



Philippine Amusement and Gaming Corporation

REQUEST FOR QUOTATION

PAGCOR

Date	:	July 19, 2023
Project Title	:	Procurement of Three (3) Years Courier Services
ITB No.	:	SV23-07-006BAC
Approved Budget for the Contract (ABC)	:	The ABC is in the amount of Three Hundred Sixty Thousand Pesos only (Php360,000.00), VAT Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotations/ Proposals	:	July 27, 2023, Thursday, 10:30 am (Sealed Quotation)
Opening and Examination of Quotation(s) / Proposal(s)	:	July 27, 2023, Thursday, 10:30 am (onwards)

Please submit the duly accomplished RFQ form and required documents and required documents to the Branch Bids and Awards Committee (BBAC) CF-Bacolod through the Procurement Section, located at Ground Floor of PAGCOR, Casino Filipino-Bacolod 15th Cor Aguinaldo St., Bacolod City.

The envelope shall bear the following information in capital letters:

**PROCUREMENT OF THREE (3) YEARS COURIER SERVICES UNDER
ITB NO.: SV23-07-006BAC**

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 the Procurement Section at the telephone number (034) 434-8901 local 102 or 110 and look for Procurement Officer (PO) I Miss Lilly Ann L. Jelbuena.

Thank you

BEN M. POLIDO
CHAIRPERSON
BRANCH BIDS AND AWARDS COMMITTEE (BBAC) CF-Bacolod

Procurement of Three (3) Years Courier Services under ITB No. SV23-07-006BAC

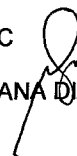
AHRO DIANA DIZON, End-User

Dear Mr. Polido:

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

Procurement of Three (3) Years Courier Services under ITB No. SV23-07-006BAC		
Item No.	Technical Description	Offered Technical Proposal Please fill up each column with either: "Comply" or "Not Comply"
A. Delivery from Bacolod to: Metro Manila, other parts of Luzon, Visayas & Mindanao		
1.	Regular Mails (up to 500g)	
2.	Medium Mails (501g up to 1.0 kg)	
3.	Large Mails (1.01 kg up to 3.0 kg)	
4.	Small Box (3.01 kg to 5.0 kg)	
5.	Large Box (5.01 kg to 10kg)	
B. Delivery from Iloilo to: Metro Manila, other parts of Luzon, Visayas & Mindanao		
1.	Regular Mails (up to 500g)	
2.	Medium Mails (501g up to 1.0 kg)	
3.	Large Mails (1.01 kg up to 3.0 kg)	
4.	Small Box (3.01 kg to 5.0 kg)	
5.	Large Box (5.01 kg to 10.0kg)	
ADDITIONAL TERMS AND CONDITIONS		State of Compliance
<ul style="list-style-type: none"> Via Domestic Courier (Air Freight & Sea Freight) 		
<ul style="list-style-type: none"> Services consist of handling of mail outbound and door to door mails - pick-up, receiving, invoicing and delivery of documents 		
<ul style="list-style-type: none"> Assign an employee/account executive to handle the PAGCOR account, specifically for its various supports billing and other concerns. 		



