



REQUEST FOR QUOTATION

Date	:	October 21, 2021									
Project Title	:	Supply and Delivery of Various Hot and Cold Beverages and Related Supplies									
ITB No.	:	FB21-10-001OLO									
Approved Budget for the Contract (ABC)	:	<p>The total ABC is One Million One Hundred Twenty-Nine Thousand Seven Hundred Thirty-Four Pesos and 48/100 (PhP1,129,734.48), VAT-Exclusive, Zero- Rated Transaction, with breakdown 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>Coffee, Tea, Powdered Drinks, Creamer, and Sugar</td> <td>One Million Thirty-Six Thousand Nine Hundred Seventy Pesos and 10/100 (PhP1,036,970.10)</td> </tr> <tr> <td>2</td> <td>Paper Cups</td> <td>Ninety-Two Thousand Seven Hundred Sixty-Four Pesos and 38/100 (PhP92,764.38)</td> </tr> </tbody> </table>	Lot No.	Description	ABC VAT-Exclusive, Zero-Rated Transaction	1	Coffee, Tea, Powdered Drinks, Creamer, and Sugar	One Million Thirty-Six Thousand Nine Hundred Seventy Pesos and 10/100 (PhP1,036,970.10)	2	Paper Cups	Ninety-Two Thousand Seven Hundred Sixty-Four Pesos and 38/100 (PhP92,764.38)
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2	Paper Cups	Ninety-Two Thousand Seven Hundred Sixty-Four Pesos and 38/100 (PhP92,764.38)									
Fee for the Sale of Request for Quotation (RFQ)	:	<p>A complete set of the Request for Quotation (RFQ) may be acquired by interested Bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of [insert amount in Pesos for one (1) lot], OR based on the following schedule [in case of several lots]</p> <table border="1"> <thead> <tr> <th>Approved Budget for the Contract</th> <th>Cost of Bidding Documents (in Philippine Pesos)</th> </tr> </thead> <tbody> <tr> <td>500,000.00 and below</td> <td>500.00</td> </tr> <tr> <td>More than 1 Million up to 5 Million</td> <td>5,000.00</td> </tr> </tbody> </table>	Approved Budget for the Contract	Cost of Bidding Documents (in Philippine Pesos)	500,000.00 and below	500.00	More than 1 Million up to 5 Million	5,000.00			
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500,000.00 and below	500.00										
More than 1 Million up to 5 Million	5,000.00										
Schedule for Negotiations	:	<p>October 27, 2021 (Wednesday), 1:00 P.M. Casino Filipino – Olongapo, 2nd Floor, JB Richwell Corp. Bldg., 580 Rizal Ave., East Tapinac, Olongapo City or by Video Conference using Zoom Application</p> <p>(You may send the request for the provision of the Zoom Meeting credentials thru email at Allan.Ocampo@pagcor.ph before the schedule of meeting)</p>									
Deadline for the Submission and Receipt of the Best Offer/s	:	<p>November 4, 2021 (Thursday), 2:00 P.M. (Sealed Quotation)</p> <p>Venue: Casino Filipino – Olongapo, 2nd Floor, JB Richwell Corp. Bldg., 580 Rizal Ave., East Tapinac, Olongapo City</p>									
Opening and Examination of the Best Offer/s	:	<p>November 4, 2021 (Thursday), 2:00 P.M. onwards (Sealed Quotation)</p> <p>Venue: Casino Filipino – Olongapo, 2nd Floor, JB Richwell Corp. Bldg., 580 Rizal Ave., East Tapinac, Olongapo City</p>									

Please address and submit the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC) of CF-Olongapo, #580 Rizal Ave., East Tapinac, Olongapo City	

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 number/s and/or e-mail address) of the Bidder.

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 Procurement Section, CF-Olongapo at telephone number (047) 222-4565 to 66 and look for Mr. Allan D. Ocampo, Acting Procurement Officer I.

Thank you.

SGD

RUBEN M. RACELIS, JR.

