



# Philippine Amusement and Gaming Corporation

Creating Opportunities Beyond Gaming

## REQUEST FOR QUOTATION

Date	:	November 07, 2022
Project Title	:	Supply and Delivery of Various Office Supplies
ITB No.	:	SV22-11-023OLO
Approved Budget for the Contract (ABC)	:	Seven Hundred Ninety-One Thousand Seven Hundred Sixty-Six and 02/100 Pesos (PhP791,766.02), VAT-Exclusive, Zero- Rated Transaction.
Deadline for the Submission and Receipt of Quotations/ Proposals	:	November 14, 2022, Monday 11:00 a.m. (Sealed Quotation)
Opening and Examination of Quotation(s) / Proposal(s)	:	<p>November 14, 2022, Monday 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) through the Procurement Section, Casino Filipino – Olongapo, 2<sup>nd</sup> Floor, JB Richwell Corporation Bldg. #580 Rizal Avenue, East Tapinac, Olongapo City.</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none"><li><b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES</b> <b>ITB NO. SV22-11-023OLO</b></li><li>Name, address, and contact details (telephone/cellphone number and/or email address) of the Bidder</li></ol> <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 the Procurement Section of CF-Olongapo at telephone number (047) 222-4565 to 66 local 4337/8 and look for Ms. Anna Michelle I. Africa, Procurement Officer I.

Thank you.

**PABLITO D. SALAZAR**  
CHAIRMAN  
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" Bidders should likewise indicate the "BRAND" to be offered, if item to be offered is branded. Otherwise, indicate "UNBRANDED / GENERIC".	
QTY	UOM	DESCRIPTION	STATEMENT OF COMPLIANCE	BRAND OFFERED
228 ✓	CAN	AIR FRESHNER, AEROSOL CAN 300ml		
15 ✓	TUBE	BLADE, NT CUTTER L500 , 10 pcs per tube		
200 ✓	GAL	BLEACH, LIQUID BLEACH 3785ml original scent 99.9% antibac kills disease - causing germs and viruses whitens - remove stains deodorizes - shortens cleaning time		
500 ✓	PC	BOX, CARDBOARD BOX, EMPTY Cigarette box type heavy Duty Thickness: 4mm Size : 9 1/2 x 17" x 22"		
30,000 ✓	PC	CARD, TIME CARD (AS PER SAMPLE)		
100 ✓	BOX	CLIP, PAPER CLIP, JUMBO WIRE DIAMETER: 1.0MM (MIN) LENGTH OF CLIP: 50MM (MIN) TOTAL LENGTH OF WIRE USED: 155MM (MIN) ASSORTED COLORS PACKAGING: ONE HUNDRED (100) PIECES PER BOX OR 120 GRAMS (MIN) (NET OF BOX)		
500 ✓	PC	DATA BINDER, SIDE MECHANISM, LEGAL SIZE Dimension: Length - 380mm, Width - 75mm, Height - 230mm  Materials: <ul style="list-style-type: none"> <li>• chipboard - 2.5mm thick (min)</li> <li>• Leatherette paper and/or Polypropylene</li> <li>• Material made of linen design</li> </ul>		

		<ul style="list-style-type: none"> <li>for outside cover</li> <li>Coated paper for inside cover including spine portion</li> <li>With all steel lever arch file mechanism and taglia lock</li> <li>Spine is provided with finger ring and clear plastic for label insert</li> <li>Spine made of PVC Gamuza/PP material or material of equivalent or superior quality</li> </ul>		
100	BOX	FASTENER, PAPER FASTENER Plastics, 50 sets per box		
128	PC	GLUE STICK, 1/2" X 12"		
28	PC	GLUE, ROLLER TYPE GLUE		
190	CAN	INSECTICIDE, MOSQUITO KILLER		
200	PC	NOTEBOOK, STENO SPIRAL BASIS WEIGHT: 55GSM (-5%), BOND THICKNESS: 0.075MM (MIN) SIZE: 150MM X 225MM, (MIN) TOP MARGIN: 25MM (MIN) BOTTOM MARGIN: 5MM NUMBER OF SPACES: 22 (MIN) COVER THICKNESS: 0.40MM (- 0.02MM) 40 LEAVES, RULED BOTH SIDES HORIZONTAL RULING SHALL BE BLUE AND HAVE EQUAL SPACING VERTICAL RULING SHALL BE SINGLE RED LINE AT THE MIDDLE OF THE PAGES		
90	PAD	PAD, POST-IT-NOTE PAD, 2" X 3", 90 SHEETS PER PAD		
60	PAD	PAD, POST-IT-NOTE, 1/2" X 3", 90 SHEETS PER PAD		
120	ROLL	PAPER, FAX THERMAL 216 X 30MM		
250	PC	PASTE, QUICK COUNT PASTE INDIVIDUAL PACKAGING SHOULD BE IN CLEAR HARD PLASTIC MATERIAL		
2000	PC	PEN, BALLPEN, BLUE COLOR: BLUE, Crystal Tech water gel		
400	PC	PEN, BALLPEN, RED COLOR: RED, Crystal Tech water gel		
180	PC	PENCIL, #2		
50	BOX	PIN, MAP, assorted color, 100 pins/box		
15	PC	RIBBON, FOR BUNDY CLOCK		
400	BOX	RUBBER BAND		
200	Botl	SOAP, DISHWASHING SOAP, 250 ml Concentrated any scent / variant Branded		