<ul style="list-style-type: none"> • 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. 	
<ul style="list-style-type: none"> • Provide on-line tracking and tracing of documents for delivery 	
<ul style="list-style-type: none"> • Provide pre-printed waybill with shipper and consignees details (no need for PAGCOR to fill out "Shipper" portion for a delivery) 	
<ul style="list-style-type: none"> • Immediately notify PAGCOR thru telephone or email any irregularities 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 on the part of the SP. 	
<ul style="list-style-type: none"> • Provide a Quality Service Report and return SR, when required by PAGCOR. 	
<ul style="list-style-type: none"> • 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, 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 	
<ul style="list-style-type: none"> • Be tasked to pick-up outside the regular pick-up time and office hours for urgent delivery to Corporate Office 	
<ul style="list-style-type: none"> • Bidder is expected to submit a Price Lists for Documents and Parcels 	
<ul style="list-style-type: none"> • Document/s shall be delivered within 24 hours or the soonest possible. 	
<ul style="list-style-type: none"> • Pick-Up location for Bacolod <ul style="list-style-type: none"> ➤ Human Resource (HR) Section Office, Admin Bldg., Casino Filipino-Bacolod, 15th Corner Aguinaldo St., 6100 Bacolod City. ➤ Contact Persons: <ol style="list-style-type: none"> 1. Diana B. Dizon, AHRO II 2. Ahde jane Lamigo, Filing Clerk/Messenger 	
<ul style="list-style-type: none"> • Pick-Up location for Iloilo <ul style="list-style-type: none"> ➤ Casino Filipino – Iloilo, 2nd Floor, Amigo Mall, Citadines Amigo Hotel, Solis St., 5000 Iloilo City ➤ Contact Person: <ul style="list-style-type: none"> • Ma. Christina Jaleco, Admin Assistant 	

<ul style="list-style-type: none"> • Billing Schedule <ul style="list-style-type: none"> ➤ All invoices shall be sent to CF-Bacolod and CF-Iloilo as the case may be every 15th and 30th of the month to cover the previous two week's delivery services 	
<ul style="list-style-type: none"> ➤ Invoice must reflect the account number, breakdown of the total amount in pesos, destination and weight of parcel per delivery, with supporting documents ➤ The Amount to be billed shall be in accordance with the Service Contract. No additional cost for packing. 	
<ul style="list-style-type: none"> ➤ Payment shall be processed by PAGCOR within fifteen (15) working days upon receipt of the invoice and attachments. The totality of all the payments shall not exceed the contract price stated. 	
<ul style="list-style-type: none"> • Pick-up days <ul style="list-style-type: none"> ➤ Mondays, to Fridays or as needed (For CF-Bacolod) ➤ Upon request (For CF-Iloilo) 	

II. FINANCIAL QUOTATION:

A. Delivery from Bacolod to: Metro Manila, other parts of Luzon, Visayas & Mindanao			
Item No.	Description	Unit Cost, Vat Exclusive Zero-Rated Transaction	Total Cost, VAT Exclusive, Zero-Rated Transaction
1.	Regular Mails (up to 500g)	PHP _____	PHP _____
2.	Medium Mails (501g up to 1.0kg)	PHP _____	PHP _____
3.	Large Mails (1.01kg up to 3.0kg)	PHP _____	PHP _____
4.	Small Box (3.01kg to 5.0kg)	PHP _____	PHP _____
5.	Large Box (5.01kg to 10.0kg)	PHP _____	PHP _____

B. Delivery from Iloilo to: Metro Manila, other parts of Luzon, Visayas & Mindanao			
1.	Regular Mails (up to 500g)	PHP _____	PHP _____
2.	Medium Mails (5.01g up to 1.0 kg)	PHP _____	PHP _____
3.	Large Mails (1.01 kg up to 3.0 kg)	PHP _____	PHP _____
4.	Small Box (3.01 kg to 5.0 kg)	PHP _____	PHP _____
5.	Large Box (5.01 kg to 10.0kg)	PHP _____	PHP _____
GRAND TOTAL COST for three (3) years, VAT Exclusive, Zero-Rated Transaction		PHP _____ (Amount in figures)	

		(Amount in words)	

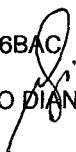
NOTES:

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:


AHRO DIANA DIZON, End-User

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

- a. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located or Official Receipt as proof of payment for renewal.

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).

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., original copy of a duly notarized Secretary's Certificate (in case of 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.

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/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 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/Service Contract and to the rules and regulations of the Government and PAGCOR.

Very truly yours,

 Signature over Printed Name
 Date: _____
 TIN: _____
 Position: _____

 Company Represented:

 TIN: _____
 Address / Tel. No. / Fax No. _____

AHRO DIANA DIZON, End-User