CHAIRPERSON

Branch Bids and Awards Committee (BBAC)

Casino Filipino-Olongapo

Dear Mr. Racelis:

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

I. TECHNICAL SPECIFICATIONS

Supply and Delivery of Various Hot and Cold Beverages and Related Supplies under ITB No. FB21-10-001OLO				
Bidders must state here either “Comply” or “Not Comply” and indicate the “brand” to be offered, if item to be offered is branded				
LOT 1 – CREAMER, TEA, POWDERED DRINKS, CREAMER AND SUGAR				
Item No.	<u>Particulars</u>	<u>Quantity/ Unit of Measurement</u>	<u>Statement of Compliance</u>	<u>Brand Name</u>
1	<p>INSTANT COFFEE, REFILL</p> <ul style="list-style-type: none"> ✓ 100% INSTANT COFFEE ✓ FINE GRANULES ✓ MINIMUM OF 200 GRAMS PER PACK ✓ PERFORMANCE – SOLUBILITY, 100% DRY AND FREE FLOWING FINE GRANULES, DISSOLVES QUICKLY AND EVENLY ✓ APPEARANCE - UNIFORM FREE FLOWING IN COFFEE GRANULES, FREE FROM DISCOLORATION OR APPARENT EXTRANEEOUS MATTER. ✓ TASTE - FREE OF ANY UNUSUAL OR ABNORMAL TASTE AND SMELL (E.G. SOUR TASTE AND PUTRID SMELL) ✓ PACKAGING: FIRMLY MACHINE SEALED IN ALUMINUM FOIL POUCH/PACK WITH THE FOLLOWING SPECIFICATIONS ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON THE ALUMINUM FOIL POUCH/PACK ITSELF ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	2,224 Packs		

<p style="text-align: center;">2</p>	<p>DECAFFEINATED COFFEE, REFILL</p> <ul style="list-style-type: none"> ✓ BRANDED ✓ 80GRAMS PER PACK ✓ 100% INSTANT COFFEE, REFILL ✓ FINE GRANULES ✓ PACKAGING: FIRMLY MACHINE SEALED IN ALUMINUM FOIL POUCH/PACK WITH THE FOLLOWING SPECIFICATIONS ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON THE ALUMINUM FOIL POUCH/PACK ITSELF ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	<p style="text-align: center;">90 Packs</p>		
<p style="text-align: center;">3</p>	<p>PLAIN TEA</p> <ul style="list-style-type: none"> ✓ BRANDED ✓ 50 TEA BAGS/BOX ✓ MINIMUM OF 1.5 GRAMS/TEABAG OR PREVAILING PACKAGING AVAILABLE IN THE MARKET, PROVIDED, A CERTIFICATE AS PROOF OF CHANGE IN SPECIFICATION MUST BE SUBMITTED ✓ PLAIN TEA ✓ SEPARATELY PACKED PER TEA BAG PER BOX ✓ PACKAGING: ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON THE BOX ITSELF ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	<p style="text-align: center;">45 Boxes</p>		

<p>4</p>	<p>GREEN TEA</p> <ul style="list-style-type: none"> ✓ BRANDED ✓ 50 TEA BAGS/BOX ✓ MINIMUM OF 1.5 GRAMS/TEA BAG OR PREVAILING PACKAGING AVAILABLE IN THE MARKET, PROVIDED, A CERTIFICATE AS PROOF OF CHANGE IN SPECIFICATION MUST BE SUBMITTED ✓ SEPARAYELY PACKED PER TEA BAG PER BOX <p>PACKAGING:</p> <ul style="list-style-type: none"> ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON THE BOX ITSELF ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	<p>50 Boxes</p>		
<p>5</p>	<p>CHOCOLATE DRINK</p> <ul style="list-style-type: none"> ✓ BRANDED ✓ 1 KG/PACK ✓ 100 % CHOCOLATE TASTE ✓ POWDERED FORM <p>PACKAGING: FIRMLY MACHINE SEALED IN ALUMINUM FOIL POUCH/PACK WITH THE FOLLOWING SPECIFICATIONS</p> <ul style="list-style-type: none"> ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON THE ALUMINUM FOIL POUCH/PACK ITSELF ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	<p>639 Packs</p>		

