



**REQUEST FOR QUOTATION**

Date	:	<b>September 12, 2023</b>													
Project Title	:	<b>Supply and Delivery of 3 Lots Electronic Typewriters and Numbering &amp; Stamping Machines</b>													
ITB No.	:	<b>SV23-09-049COR</b>													
Brief Description	:	<b>Lot No.</b>	<b>Description</b>												
		<b>1</b>	Supply and Delivery of Electronic Typewriter												
		<b>2</b>	Supply and Delivery of Numbering Machines												
		<b>3</b>	Supply and Delivery of Time & Date Stamping Machines												
Approved Budget for the Contract (ABC)	:	<p>The total ABC is <b>One Hundred Sixteen Thousand Pesos (PhP116,000.00)</b>, VAT Exclusive, Zero-Rated Transaction.</p> <p>The ABC for each of the three (3) lots are as follows:</p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Description</th> <th>ABC, VAT Exclusive, Zero-Rated Transaction</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Supply and Delivery of Electronic Typewriter</td> <td>Thirty-Six Thousand Pesos (PhP36,000.00)</td> </tr> <tr> <td>2</td> <td>Supply and Delivery of Numbering Machine</td> <td>Twenty-Seven Thousand Pesos (PhP27,000.00)</td> </tr> <tr> <td>3</td> <td>Supply and Delivery of Time &amp; Date Stamping Machines</td> <td>Fifty-Three Thousand Pesos (PhP53,000.00)</td> </tr> </tbody> </table>		Lot No.	Description	ABC, VAT Exclusive, Zero-Rated Transaction	1	Supply and Delivery of Electronic Typewriter	Thirty-Six Thousand Pesos (PhP36,000.00)	2	Supply and Delivery of Numbering Machine	Twenty-Seven Thousand Pesos (PhP27,000.00)	3	Supply and Delivery of Time & Date Stamping Machines	Fifty-Three Thousand Pesos (PhP53,000.00)
Lot No.	Description	ABC, VAT Exclusive, Zero-Rated Transaction													
1	Supply and Delivery of Electronic Typewriter	Thirty-Six Thousand Pesos (PhP36,000.00)													
2	Supply and Delivery of Numbering Machine	Twenty-Seven Thousand Pesos (PhP27,000.00)													
3	Supply and Delivery of Time & Date Stamping Machines	Fifty-Three Thousand Pesos (PhP53,000.00)													
Deadline for the Submission and Receipt of Quotation(s)	:	<b>September 18, 2023, Monday, 2:00 PM (Sealed Quotation)</b>													
Opening and Examination of Quotation(s)/Proposal(s)	:	<b>September 18, 2023, Monday, 2:00 PM onwards</b>													

Please address and submit the envelope containing the accomplished RFQ form to the Corporate Canvassing and Contracting Committee (C4) through the Procurement Processing Department (PPD), located at Eighth (8<sup>th</sup>) Floor, PAGCOR Corporate Annex Office, 1105 UN Avenue cor. 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 numbers and/or e-mail address) of the Bidder.

**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 price quotation.

For any inquiries or clarifications, please contact the Corporate Canvassing and Contracting Committee (C4) telephone number (02) 7755-3199 loc. 7428 and look for Mr. John Regel G. Barlaan.

Thank you.

  
**MARJORIE F. SUAREZ**

CHAIRPERSON

Corporate Canvassing and Contracting Committee (C4)

EAB/CDN/jrb

Dear Ms. Suarez:

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

**I. TECHNICAL SPECIFICATIONS**

LOT NO.	TECHNICAL SPECIFICATIONS	UOM / QTY	Offered Technical Quotation Please fill up each row with either: "Comply" or "Not Comply". Kindly indicate the "Brand" to be offered if the item is Branded, otherwise, indicate "Unbranded" or "Generic"	
			Statement of Compliance Please check the appropriate box	Brand Name and Model
1	Supply and Delivery of Electronic Typewriter <ul style="list-style-type: none"> <li>• Display: LCD</li> <li>• Dimensions: 117 x 412 x 375 mm (minimum)</li> <li>• Pitch selector: 10, 12, 15,</li> <li>• Line spacing: 1,1.5,2</li> <li>• 13 inch carriage (minimum)</li> <li>• 45 keys keyboard</li> <li>• Memory: Text format (16kBytes)</li> <li>• Printing speed: 11 characters/sec (minimum)</li> <li>• Special Print Mode: Bold, Under lining, Underlining words.</li> <li>• Weight: 5.4kg.</li> </ul>	ONE (1) UNIT	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
2	Supply and Delivery of Numbering Machine <ul style="list-style-type: none"> <li>• Automatic/ self-inking after every impression</li> <li>• 8 digits</li> <li>• Full Metal, heavy duty</li> <li>• Seven movements to number consecutive, duplicate, triplicate, quadruplicate sextuplicate, repeat and 12 times.</li> </ul>	NINE (9) UNITS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

