




REQUEST FOR QUOTATION	
Date	: November 2, 2021
Project Title	: Supply and Delivery of Labor and Materials for Motor Vehicle Maintenance Services for the Existing Service Vehicle
ITB No.	: SV21-11-006ILO
Approved Budget for the Contract (ABC)	: Eleven Thousand Five Hundred Thirty Four Pesos (PhP11,534.00), VAT-Exclusive Zero-Rated Transaction.
Deadline for the Submission and Receipt of Quotations/ Proposals	November 9, 2021 (Sealed Quotation), Tuesday, 2:45p.m.
Opening and Examination of Quotation(s) / Proposal(s)	November 9, 2021, Tuesday, 3:00p.m. onwards Please submit and address the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC) of CF-Ilocos Norte through the Procurement Section, Second Floor (2 nd Flr), Viven Hotel, San Nicolas, Ilocos Norte. The envelope shall bear the following information in capital letters: <ol style="list-style-type: none">1. Title and reference number for the project, and2. Name, address and contact details (telephone/cellphone number and/or email 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 quotation:

For any inquiries or clarifications, please contact the Procurement Section at telephone number (077) 600-0678 and look for Mr. Benito S. Montano, Procurement Officer I.

Thank you.


ATTY. STEPHANIE MARIZ C. KHAN
VICE-CHAIRPERSON
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
CASINO FILIPINO – ILOCOS NORTE

Dear Ms. Khan:

In accordance with your request, 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 Proposal Please fill up each column with either: "Comply" or "Not Comply. Bidder should likewise indicate the "Brand", if any.
Supply and Delivery of Labor and Materials for Motor Vehicle Maintenance Services for the Existing Service Vehicle		
1	Repair and Maintenance of Existing Motor Vehicle (Change Oil): Plate No.: SHX-759 Brand: Toyota Super Grandia Model: 2007 – 2.5L Scope of Works for repair and maintenance: <ul style="list-style-type: none"> • 7 liters – Engine Oil, Fully Synthetic • 1 pc – Oil Filter 	Statement of Compliance: <hr/> Brand Name: <hr/> <hr/>
2	Repair and Maintenance of Existing Motor Vehicle (Change Oil): Plate No.: SHL-709 Brand: Nissan Frontier III 4X2 Elite Model: 2005 Scope of Works for repair and maintenance: <ul style="list-style-type: none"> • 7 liters – Engine Oil, Fully Synthetic • 1 pc – Oil Filter 	Statement of Compliance: <hr/> Brand Name: <hr/> <hr/>
TERMS OF REFERENCE AND CONDITIONS:		
1. Inclusion of Testing and Commissioning of service vehicle.		
2. The SERVICE PROVIDER/SUPPLIER must indicate the warranty period for the job done which must not be lesser than the standard warranty period.		

3.	The items/parts must be inclusive of labor and services, if any.	
4.	The SERVICE PROVIDER/SUPPLIER shall submit a separate price list per item and labor/services, upon submission of the quotation, with template provided herein attached as "SAMPLE".	
5.	The SERVICE PROVIDER/SUPPLIER must submit a billing statement (breakdown per item, labor and services) of vehicle.	
6.	The SERVICE PROVIDER/SUPPLIER shall ensure that the vehicle's oil/part to be replaced is branded/brand new, as to type, and in accordance with the standard specifications.	
7.	The SERVICE PROVIDER/SUPPLIER must ensure to return all waste and material items/parts to PAGCOR upon turn-over and completion of the repair and maintenance.	
8.	The SERVICE PROVIDER/SUPPLIER shall be responsible to any damage incurred during the entire repairs.	
9.	Any incidental/accidental damages during a period of repairs shall be for the accounts of the SERVICE PROVIDER/SUPPLIER .	
10.	No incidental expenses within the period of contract, unless stipulated in the Annex "A" of the Purchase Order.	
11.	Payment shall be based on actual repairs and services rendered and shall not exceed the total contract price.	
12.	In case, if the item is no longer needed, it shall be automatically deducted from the total contract price.	
13.	Period of corrections shall be three (3) calendar days upon receipt of notice and no additional charges shall be made to PAGCOR.	
DELIVERY PERIOD	Within seven (7) calendar days upon acceptance by the winning bidder of PAGCOR vehicle.	
DELIVERY PLACE	Casino Filipino – Ilocos Norte, Second Floor (2 nd Flr), Viven Hotel, San Nicolas, Ilocos Norte.	

II. FINANCIAL QUOTATION:

Item No.	Quantity	Description	Unit Cost	Total Cost (VAT-Exclusive, Zero-Rated Transaction)
1	1 LOT	Repair and Maintenance of Existing Motor Vehicle (Change oil): Plate No.: SHX-759 Brand: Toyota Super Grandia Model: 2007 – 2.5L	PhP _____	PhP _____
2	1 LOT	Repair and Maintenance of Existing Motor Vehicle (Change oil): Plate No.: SHL-709 Brand : Nissan Frontier III 4X2 Elite Model : 2005	PhP _____	PhP _____
GRAND TOTAL COST VAT Exclusive, Zero Rated Transaction		<hr/> <hr/> <p style="text-align: center;"><i>(Note: Please state amount in words and in figures)</i></p>		

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:

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 three (3) calendar days from the determination of the bidder having

the Lowest / Single Calculated Quotation and receipt of the BBAC notice relative thereto:

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);
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; and
3. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number.

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, 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 BBAC, 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.

Very truly yours,

Signature over Printed Name

Date: _____

TIN: _____

Position: _____

Company Represented:

TIN: _____

Address / Tel. No. / Fax No. _____

“SAMPLE TEMPLATE”

NAME OF COMPANY

Project Title: Supply and Delivery of Labor and Materials for Motor Vehicle Maintenance Services for the Existing Service Vehicle under ITB No. SV21-11-006ILO

ITEM NO. 1 – Repair and Maintenance of Existing Motor Vehicle (Change oil):

Plate No.: SHX-759

Brand: Toyota Super Grandia

Model: 2007 – 2.5L

	A	B	C	D	
DESCRIPTION	QTY	UNIT COST OF ITEM Indicate the cost of the item/s, if any, or state None or N/A if not applicable	TOTAL UNIT COST (col A * B)	UNIT COST OF LABOR/ SERVICES Indicate the cost of the labor/services, if any, or state None or N/A if not applicable	TOTAL COST (VAT-Exclusive, Zero-Rated Transaction) (col C) + (col D)
Engine Oil, Fully Synthetic	7 liters				
Oil Filter	1 pc				
GRAND TOTAL					P

ITEM NO. 2 – Repair and Maintenance of Existing Motor Vehicle (Change oil):

Plate No.: SHL-709

Brand: Nissan Frontier III 4X2 Elite

Model: 2005

	A	B	C	D	
DESCRIPTION	QTY	UNIT COST OF ITEM Indicate the cost of the item/s, if any, or state None or N/A if not applicable	TOTAL UNIT COST (col A * B)	UNIT COST OF LABOR/ SERVICES Indicate the cost of the labor/services, if any, or state None or N/A if not applicable	TOTAL COST (VAT-Exclusive, Zero-Rated Transaction) (col C) + (col D)
Engine Oil, Fully Synthetic	7 liters				
Oil Filter	1 pc				
GRAND TOTAL					P

Note: Total cost must be equal to the financial quotation.

Signature over printed name of the authorized representative: _____

Position: _____

Date: _____