6	<p>JUICE DRINK</p> <ul style="list-style-type: none"> ✓ CONCENTRATED, POWDERED FORM, ORANGE FLAVOR ✓ MINIMUM OF 200 GRAMS PER PACK, YIELD: MIN OF 8 LITERS/PACK ✓ PACKAGING: FIRMLY MACHINE SEALED IN ALUMINUM FOIL POUCH/PACK WITH THE FOLLOWING SPECIFICATIONS ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON THE ALUMINUM FOIL POUCH/PACK ITSELF ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	216 Packs		
7	<p>INSTANT ICED TEA, REFILL, LEMON</p> <ul style="list-style-type: none"> ✓ BRANDED ✓ CONCENTRATED, POWDERED FORM, LEMON FLAVOR ✓ MINIMUM OF 200 GRAMS PER PACK, YIELD: MIN OF 8 LITERS/PACK ✓ PACKAGING: FIRMLY MACHINE SEALED IN ALUMINUM FOIL POUCH/PACK WITH THE FOLLOWING SPECIFICATIONS ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON THE ALUMINUM FOIL POUCH/PACK ITSELF ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	216 Packs		
8	<p>COFFEE CREAMER, REFILL</p> <ul style="list-style-type: none"> ✓ BRANDED ✓ WHITE ✓ NON-DAIRY ✓ ORIGINAL FLAVOR ✓ MINIMUM OF 450 GRAMS PER PACK ✓ PACKAGING: FIRMLY MACHINE SEALED IN ALUMINUM FOIL POUCH/PACK WITH THE FOLLOWING SPECIFICATIONS ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON THE ALUMINUM FOIL POUCH/PACK 	2,304 Packs		

	<p>ITSELF</p> <ul style="list-style-type: none"> ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>			
9	<p>WHITE SUGAR</p> <ul style="list-style-type: none"> ✓ BRANDED ✓ WHITE ✓ CANE SUGAR ✓ FINE GRANULES ✓ 1KILO PER PACK <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	720 Kilos		
10	<p>BROWN SUGAR</p> <ul style="list-style-type: none"> ✓ BRANDED ✓ BROWN (GOLDEN BROWN, AS PER SAMPLE) ✓ CANE SUGAR ✓ FINE GRANULES ✓ 1KILO PER PACK <p>EXPIRATION DATE SHOULD BE AT LEAST EIGHT (8) MONTHS FROM DATE OF DELIVERY / ACCEPTANCE</p>	750 Kilos		
11	<p>SUGAR, ARTIFICIAL SWEETENER</p> <ul style="list-style-type: none"> ✓ 1 GRAM PER SACHET ✓ 50 SACHET PER BOX ✓ IN ORIGINAL BRANDED PACKAGING (REPACKING IS NOT ALLOWED) ✓ NO HANDWRITTEN PRODUCT DETAILS ON THE PACKAGING ✓ WITH PRINT OF BRAND, MANUFACTURER, INGREDIENTS, NET WEIGHT AND EXPIRATION DATE ON BOX ITSELF <p>EXPIRATION DATE SHOULD BE AT LEAST ONE (1) YEAR FROM DATE OF DELIVERY / ACCEPTANCE</p>	20 Boxes		

LOT 2 – PAPER CUPS				
1	PAPER CUPS, PLAIN ✓ 6.5OZ ✓ PAPER MADE WITH PLASTIC COATED OR WAXED	24,000 Pieces		
2	PAPER CUPS, RIPPLED ✓ 8.05OZ ✓ RIPPLED, TO BE USED FOR HOT DRINKS ✓ PAPER MADE WITH PLASTIC COATED OR WAXED	24,000 Pieces		
SCHEDULE OF DELIVERY:				
<u>LOT 1: COFFEE, TEA, POWDERED DRINKS, CREAMER AND SUGAR</u>				
Delivery	Item/ Quantity		Schedule of Delivery	
1 st Delivery	Instant Coffee, Refill, 200g	556 packs	Within fifteen (15) calendar days from the date of receipt by the winning supplier of the Notice to Proceed (NTP)	
	Decaffeinated Coffee, Refill 80g	30 packs		
	Plain Tea	15 boxes		
	Green Tea	20 boxes		
	Chocolate Drink (Powdered), 1kg	189 packs		
	Juice Drink (Orange Powdered) 200g	54 packs		
	Instant Iced Tea, Refill, Lemon 200g	54 packs		
	Coffee Creamer, Refill 450g	576 packs		
	White Sugar	180 kilos		
	Brown Sugar	190 kilos		
	Sugar, Artificial Sweetener	5 boxes		

