



**REQUEST FOR QUOTATION**

Date	:	October 10, 2022
Project Title	:	Procurement of Two (2) Years Hotel Accommodation for Casino Customers and Guests of CF-Davao Main and Tagum Satellite (Lot 2)
ITB No.	:	FB22-09-007DAVa-10
Approved Budget for the Contract (ABC)	:	The ABC for the project is in the amount of <b>One Million Pesos (PhP 1,000,000.00)</b> , VAT Exclusive, Zero-Rated Transaction for two (2) years.
Fee for the Sale of Request for Quotation (RFQ)	:	A complete set of the Request for Quotation (RFQ) may be acquired by interested Bidders upon payment of the applicable fee for the Bidding Documents, in the amount of <b>One Thousand Pesos (PhP 1,000.00)</b> .
Schedule for Negotiations	:	<b>October 19, 2022, Wednesday at 3:00P.M.</b> <b>Venue:</b> Conference Room, 2 <sup>nd</sup> Floor Casino Filipino Davao, Lanang, Davao City.
Deadline for the Submission and Receipt of the Best Offer/s	:	<b>October 27, 2022, Thursday at 2:00P.M. (Sealed Quotation)</b> <b>Venue:</b> Conference Room, 2 <sup>nd</sup> Floor Casino Filipino Davao, Lanang, Davao City.
Opening and Preliminary Examination of the Best Offer/s	:	<b>October 27, 2022, Thursday at 2:00P.M. onwards (Sealed Quotation)</b> <b>Venue:</b> Conference Room, 2 <sup>nd</sup> Floor Casino Filipino Davao, Lanang, Davao City.
<p>Please address and submit the envelope containing the accomplished RFQ form and required documents to the <b>Branch Bids and Awards Committee (BBAC) CF-Davao, Casino Filipino Davao, Lanang, Davao City.</b></p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none"><li>1. Title and reference number of the project; and</li><li>2. Name, address and contact details (telephone/cellphone numbers and/or e-mail address) of the Bidder.</li></ol>		

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.

For any inquiries or clarifications, please contact the PS at (082) 234-9398 to 99 local 162 and look for Procurement Officer I Dara Villalobos.

Thank you.

**SGD**  
**REGINA C. LEMANA**  
Chairperson  
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)  
CASINO FILIPINO DAVAO

*DAV\_101022*

Dear Ms. Lemana:

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

**I. TECHNICAL SPECIFICATIONS**

<u>Brief Description</u>	Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification.
<b>Lot 2 (Procurement of Two (2) Years Hotel Accommodation for Casino Customers and Guests of Tagum Satellite)</b>	
<b>Location</b> - Casino Filipino Tagum Satellite, Penny Lane Hotel and Casino, Apokon Rd., Tagum City	
<b>Contract Period:</b> two (2) years	
The establishment should be located within 100 meters from Casino Filipino Tagum Satellite	
The Service Provider / Supplier should have a proven track record in the Hotel and Restaurant Industry for at least one (1) year	
The Service Provider shall exercise the required diligence in the supply of room accommodation to the clientele of Casino Filipino Tagum Satellite	
The Service Provider must be able to meet the demand of the branch in connection with the goods / services to be provided to its clients	
The Service Provider shall provide a special discount on all published room rates to Casino Filipino Tagum Satellite and its authorized representatives.	
The Service Provider / Supplier must allocate 2 rooms daily	
The Service Provider / Supplier should provide the following Hotel room standard setup but not limited to: <ul style="list-style-type: none"> <li>a. Toilet and bath, Hot &amp; Cold Shower, wide lavatory counter</li> <li>b. with personal refrigerator</li> <li>c. Television with Cable Channels</li> <li>d. with coffee table and chair</li> <li>e. Dresser</li> <li>f. Individual Reading Lamp</li> <li>g. Coffee and Tea making facility and two (2) complimentary bottled water replenished daily</li> </ul>	
The Service Provider / Supplier should extend a 20% discount on other amenities offered by the establishment	

