



REQUEST FOR QUOTATION

Date : **May 17, 2023**

PAP Code/
Project Title : **CEB-8 Supply and Delivery of Office Supplies (Supply & Delivery of Stock Items)**

ITB No. : **SU23-05-001CEB**

Approved Budget for
the Contract (ABC) : **NINE HUNDRED FIFTY-EIGHT THOUSAND EIGHT HUNDRED NINETY-SIX PESOS & 62/100 (Php958,896.62), Vat Exclusive, Zero-Rated Transaction**

Deadline for the
Submission and
Receipt of
Quotations/Proposals : **May 24, 2023, Wednesday, 1:00 pm (Sealed Quotation)**

Opening of Quotation : **May 24, 2023, Wednesday, 2:00 pm**

Please submit and address the envelope containing the accomplished RFQ form and required documents to the Procurement Office, Casino Filipino – Cebu, 3rd Floor of Waterfront Hotel & Casino, Salinas Drive, Lahug, Cebu City.

The envelope shall bear the name and address of the Bidder in capital letters;

1. Title and reference number for the project, and
2. Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder

Note: Quotations submitted after the deadline shall not be accepted.

Sir / Madame:

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 telephone number 268-4989 and look for Mr. Eric A. Laquindanum.

Thank you.

Sgd.
CELESTE B. JAVIER
SBAM, PLFMS
Chairman, BBAC, CF-Cebu

Dear Ms. Javier:

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 Quotation/ Proposal
Supply & Delivery of Stock Items		Please check the box corresponding to your offered specifications <input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
Qty./Unit	Item Description	
60 tubes	ADHESIVE, INSTANT SUPER GLUE 3g.	
300 pcs.	BATTERY, SZ AA 1.5 VOLTS ALKALINE Expiry must not be less than 2 years from the date of the delivery.	
20 pcs.	BATTERY, 9 VOLTS ALKALINE Expiry must not be less than 2 years from the date of the delivery.	
150 pcs.	RECORD/LOG 500 PAGES	
100 pcs.	PAPER CLIP FOLDBACK 1"	
50 pcs.	PAPER CLIP FOLDBACK 2"	
100 boxes	PAPER CLIP, ORDINARY, JUMBO (VINYL COATED)	
50 pcs.	CLIPBOARD PLASTIC LONG (TOP MECHANISM)	
30 pcs.	TAPE DISPENSER (HEAVY DUTY)	
3000 pcs.	DOCUMENT ENVELOPE SHORT	
300 pcs.	EXPANDED ENVELOPE LONG	
2000 pcs.	LETTER ENVELOPE LONG	
30 pcs.	RUBBER ERASER (PENCIL)	
100 boxes	PAPER FASTENER PLASTIC	
100 pcs.	FILEX FOLDER TOP MECHANISM	
100 pcs.	PUNCHLESS FOLDER LONG (PLASTIC)	
60 bottles	INK STAMP PAD PURPLE	
100 cans	INSECTICIDE 600 ML.	
100 pcs.	STENO NOTEBOOK 40 LEAVES	

300 pcs.	STICKY NOTE PAD 3"X 3" (YELLOW COLOR)			
1500 reams	BOND PAPER A4 SUB.20			
20 boxes	COMPUTER PAPER PLAIN 9 ½"x 11" (1 PLY) SUB.20			
200 pcs.	FINGERTIP MOISTENER 10 GRAMS			
500 rolls	THERMAL PAPER 80 x 80			
100 pcs.	BALLPEN, BLACK			
3000 pcs.	BALLPEN, BLUE			
200 pcs.	HIGHLIGHTER PEN, YELLOW			
100 pcs.	MARKING PEN, BLUE			
400 pcs.	SIGNPEN BLUE V5			
200 pcs.	WHITEBOARD PEN, BLUE			
200 pcs.	WHITEBOARD PEN, RED			
200 pcs.	PENCIL, #2			
300 cans	FURNITURE POLISH LEMON SCENTED 330 ML.			
40 units	PAPER PUNCHER (HEAVY DUTY)			
80 boxes	RUBBER BAND TRANSPARENT			
40 pcs.	RULER 12" (TRANSPARENT PLASTIC)			
40 pairs	SCISSORS 6" (HEAVY DUTY)			
5 units	PENCIL SHARPENER (MECHANICAL HEAVY DUTY)			
200 rolls	TAPE, CELLULOSE 1" X 50 MTS LENGTH			
200 rolls	TAPE, CELLULOSE 1/2" X 50 MTS LENGTH			
200 rolls	TAPE, MASKING 1" X 50 MTS LENGTH			
200 rolls	TAPE, MASKING 2" X 50 MTS LENGTH			
200 rolls	TAPE, PACKAGING, PLASTIC, 2"(48 MM) X 50 MTS LENGTH			
20 rolls	DOUBLE BACKING TAPE, 3/4X10MTRS WITH FOAM			
Additional Requirements	<ul style="list-style-type: none"> Any item found to be defective shall be returned and replaced within seventy-two (72) hours upon receipt of notice 	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY		