Delivery	Item/ Quantity		Schedule of Delivery
2 nd Delivery	Instant Coffee, Refill, 200g	556 packs	Within ninety (90) calendar days from the 1st delivery or upon the advice of the end-user
	Decaffeinated Coffee, Refill 80g	20 packs	
	Plain Tea	10 boxes	
	Green Tea	10 boxes	
	Chocolate Drink (Powdered), 1kg	150 packs	
	Juice Drink (Orange Powdered) 200g	54 packs	
	Instant Iced Tea, Refill, Lemon 200g	54 packs	
	Coffee Creamer, Refill 450g	576 packs	
	White Sugar	180 kilos	
	Brown Sugar	190 kilos	
	Sugar, Artificial Sweetener	5 boxes	
Delivery	Item/ Quantity		Schedule of Delivery
3 rd Delivery	Instant Coffee, Refill, 200g	556 packs	Within ninety (90) calendar days from the 2 nd delivery or upon the advice of the end-user
	Decaffeinated Coffee, Refill 80g	20 packs	
	Plain Tea	10 boxes	
	Green Tea	10 boxes	
	Chocolate Drink (Powdered), 1kg	150 packs	
	Juice Drink (Orange Powdered) 200g	54 packs	
	Instant Iced Tea, Refill, Lemon 200g	54 packs	
	Coffee Creamer, Refill 450g	576 packs	
	White Sugar	180 kilos	
	Brown Sugar	190 kilos	
	Sugar, Artificial Sweetener	5 boxes	

Delivery	Item/ Quantity		Schedule of Delivery
4 th Delivery	Instant Coffee, Refill, 200g	556 packs	Within ninety (90) calendar days from the 3 rd delivery or upon the advice of the end-user
	Decaffeinated Coffee, Refill 80g	20 packs	
	Plain Tea	10 boxes	
	Green Tea	10 boxes	
	Chocolate Drink (Powdered), 1kg	150 packs	
	Juice Drink (Orange Powdered) 200g	54 packs	
	Instant Iced Tea, Refill, Lemon 200g	54 packs	
	Coffee Creamer, Refill 450g	576 packs	
	White Sugar	180 kilos	
	Brown Sugar	190 kilos	
	Sugar, Artificial Sweetener	5 boxes	
<u>LOT 2: PAPER CUPS</u>			
Delivery	Item/ Quantity		Schedule of Delivery
One-Time Delivery	Paper Cups, Plain	24,000 Pieces	Within fifteen (15) calendar days from the date of receipt by the winning supplier of the Notice to Proceed (NTP)
	Paper Cups, Rippled	24,000 Pieces	
PLACE OF DELIVERY: Casino Filipino – Olongapo 2 nd Floor JB Richwell Corporation Bldg., #580 Rizal Avenue, East Tapinac, Olongapo City			

- a) Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
- b) Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

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.

- c) Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- d) Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Provided that the bidder/s having the Lowest Calculated Quotation (LCQ)/Single Calculated Quotation (SCQ) submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCQ/SCQ during the post-qualification process.

OR;

In lieu of the PhilGEPS Certificate of Registration and Platinum Membership, bidders shall submit all of the valid and/or updated Class "A" Eligibility Documents; Provided that the bidder having the LCQ/SCQ submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCQ/SCQ during the post-qualification process.

- 2. Omnibus Sworn Statement in accordance with the attached prescribed form.

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.

ADDITIONAL NOTES:

1. Bidders shall provide correct and accurate information required in this form.
2. Offers/quotations submitted exceeding the Approved Budget for the Contract (ABC) 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 should be VAT-Exclusive, Zero-Rated.
5. For the purpose of standardization of offer/quotations, this RFQ Form will prevail over all kinds and forms of offer/quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Please be reminded that alternative best offers/quotations/proposals shall not be allowed. Alternative best offers/quotations/proposals are defined as an offer by the prospective supplier in addition or as a substitute to its original quotation. A quotation/best offer with options is also considered as alternative quotation.
7. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
8. 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.
9. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. To guarantee the faithful performance of the winning bidder's obligations, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following schedule:

Form of Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	

Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorize to issue such security specific for the contract awarded.	Thirty Percent (30%)
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The Performance Security shall remain valid for the entire contract duration and shall be released only after the issuance by the Philippine Amusement and Gaming Corporation (PAGCOR) of the final Certificate of Acceptance (issuance of the IAR); Provided that PAGCOR has no claims filed against the contract awardee or the surety or insurance company.

