



REQUEST FOR QUOTATION

Date	: August 7, 2023
Project Title	: SUPPLY AND DELIVERY OF DISHWASHING LIQUID SOAP
ITB No.	: SV23-08-040COR
Approved Budget for the Contract (ABC)	: One Hundred Ninety-Nine Thousand Two Hundred Twenty-Four Pesos and 96/100 (Php199,224.96), VAT Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	: August 10, 2023, Thursday, 2:00 P.M. (Sealed Quotation)
Opening of Quotation(s) / Proposal(s)	: August 10, 2023, Thursday, 2:00 P.M. onwards

Please address and submit the envelope containing the accomplished RFQ form and required documents to the Corporate Canvassing and Contracting Committee (C4), through the Procurement Processing Department (PPD), located at Eighth (8th) Floor, PAGCOR Corporate Annex Office, 1105 United Nations Avenue corner Maria Orosa Street, Ermita, Manila.

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 number and/or email address) of the bidder.**

Note: Quotations(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 price quotation.

For any inquiries or clarifications, please contact the PPD at (02) 7755-3711 local 7430 and you may send an email to CorporateCanvassing.C4@pagcor.ph

Thank you.


MARJORIE F. SUAREZ
CHAIRPERSON
CORPORATE CANVASSING AND CONTRACTING COMMITTEE (C4)

Dear Ms. Suarez:

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

I. TECHNICAL SPECIFICATIONS

Quantity / Unit of Measurement	Technical Description	Indicate the Brand of the offered item	OFFERED TECHNICAL PROPOSAL
			Statement of Compliance Please check the appropriate box
2,112 bottles	DISHWASHING LIQUID SOAP <ul style="list-style-type: none"> • 250ml bottle, concentrated • Single variant • Reputable brand available in leading supermarkets. Included in the survey of top 3 best dishwashing liquid soap in the Philippines conducted by any of the following: PRODUCTNATION, MYBEST, REVIEWFINDER.ph or any similar published survey found on the internet. • Expiration date: at least one (1) year from the date of delivery and acceptance. 	_____	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
DELIVERY SCHEDULE:			Please check the appropriate box
1st Delivery	704 Bottles	Within thirty (30) calendar days from the date of acknowledgement of the purchase order or upon advice of the end-user	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
2nd Delivery	704 Bottles	Within seventy-five (75) calendar days from the date of acknowledgement of the purchase order or upon advice of the end-user	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
3rd Delivery	704 Bottles	Within one hundred thirty-five (135) calendar days from the date of acknowledgement of the purchase order or upon advise of the end-user	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
ADDITIONAL TERMS AND CONDITIONS:			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
Supplier must submit photo or brochure of the offered item to be delivered showing product details together with the accomplished RFQ			

PERIOD FOR CORRECTION OF DEFECTS The defective items shall be replaced within seven (7) calendar days upon receipt of notice. Failure to replace the same within the same period shall make the supplier liable for a penalty of one-tenth of one percent (1/10 of 1%) of the total cost of the undelivered item for each day of delay.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
TERMS OF PAYMENT Payment shall be process upon every completed staggered delivery and upon issuance of Certificate of Acceptance of PAGCOR.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
Delivery Place : PAGCOR Imus Warehouse, No. 363 Bayan Luma VI, Imus, Cavite.	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
PAGCOR's Representative at the Project Site: Mr. Ramces C. Cea Logistics Management Officer I Logistics Management Department 02) 8529-8766 / (02) 8529-8625 To 27	

II. FINANCIAL QUOTATION:

Quantity / UOM	Technical Description	Unit Cost (VAT Exclusive, Zero-Rated Transaction)	Grand Total Cost (VAT Exclusive, Zero-Rated Transaction)
2,112 bottles	DISHWASHING LIQUID SOAP 250ml bottle, concentrated Single variant	PhP _____ (Amount in figures) _____ _____ (Amount in words)	PhP _____ (Amount in figures) _____ _____ (Amount in words)

VALIDITY OF OFFER: Ninety (90) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Quotation(s) Proposal(s)

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 as the bidder having the Lowest / Single Calculated Quotation:

1. 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) Registration Number or a valid PhilGEPS Registration Certificate;

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



3. Omnibus Sworn Statement using the attached prescribed form.

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 corporations, partnerships or joint ventures or a Special Power of Attorney (in case of Sole Proprietor) attesting that the signatory is the duly authorized and designated representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the procurement process.

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 not be accepted.
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 shall complete the supply and delivery of the required goods within the time prescribed in the Purchase Order. Should the supplier incurs delay or fails to satisfactorily deliver any or all of the goods/items required under the contract within the specified schedule, inclusive of any time extension duly granted, the supplier shall be liable for liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the cost of

the delayed or undelivered or unsatisfactorily delivered goods/items for each day of delay, including Sundays and Holidays, until such goods/items are finally delivered and accepted by PAGCOR. Such liquidated damages shall be paid by the supplier or deducted from any money due, or which may become due to the supplier or collected from any securities or warranties posted by the supplier. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, PAGCOR may rescind or automatically terminate the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

10. Other terms and conditions are stipulated in the attached Annex A of the Purchase Order.

I. 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 C4, 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.:
