



# Philippine Amusement and Gaming Corporation

*Creating Opportunities Beyond Gaming*

## REQUEST FOR QUOTATION

Date	: November 4, 2022
Project Title	Procurement of Service Provider for the Preventive Maintenance of the UPS of IT Section for Three (3) Years
ITB No.	: SV22-11-022OLO
Approved Budget for the Contract (ABC)	: <b>Two Hundred Forty Thousand Pesos (PhP240,000.00), VAT-Exclusive, Zero- Rated Transaction.</b>
Deadline for the Submission and Receipt of Quotations/ Proposals	: <b>November 11, 2022, Friday 1:00 p.m. (Sealed Quotation)</b>
Opening and Examination of Quotation(s) / Proposal(s)	: <b>November 11, 2022, Friday 1:00 p.m. onwards</b>

Please submit and address the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC) through the Procurement Section, Casino Filipino – Olongapo, 2<sup>nd</sup> Floor, JB Richwell Corporation Bldg. #580 Rizal Avenue, East Tapinac, Olongapo City.

The envelope shall bear the following information in capital letters:

1. **PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF THE UPS OF IT SECTION FOR THREE (3) YEARS  
ITB NO. SV22-11-022OLO**
2. 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 Procurement Section, CF-Olongapo at telephone number (047) 222-4565 to 66 and look for Ms. Anna Michelle I. Africa, Procurement Officer I.

Thank you.

**PABLITO D. SALAZAR**  
CHAIRPERSON  
Branch Bids and Awards Committee (BBAC)  
Casino Filipino Olongapo

Dear Mr. Salazar:

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

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

Description / Scope of Work			Offered Technical Proposal Please fill up each column with either: "Comply" or "Not Comply"
QTY	UOM	DESCRIPTION	STATEMENT OF COMPLIANCE
1	Lot	<b>A. Minimum Qualification of Service Provider</b> <ul style="list-style-type: none"> <li>Service provider shall have been engaged in the business for the last (5) years.</li> </ul>	
		<b>B. General Work</b> <ul style="list-style-type: none"> <li>Quarterly Preventive Maintenance check-up of PHOENIX 10KVA UPS Including batteries, transformer and other electronic parts.</li> <li>Quarterly Preventive Maintenance check-up must be rendered during regular business hour (8:00am to 5:00pm, Monday to Friday)</li> <li>Quarterly Preventive Maintenance which include the internal and external cleaning, calibration, lubrication, adjustments and diagnostic evaluation to prevent occurrence of UPS failure.</li> <li>Service Activities must have 3 Months Interval</li> <li>Remedial of correcting maintenance, which shall include diagnostics, trouble shooting of hardware problem, testing and adjustment / replacement of</li> </ul>	

		<p>defective parts at no additional charge.</p> <ul style="list-style-type: none"> <li>• Accomplished Service Report or periodic reporting shall be submitted regarding the condition of the unit after every inspection.</li> <li>• Service Availability must twenty-four (24) hours a day, seven (7) days a week.</li> <li>• Response Time is within four (4) hours from the time the call is logged and received at the supplier's office.</li> <li>• Resolution Time must be within eight (8) hours.</li> <li>• For units that cannot be repaired on site within the eight (8) hour period, a service unit will be provided in order not to hamper the branch operation.</li> </ul>	
		<p><b>C. Specific Works</b></p> <ul style="list-style-type: none"> <li>• Cleaning of the exterior and interior of the UPS</li> <li>• Re-calibration/ configuration and re-tightening of terminals</li> <li>• Resetting of connector and adjusting charger voltage</li> <li>• Functional check-out (panel indicators, controls, CB, back-up test)</li> <li>• Immediate remedial repair for UPS found defective</li> <li>• Adjustment of load level indicator / segment display prior to actual load.</li> <li>• Adjust / calibrate system logic board prior to synchronization</li> <li>• Back-up and performance test</li> <li>• Checking batteries individually</li> </ul>	
<p><b>DELIVERY SCHEDULE:</b>          Delivery of services shall commence on the date specified in the service contract.</p>			

<p><b>Additional Requirement:</b></p> <ol style="list-style-type: none"> <li>1. List of Vendor Support Information (Contact Person, Complete Office Address, Contact Number and Email) of their duly authorized representatives.</li> <li>2. A bin card for preventive maintenance schedule shall be posted at the front or beside the UPS for monitoring purposes.</li> <li>3. For three phase UPS, the preventive maintenance service must be performed by factory trained customer technician and must be supported by a certification from the manufacturer.</li> </ol>	
<p><b>Place of Delivery:</b>  Casino Filipino – Olongapo 2<sup>nd</sup> Floor JB Richwell Corporation Bldg., #580 Rizal Avenue, East Tapinac, Olongapo City</p>	

**II. FINANCIAL QUOTATION: ABC = PHP240,000.00**

Description	Please provide amount in words and in figures	
	UNIT COST (Amount per Service Activity) (VAT-Exclusive, Zero-Rated Transaction)	TOTAL COST (Amount per Year) (VAT-Exclusive, Zero-Rated Transaction)
QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF THE UPS OF IT SECTION FOR THREE (3) YEARS	_____ _____ _____ _____ PHP _____	_____ _____ _____ _____ PHP _____
<b>GRAND TOTAL COST</b> <b>(Amount for Three Years)</b> <b>VAT Exclusive, Zero-Rated Transaction</b>	_____ _____ _____ _____ (PHP _____) (Note: 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;

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

2. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.
3. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or a valid PhilGEPS Registration Certificated;

Philippine Government Electronic Procurement System (PhilGEPS) Registration Number: \_\_\_\_\_;

4. Omnibus Sworn Statement using the prescribed format. 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 amount 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 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.

We understand the 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. \_\_\_\_\_

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