Completion Period	Delivery shall be within thirty (30) calendar days from the acknowledgement of Notice to Proceed.	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY
Delivery Place	Casino Filipino – Cebu Main, Waterfront Hotel & Casino Salinas Drive, Lahug, Cebu City	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY

II. Financial Quotation

Qty./Unit	Description	Unit Cost VAT Exclusive, Zero Rated Transaction	Total Cost VAT Exclusive, Zero Rated Transaction
60 tubes	ADHESIVE, INSTANT SUPER GLUE 3g.	PHP	PHP
300 pcs.	BATTERY, SZ AA 1.5 VOLTS ALKALINE Expiry must not be less than 2 years from the date of the delivery.	PHP	PHP
20 pcs.	BATTERY, 9 VOLTS ALKALINE Expiry must not be less than 2 years from the date of the delivery.	PHP	PHP
150 pcs.	RECORD/LOG 500 PAGES	PHP	PHP
100 pcs.	PAPER CLIP FOLDBACK 1"	PHP	PHP
50 pcs.	PAPER CLIP FOLDBACK 2"	PHP	PHP
100 boxes	PAPER CLIP, ORDINARY, JUMBO (VINYL COATED)	PHP	PHP
50 pcs.	CLIPBOARD PLASTIC LONG (TOP MECHANISM)	PHP	PHP
30 pcs.	TAPE DISPENSER (HEAVY DUTY)	PHP	PHP
3000 pcs.	DOCUMENT ENVELOPE SHORT	PHP	PHP
300 pcs.	EXPANDED ENVELOPE LONG	PHP	PHP
2000 pcs.	LETTER ENVELOPE LONG	PHP	PHP
30 pcs.	RUBBER ERASER (PENCIL)	PHP	PHP
100 boxes	PAPER FASTENER PLASTIC	PHP	PHP
100 pcs.	FILEX FOLDER TOP MECHANISM	PHP	PHP
100 pcs.	PUNCHLESS FOLDER LONG (PLASTIC)	PHP	PHP
60 bottles	INK STAMP PAD PURPLE	PHP	PHP

100 cans	INSECTICIDE 600 ML.	PHP	PHP
100 pcs.	STENO NOTEBOOK 40 LEAVES	PHP	PHP
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20 boxes	COMPUTER PAPER PLAIN 9 ½"x 11" (1 PLY) SUB.20	PHP	PHP
200 pcs.	FINGERTIP MOISTENER 10 GRAMS	PHP	PHP
500 rolls	THERMAL PAPER 80 x 80	PHP	PHP
100 pcs.	BALLPEN, BLACK	PHP	PHP
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200 pcs.	HIGHLIGHTER PEN, YELLOW	PHP	PHP
100 pcs.	MARKING PEN, BLUE	PHP	PHP
400 pcs.	SIGNPEN BLUE V5	PHP	PHP
200 pcs.	WHITEBOARD PEN, BLUE	PHP	PHP
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5 units	PENCIL SHARPENER (MECHANICAL HEAVY DUTY)	PHP	PHP
200 rolls	TAPE, CELLULOSE 1" X 50 MTS LENGTH	PHP	PHP
200 rolls	TAPE, CELLULOSE 1/2" X 50 MTS LENGTH	PHP	PHP
200 rolls	TAPE, MASKING 1" X 50 MTS LENGTH	PHP	PHP
200 rolls	TAPE, MASKING 2" X 50 MTS LENGTH	PHP	PHP
200 rolls	TAPE, PACKAGING, PLASTIC, 2"(48 MM) X 50 MTS LENGTH	PHP	PHP
20 rolls	DOUBLE BACKING TAPE, 3/4X10MTRS WITH FOAM	PHP	PHP

NOTES:

1. The quotations (unit and total price) 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 opening of Quotations.

TERMS OF PAYMENT: Thirty (30) calendar days upon submission of the required documents including Invoices/ Delivery Receipts, etc.

Grand Total Amount

Amount in Words and in figures;

PHP

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 five (5) calendar days from the determination of the bidder having the Lowest / Single Calculated Quotation and receipt of the BBAC notice relative thereto:

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
 - 1.2 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 hereof for projects with an ABC amounting to more than Fifty Thousand Pesos (PHP 50,000.00).

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.

4. Latest Income **or** Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) for projects with an ABC amounting to more than Five Hundred Thousand Pesos (PHP 500,000.00).

In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:

- a) Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, OR;
- b) Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, and Opening & Preliminary Examination of Quotations.

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, 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 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 Casino Filipino – Cebu, Procurement Section 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.