11. The winning supplier agrees to pay a penalty of at least equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every 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.
12. In order to assure that patent or latent defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period of one (1) year for non-expendable supplies or three (3) months for expendable supplies. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price. The said amounts shall only be released after the lapse of the warranty period; provided, however, that the Supplies/Equipment delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
13. Other terms and conditions relative to the project are provided in the attached Purchase/Service Contract.

PROCEDURES:

1. Prospective bidders may download the Request for Quotations (RFQ) free of charge from the following websites: PAGCOR website (**www.pagcor.ph**) and PhilGEPS website (**www.philgeps.gov.ph**) and may be allowed to submit their best offers/quotations provided that bidders shall pay the fee for the RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotations.
2. Bidders, except those who have previously participated in the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best

Offers/Quotation. A copy of the PAGCOR Official Receipt shall be presented as proof of payment.

3. The RFQ must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
4. Any requirements, guidelines, documents, clarifications, or other information relative to the negotiations that are communicated by the BAC to a supplier, contractor, or consultant shall be communicated on an equal basis to all other suppliers, contractors, or consultants engaging in negotiations with the BAC relative to the procurement.
5. The prospective bidders shall be given equal time and opportunity to negotiate and discuss the technical and financial requirements of the project to be able to submit a responsive quotation or proposal.
6. Technical Specifications/Scope of Work and additional Terms and Conditions of the program/project/activity shall be fully discussed during Negotiations. In case there are changes in the requirements and/or technical specifications made after the consultations/negotiations, these shall be communicated on an equal basis.
7. Bidders should be responsible for securing copies of the Supplemental/Bid Bulletins at the websites of PAGCOR and the PhilGEPS.
8. Copies of the Supplemental Bid Bulletins are also sent either through fax or electronic mail to all prospective bidders who purchased the RFQ.
9. Following completion of the negotiations, the BAC shall request all suppliers, contractors, or consultants in the proceedings to submit, on a specified date, time and venue, a best offer based on the final technical and financial requirements.
10. In all cases the best offer should be VAT Exclusive, Zero-Rated Transaction and not exceed the ABC.
11. During the Submission, Receipt, Opening and Preliminary Examination of the Best Offer/s or Proposal/s, the BAC shall check the submitted best offer/s and other required documents using a non-discretionary pass/fail criteria. The BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, offer/s or proposal/s that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the best offer as "Passed".
12. All qualified bidders shall undergo detailed bid evaluation to check the completeness of their best offers/quotations/proposals and consider

computational errors. During detailed evaluation of the best offer, PAGCOR shall identify the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services).

13. PAGCOR shall select the successful offer on the basis of the best offer/s submitted by the bidder having the Lowest or Single Calculated Quotation/Best Offer (for goods or infrastructure projects) or Highest or Single Rated Proposal (for consulting services) which complies with PAGCOR's requirements.
14. The BBAC shall recommend award of contract to the Head of the Procuring Entity (HOPE) or its duly authorized representative in favor of the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services) at the bidders calculated financial best offer or submitted financial best offer, whichever is lower.
15. In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the BAC shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services) to determine the final bidder having the Lowest Calculated and Responsive Offer/Quotation (for goods and infrastructure projects) or Highest Rated and Responsive Proposal (for consulting services), based on the following procedures:
 - a) In alphabetical order, the bidders shall pick one rolled paper.
 - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the winning bidder having the LCRB and recommended for award of the contract.
16. PAGCOR reserves the right to accept or reject any offer/quotation, and to annul the procurement process and reject all offers/quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

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 Bids and Awards Committee (BAC), to the provisions of the Purchase/Service Contract and to the rules and regulations of the Government and PAGCOR.

We understand that PAGCOR is not bound to accept the lowest or any offer/quotation it may receive.

Very truly yours,

Signature over Printed Name

TIN: _____

Position:

Company Represented:

TIN: _____

Address / Tel. No. / Fax No.