3	<p>Supply and Delivery of Time and Date Stamping Machine</p> <ul style="list-style-type: none"> <li>• Atleast 30 selectable print style/ format (minimum)</li> <li>• 13 selectable comments (minimum)</li> <li>• Automatically changes year, month,date and Daylight-Saving Time.</li> <li>• Prints time in regular or military time; AM or PM. 0-23 hours, minutes, tenths or hundredths</li> <li>• Consecutive numbering with automatic reset function.</li> <li>• Customized comment imprint (up to 3 lines</li> <li>• Dimension – 6.4”H x 6.3 W x 6.7”D (minimum).</li> <li>• Wall or desk mount</li> <li>• With 1 compatible ribbon</li> </ul>	Two (2) UNITS	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>ADDITIONAL TERMS AND CONDITIONS</b>			<b>Kindly indicate “Comply or “Not Comply”</b>	
<ul style="list-style-type: none"> <li>• Manual should be strictly written in “English.”</li> <li>• All appliances should be packed in individual boxes and tightly sealed.</li> <li>• Winning supplier should submit a warranty certificate clearly identifying the manufacturer’s warranty on parts and labor for period of one (1) year upon acceptance of the delivery of the item/s.</li> </ul>			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>DELIVERY SCHEDULE</b> <ul style="list-style-type: none"> <li>• One time delivery</li> <li>• Fifteen (15) calendar days from receipt of the Purchase Order</li> </ul>			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>DELIVERY SITE</b> <ul style="list-style-type: none"> <li>• Corporate Supplies Section, Logistics Management Department (LMD), PAGCOR Main Corporate Office, IMET BPO Tower Building CBP-1A Metropolitan Park cor. Roxas Boulevard, Pasay City</li> </ul> <b>CONTACT PERSON</b> <ul style="list-style-type: none"> <li>• A/LMO-I BARBARA S. DISCAYA (LOTS 1 TO 3) PAGCOR MAIN CORPORATE OFFICE (IMET) 8522-0299 LOC 2003</li> </ul>			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

<b>CORRECTION OF DEFECTS</b> <ul style="list-style-type: none"> <li>Replacement of defective items should be made within seven (7) calendar days from receipt of notification.</li> </ul>	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
---	--

**II. FINANCIAL QUOTATION**

LOT No.	QTY / UOM	ITEM DESCRIPTION	UNIT COST VAT Exclusive, Zero-Rated Transaction	TOTAL COST VAT Exclusive, Zero-Rated Transaction
1	ONE (1) UNITS	ELECTRONIC TYPEWRITER	PHP _____ (Amount in figures)  _____  _____ (Amount in words)	PHP _____ (Amount in figures)  _____  _____ (Amount in words)
2	NINE (9) UNIT	NUMBERING MACHINES	PHP _____ (Amount in figures)  _____  _____ (Amount in words)	PHP _____ (Amount in figures)  _____  _____ (Amount in words)
3	TWO (2) UNITS	TIME AND DATE STAMPING MACHINES	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 Opening and Examination of Quotations

**III. 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 and upon determination of the bidder having the Lowest / Single Calculated Quotation:

- Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.

In cases of recently expired Mayor's/Business Permits, it shall be accepted 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.

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., 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;

#### IV. 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 goods within the time agreed by both parties. Should the **SUPPLIER** incur delay in its performance, the **SUPPLIER** shall pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/items for everyday of delay including Sundays and Holidays, until such goods/items are finally delivered and accepted by **PAGCOR**. Such amount shall be 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 the contract and impose appropriate sanctions over above the liquidated damages to be paid.

In case the **SUPPLIER** still fails to deliver the item after the lapse of thirty (30) calendar days from the supposed date of delivery, in addition to the forfeiture of the Performance Security and the penalties agreed upon, **PAGCOR** shall have the option to terminate the Contract.

10. It will fully defend, protect, indemnify, and hold **PAGCOR** harmless from any and all adverse claims that may be made by any party for the possession and/or the use of the goods.

The defective items shall be replaced within seven (7) calendar days upon receipt of the notice. Should the **SUPPLIER** fail to replace the same within the agreed period, the **SUPPLIER** shall pay liquidated damages equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/items for everyday of delay including Sundays and Holidays, until such goods/items are finally delivered and accepted by **PAGCOR**. Such amount shall be 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 the contract and impose appropriate sanctions over above the liquidated damages to be paid.

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

**V. 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 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.:

\_\_\_\_\_

\_\_\_\_\_