350	BOX	STAPLE WIRE, #35		
20	UNIT	STAPLER, #35		
400	ROLL	TAPE, CELLULOSE, 1"		
200	ROLL	TAPE, PACKING, PLASTIC, 2"(48 MM)		
30	PC	INK, CARTRIDGE, HP # 704 BLACK		
30	PC	INK, CARTRIDGE, HP # 704 COLORED		
20	PC	INK CARTRIDGE, EPSON T6642, CYAN		
20	PC	INK CARTRIDGE, EPSON T6643, MAGENTA		
20	PC	INK CARTRIDGE, EPSON T6644, YELLOW		
50	PC	INK CARTRIDGE, EPSON T6641, BLACK		
60	PC	INK, EPSON L3110 BLACK		
50	PC	INK, EPSON L3110 CYAN		
50	PC	INK, EPSON L3110 MAGENTA		
50	PC	INK, EPSON L3110 YELLOW		
<b>DELIVERY SCHEDULE:</b>				
Within Thirty (30) Calendar Days from the Date of receipt of Purchase Order				
<b>Additional Requirements:</b>				
Packaging of the items should be on its original box or pack				
<b>Place of Delivery:</b>				
Casino Filipino – Olongapo 2 <sup>nd</sup> Floor JB Richwell Corporation Bldg., #580 Rizal Avenue, East Tapinac, Olongapo City				

II. **FINANCIAL QUOTATION: ABC = PhP791,766.02**

Qty	Unit	Description	Unit Cost	Total Cost (VAT-Exclusive, Zero-Rated Transaction)
228	CAN	AIR FRESHNER, AEROSOL CAN	PhP _____	PhP _____
15	TUBE	BLADE, NT CUTTER L500	PhP _____	PhP _____
200	GAL	BLEACH, LIQUID BLEACH	PhP _____	PhP _____

500	PC	BOX, CARDBOARD BOX, EMPTY	PhP _____	PhP _____
30000	PC	CARD, TIME CARD (AS PER SAMPLE)	PhP _____	PhP _____
100	BOX	CLIP, PAPER CLIP, JUMBO	PhP _____	PhP _____
500	PC	DATA BINDER, SIDE MECHANISM, LEGAL SIZE	PhP _____	PhP _____
100	BOX	FASTENER, PAPER FASTENER Plastics, 50 sets per box	PhP _____	PhP _____
128	PC	GLUE STICK, 1/2" X 12"	PhP _____	PhP _____
28	PC	GLUE, ROLLER TYPE GLUE	PhP _____	PhP _____
190	CAN	INSECTICIDE, MOSQUITO KILLER	PhP _____	PhP _____
200	PC	NOTEBOOK, STENO SPIRAL	PhP _____	PhP _____
90	PAD	PAD, POST-IT-NOTE PAD, 2" X 3", 90 SHEETS PER PAD	PhP _____	PhP _____
60	PAD	PAD, POST-IT-NOTE, 1/2" X 3", 90 SHEETS PER PAD	PhP _____	PhP _____
120	ROLL	PAPER, FAX THERMAL 216 X 30MM	PhP _____	PhP _____

250	PC	PASTE, QUICK COUNT PASTE	PhP _____	PhP _____
2000	PC	PEN, BALLPEN, BLUE COLOR: BLUE, Crystal Tech water gel	PhP _____	PhP _____
400	PC	PEN, BALLPEN, RED COLOR: RED, Crystal Tech water gel	PhP _____	PhP _____
180	PC	PENCIL, #2	PhP _____	PhP _____
60	BOX	PIN, MAP, assorted color, 100 pins/box	PhP _____	PhP _____
16	PC.	RIBBON, FOR BUNDY CLOCK	PhP _____	PhP _____
400	BOX	RUBBER BAND	PhP _____	PhP _____
200	Botl	SOAP, DISHWASHING SOAP, 250 ml Concentrated any scent / variant Branded	PhP _____	PhP _____
350	BOX	STAPLE WIRE, #35	PhP _____	PhP _____
20	UNIT	STAPLER, #35	PhP _____	PhP _____
400	ROLL	TAPE, CELLULOSE, 1"	PhP _____	PhP _____
200	ROLL	TAPE, PACKING, PLASTIC, 2"	PhP _____	PhP _____
30	PC	INK, CARTRIDGE, HP # 704 BLACK	PhP _____	PhP _____

30	PC	INK, CARTRIDGE, HP # 704 COLORED	PhP _____	PhP _____
20	PC	INK CARTRIDGE, EPSON T6642, CYAN	PhP _____	PhP _____
20	PC	INK CARTRIDGE, EPSON T6643, MAGENTA	PhP _____	PhP _____
20	PC	INK CARTRIDGE, EPSON T6644, YELLOW	PhP _____	PhP _____
50	PC	INK CARTRIDGE, EPSON T6641, BLACK	PhP _____	PhP _____
60	PC	INK, EPSON L3110 BLACK	PhP _____	PhP _____
50	PC	INK, EPSON L3110 CYAN	PhP _____	PhP _____
50	PC	INK, EPSON L3110 MAGENTA	PhP _____	PhP _____
50	PC	INK, EPSON L3110 YELLOW	PhP _____	PhP _____
<b>GRAND TOTAL COST VAT Exclusive, Zero-Rated Transaction</b>			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> (PhP _____) <i>(Note: Please state amount in words and in figures)</i>	

**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 BBAC, 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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