The Service Provider / Supplier should provide complimentary Wi-Fi access to all customers and guests	
The staff of the Service Provider / Supplier should be well-mannered, courteous, polite, efficient and with professional skills in dealing with customers and guests	
The Service Provider / Supplier should ensure the cleanliness of all rooms and other areas of their facility	
The Service Provider / Supplier shall not amend the room rates without the prior written consent of Casino Filipino Tagum Satellite. The prices herein agreed shall not be subject to any increase or upward adjustment for any reason or cause whatsoever for the duration of the Contract.	
All reservations must be covered by a duly signed Booking Form at least One (1) day prior to guest arrival.	
Letter of Authority (LOA) shall be forwarded to the Front Office / Reservations	
The following details are required to be included in the Letter of Authority (LOA) and duly signed by the authorized signatories of Casino Filipino Davao duly called in by the Hotel Reception Desk upon arrival of guests <ul style="list-style-type: none"> <li>a. Date, Name of Guests or companions, Check-in and Check-out Date / Time</li> <li>b. Room Type / Category and Room Number</li> <li>c. Charges to be settled by Casino Filipino Tagum Satellite</li> </ul>	
All Casino Filipino Tagum Satellite endorsed room reservations are subject to the payment terms of this agreement	
Official check-in and check-out time is at 2:00 pm and 12:00 noon respectively. <ul style="list-style-type: none"> <li>a. Official check-out time is at 12:00 noon on the day of departure. Late check-out shall be allowed until 4:00pm;</li> <li>b. In the event of guest extension of stay Casino Filipino Tagum Satellite shall issue another Letter of Authority (LOA) for the concerned dates</li> <li>c. Security Deposits of in-house guests shall be required for all rooms to cover incidental charges incurred during their stay. The Deposit shall only be waived if specifically indicated in the Letter of Authority and if "All Bills" are chargeable to Casino Filipino Tagum Satellite</li> <li>d. Casino Filipino Tagum Satellite's special rate and discount privileges may be extended to Casino Filipino Managers and staff only upon presentation of a valid company identification. Settlement shall be on their personal account.</li> </ul>	
The Service Provider / Supplier must provide one (1) Complimentary Room daily	
<b>NO SHOW / LATE ARRIVAL</b> Room reservations shall be held until 6:00 pm unless prior notification on delay of arrival is made. Hotel shall inform Casino Filipino Tagum Satellite prior to cancellation.	

For every ten (10) room nights booked and paid to Service Provider / Supplier, Casino Filipino Tagum Satellite shall be entitled to One (1) Gift Certificate for an overnight stay in a Deluxe Room for two (2) persons subject to the Terms and Conditions of the Gift Certificate usage as follows: a. Non-transferrable b. Non-convertible to cash c. Prior reservation is required and will be subject to room availability d. Six (6) months validity period e. Official check-in time is 2:00 pm and check-out time is 12:00 noon f. Inclusive of Breakfast for Two (2) persons	
The Service Provider / Supplier shall not amend the room rates without the prior written consent of Casino Filipino Davao or satellites. The prices herein agreed shall not be subject to any increase or upward adjustment for any reason or cause whatsoever for the duration of the Contract.	
All reservations must be covered by a duly signed Booking Form at least One (1) day prior to guest arrival.	
Letter of Authority (LOA) shall be forwarded to the Front Office / Reservations	
The following details are required to be included in the Letter of Authority (LOA) and duly signed by the authorized signatories of Casino Filipino Davao duly called in by the Hotel Reception Desk upon arrival of guests: a) Date, Name of Guests or companions, Check-in and Check-out Date / Time b) Room Type / Category and Room Number c) Charges to be settled by Casino Filipino Davao	

## II. FINANCIAL QUOTATION

LOT No.	DESCRIPTION	BEST OFFER / QUOTATION VAT Exclusive, Zero-Rated Transactions
2	Procurement of Two (2) Years Hotel Accommodation for Casino Customers and Guests of Tagum Satellite	_____ _____ _____ _____ (PhP _____)

**NOTES:** Price quotation (unit and total prices) shall be rounded off up to two (2) decimal places.

**VALIDITY OF OFFER:** Ninety (90) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Best Offer/Quotation

### III. ADDITIONAL REQUIREMENTS:

Upon submission of your best offer/quotation, kindly also submit the following:

1. Valid and updated PhilGEPS Certificate of Platinum Registration and Membership with additional caveat in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184 amended through GPPB Resolution No. 15-2021, provided that all of the following eligibility documents submitted to PhilGEPS are maintained and updated:

- a) Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
- b) Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

OR

Recently expired Mayor's/Business Permits together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184;

- c) Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
  - d) Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.
2. Omnibus Sworn Statement in accordance with the attached prescribed form.

