



REQUEST FOR QUOTATION

Date : September 6, 2023

PAP Code/
Project Title : CEB-8 Supply and Delivery of Office Supplies (Supply & Delivery of Non-Common Office Supplies)

ITB No. : SV23-08-005CEB

Approved Budget for
the Contract (ABC) : Five Hundred Sixty-Eight Thousand Three Hundred Fifty and 59/100 Pesos (Php568,350.59), Vat Exclusive, Zero-Rated Transaction:

Deadline for the
Submission and
Receipt of
Quotations/Proposals : September 12, 2023, Tuesday, 1:00 pm (Sealed Quotation)

Opening of Quotation : September 12, 2023, Tuesday, 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


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
		Please check the box corresponding to your offered specifications
Qty./Unit	Item Description	
6 units	Calculator, Electronic Solar Calculator 10 Bits	
6 pieces	Ribbon Cartridge LX-310	
40 sets	Index Card Alphabet Divider Assorted Color A4 Size	
50 sets	Index Tab Marker Assorted Color	
60 pieces	Clip, ID Card Metal Clip	<input type="checkbox"/> COMPLY
14 packs	Plastic Lamination A4 Size	<input type="checkbox"/> NOT COMPLY
945 pieces	Box, Empty Carton Box (Size: W-9.5"x L-20"x H-21")	
53 pieces	Money Counting Gown Green Color (Free Size)	
40 pairs	Slipper, Rubber Slipper #12 Size	
10 meters	Layout, Tapete Cloth 4' Wide, Green Color	
34 pieces	Cartridge, CE 285A Laser Jet P1102W	
10 sets	Sticker Paper (White Matte) A4 Size	
5 pieces	Privacy Screen Protector Film HD Anti Reflective Glass 30 Degrees Anti-Peep Privacy Protection Screen for 24" PC Monitor	
Additional Requirements	<ul style="list-style-type: none"> • Sample Picture/Brochure shall be attached indicating complete specs including size. • Price indicated should be VAT Exclusive, Zero-Rated Transaction. • The total payment should not exceed the total contract cost. • Completion of delivery must be within thirty (30) calendar days from acknowledgement of 	<input type="checkbox"/> COMPLY <input type="checkbox"/> NOT COMPLY

End-User: 

	NTP, otherwise appropriate penalties shall be imposed. <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. 	
Completion Period	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 (ABC Php555,213.75)

Qty./Unit	Description	Unit Cost VAT Exclusive, Zero Rated Transaction	Total Cost VAT Exclusive, Zero Rated Transaction
6 units	Calculator, Electronic Solar Calculator 10 Bits	PHP	PHP
6 pieces	Ribbon Cartridge LX-310	PHP	PHP
40 sets	Index Card Alphabet Divider Assorted Color A4 Size	PHP	PHP
50 sets	Index Tab Marker Assorted Color	PHP	PHP
60 pieces	Clip, ID Card Metal Clip	PHP	PHP
14 packs	Plastic Lamination A4 Size	PHP	PHP
945 pieces	Box, Empty Carton Box (Size: W-9.5"x L-20"x H-21")	PHP	PHP
53 pieces	Money Counting Gown Green Color (Free Size)	PHP	PHP
40 pairs	Slipper, Rubber Slipper #12 Size	PHP	PHP
10 meters	Layout, Tapete Cloth 4' Wide, Green Color	PHP	PHP
34 pieces	Cartridge, CE 285A Laser Jet P1102W	PHP	PHP
10 sets	Sticker Paper (White Matte) A4 Size	PHP	PHP
5 pieces	Privacy Screen Protector Film HD Anti Reflective Glass 30 Degrees Anti-Peep Privacy Protection Screen for 24" PC Monitor	PHP	PHP

NOTES:

- The quotations (unit and total price) shall be rounded off up to two (2) decimal places.
- Quotations must be gross of all applicable taxes and VAT Exclusive,

Grand Total Amount

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.

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:

End-User: _____

- 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.

End-User: 