documents. Said Report must be sent immediately, within twenty-four (24) hours, to include the details of delivery, sequence of events, analysis of events, investigation results and conclusion and recommended corrective action.	
	10. Be tasked to pick-up outside the regular pick-up time and office hours for urgent delivery to Corporate Office	
	11. All invoices shall be sent to PAGCOR every 15 th and	

	end of the month to cover the previous two week's delivery service.	
	12. Invoice must reflect the account number, breakdown of the total amount in Pesos, destination and weight of parcel per delivery, with supporting documents (e.g. airway bill), if required by PAGCOR.	
	13. Amount to be billed shall be in accordance with the Service Provider's Financial Proposal. No additional costs for packaging.	
	14. Bidder is expected to submit a Price Lists for documents and parcels.	
	15. Service Provider must send an invoice every 15 th and last working day of the month, with supporting/attached documents, as may be required by PAGCOR	
	16. Payment shall be processed by PAGCOR within fifteen (15) working days upon receipt of invoice and attachments. The totality of all the payments shall not exceed the contract price stated.	
	17. Document/s shall be delivered within 24 hours or the soonest possible time.	
ADDITIONAL TERMS AND CONDITIONS		
Pick-Up Place:		
<ul style="list-style-type: none"> a) Casino Filipino-Davao, Km. 7, Lanang, Davao City b) Grand Imperial Casino, J. Catolico St., Corner Bulla-Lagao, General Santos City c) Grand Imperial Opol, G/F Hanson Bldg., Crossing Bgy. Taboc, Opol, Misamis Oriental d) Tagum Satellite Casino, Pennylane Hotel & Casino, Apokon Road, Tagum City 		
Delivery Period: Should be delivered to destination on the next day from pick up time or the soonest possible time.		

Qty/ UOM	Description of Item	FINANCIAL OFFER VAT-Exclusive, Zero Rated Transaction
1 Lot	Procurement of Two (2) Year Courier Services	Php _____ _____ _____ (Please state amount in words and figures)

VALIDITY OF OFFER: Ninety (90) calendar days from the date of Opening and Examination of Quotations

ADDITIONAL REQUIREMENTS:

As part of the post-qualification process, kindly submit the following documents for compliance within **3-calendar days** from receipt of the notice and upon determination of the bidder having the Lowest / Single Calculated Quotation:

1. **BIR Certificate of Registration for individuals (If applicable);**

OR;

1.1 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

1.2 Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located

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.

4. **UPDATED PRICE LISTS FOR DOCUMENTS AND PARCELS.**

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 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.

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.

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

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. _____