The Omnibus Sworn Statement shall be supported by an attached original document showing proof of authorization, e.g., original duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or an original Special Power of Attorney (SPA) in case of sole proprietorships for situations where the signatory is not the sole proprietor/owner; and

3. Latest Room Rates with Discounted Rate for PAGCOR

**IV. ADDITIONAL NOTES:**

1. Bidders shall provide correct and accurate information required in this form.
2. Offers/quotations 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 should be VAT-Exclusive, Zero-Rated.
5. For the purpose of standardization of offer/quotations, this RFQ Form will prevail over all kinds and forms of offer/quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Offer/Proposal (for consulting services).
7. 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.
8. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following schedule:

<b>Form of Security</b>	<b>Amount in Percentage of Total Contract Price</b>
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.

10. The winning supplier agrees to pay a penalty of at least equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. PAGCOR may 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.
11. Other terms and conditions relative to the project are provided in the attached Purchase Contract.

**V. PROCEDURES:**

1. Prospective bidders may download the Request for Quotations (RFQ) free of charge from the following websites: PAGCOR website ([www.pagcor.ph](http://www.pagcor.ph)) and PhilGEPS website ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and may be allowed to submit their offers provided that bidders shall pay the fee for the RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations.
2. Bidders, except those who have previously participated in any of the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations. A copy of the PAGCOR Official Receipt shall be presented as proof of payment.
3. The RFQ must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
4. Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BBAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement.
5. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.
6. Technical Specifications/Scope of Work and additional Terms and Conditions of the program/project/activity shall be fully discussed during Negotiations. In case there are changes in the requirements and/or technical specifications made after the consultations/negotiations, these shall be communicated on an equal basis.
7. Bidders should be responsible for securing copies of the Supplemental/Bid Bulletins at the websites of PAGCOR and the PhilGEPS.



8. Copies of the Supplemental Bid Bulletins are also sent either through fax or electronic mail to all prospective bidders who purchased the RFQ.
9. Following completion of the negotiations, the BBAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, time and venue, a best offer based on the final technical and financial requirements.
10. In all cases the best offer/quotations should be VAT Exclusive, Zero-Rated Transaction and not exceed the ABC.
11. During the Submission, Receipt, Opening and Preliminary Examination of the Best Offer/s or Quotation/s, the BBAC shall check the submitted best offer/s and other required documents using a non-discretionary pass/fail criteria. The BBAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, offer/s or quotation/s that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BBAC shall rate the best offer/quotation as "Passed".
12. PAGCOR shall select the successful offer on the basis of the best offer/s/quotation/s submitted by the bidders which in no case should comply with PAGCOR's requirements. The best offer/s submitted by the prospective bidders shall still be subjected to detailed bid evaluation and post-qualification.
13. The BBAC shall recommend award of contract to the Head of the Procuring Entity (HOPE) in favor of the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
14. The BBAC shall recommend to the HOPE the award of contract.
15. In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the BBAC shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Offer/Proposal (for consulting services) to determine the final bidder having the Lowest Calculated and Responsive Offer/Quotation, based on the following procedures:
  - a) In alphabetical order, the bidders shall pick one rolled paper.
  - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the winning bidder having the Lowest Calculated and Responsive Offer/Quotation and recommended for award of the contract.

16. PAGCOR reserves the right to accept or reject any offer/quotation, and to annul the procurement process and reject all offers/quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**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 Bids and Awards Committee (BAC), to the provisions of the Purchase/Service Contract and to the rules and regulations of the Government and PAGCOR.

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

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name

TIN: \_\_\_\_\_

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Represented

TIN: \_\_\_\_\_

\_\_\_\_\_  
Address / Tel. No. / Fax No.