



**REQUEST FOR QUOTATION**

Date : **May 10, 2022**

PAP Code/  
Project Title : **CEB-8 Procurement of Two (2) Years Courier Services for Delivery of Documents**

ITB No. : **SV22-05-001CEB**

Approved Budget for  
the Contract (ABC) : **THREE HUNDRED FIFTY THOUSAND PESOS ONLY (PHP 350,000.00), Vat Exclusive, Zero Rated Transaction**

Deadline for the  
Submission and  
Receipt of  
Quotations/Proposals : **May 24, 2022, Tuesday, 1:00 pm (Sealed Quotation)**

Opening of Quotation : **May 24, 2022, 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, 3<sup>rd</sup> 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												
<table border="1" data-bbox="549 486 1369 722"><thead><tr><th colspan="2">1-Lot Two (2) Years Courier Services for Delivery of Documents</th></tr><tr><th>AREA</th><th>Category</th></tr></thead><tbody><tr><td>LUZON</td><td>A. Up to 500 grams/pouch</td></tr><tr><td>VISAYAS</td><td>B. 501 grams to 2 kg./pouch</td></tr><tr><td>MINDANAO</td><td>C. 5 kg./box</td></tr><tr><td></td><td>D. 10 kg./box</td></tr></tbody></table> <p><b>TERMS OF REFERENCE FOR COURIER SERVICES</b></p> <p>In view of the regular sending out of documents and packages to various parties/destinations outside PAGCOR CEBU, (within and outside CEBU CITY), HR SECTION sees the need to acquire courier services to handle said deliveries, through a competitive selection process. For the purpose of selecting and contracting the best courier service that will provide safe, fast, and efficient delivery of domestic mail emanating from PAGCOR CEBU, the department shall contract a Service Provider for a period of two (2) years or until the contract budget is exhausted.</p> <p><b>Project Description</b></p> <p>The project entails contracting a Service Provider that will handle the delivery services of mail (documents and packages) from PAGCOR CEBU to various recipients within and outside CEBU CITY on a regular daily basis.</p> <p>Category of required service – domestic courier (airfreight or land freight)</p> <p>Service consists of handling of mail outbound and door to door mails –pick-up, receiving, invoicing and delivery of documents and packages.</p> <p><b>Scope of Work</b></p> <p>The Service Provider (SP) to be contracted shall:</p> <ul style="list-style-type: none"><li>• Assign an employee/account executive to handle the PAGCOR account, specifically for its various delivery requirements, customer service support, billing and other concerns;</li><li>• Be tasked to pick-up/deliver on a regular daily basis parcel mail from/to PAGCOR CEBU and other destinations within the country;</li><li>• Provide on-line tracking and tracing of documents and packages for delivery;</li></ul>	1-Lot Two (2) Years Courier Services for Delivery of Documents		AREA	Category	LUZON	A. Up to 500 grams/pouch	VISAYAS	B. 501 grams to 2 kg./pouch	MINDANAO	C. 5 kg./box		D. 10 kg./box	<p>Please check the box corresponding to your offered specifications</p> <p><input type="checkbox"/> COMPLY</p> <p><input type="checkbox"/> NOT COMPLY</p>
1-Lot Two (2) Years Courier Services for Delivery of Documents													
AREA	Category												
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MINDANAO	C. 5 kg./box												
	D. 10 kg./box												

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II. Financial Quotation: (ABC PHP 350,000.00)

Description			Total Cost for Two (2) Years VAT Exclusive, Zero Rated Transaction
<b>1-Lot Two (2) Years Courier Services for Delivery of Documents</b>			Amount in Words and in Figures:  _____  _____  _____  PHP _____
<b>AREA</b>	<b>Category</b>	<b>Unit Cost per Pouch/box</b>	
LUZON	A. Up to 500 grams/pouch	PHP	
	B. 501 grams to 2 kg./pouch	PHP	
	C. 5 kg./box	PHP	
	D. 10 kg./box	PHP	
<b>AREA</b>	<b>Category</b>	<b>Unit Cost per Pouch/box</b>	
VISAYAS	A. Up to 500 grams/pouch	PHP	
	B. 501 grams to 2 kg./pouch	PHP	
	C. 5 kg./box	PHP	
	D. 10 kg./box	PHP	
<b>AREA</b>	<b>Category</b>	<b>Unit Cost per Pouch/box</b>	
MINDANAO	A. Up to 500 grams/pouch	PHP	
	B. 501 grams to 2 kg./pouch	PHP	
	C. 5 kg./box	PHP	
	D. 10 kg./box	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, Zero Rated transactions

**VALIDITY OF OFFER:** Ninety (90) calendar days from the 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 five (5) calendar days from the determination of the bidder having the Lowest / Single Calculated Quotation and receipt of the BBAC notice relative thereto:

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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, 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**.

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- 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 For projects with an ABC amounting to more the Five Hundred Thousand Pesos (PHP 500,000.00) the winning supplier/contractor/consultant shall be required to post a performance security prior to the signing of the contract to guarantee the faithful performance of the winning supplier/contractor/consultant, 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%)

The Performance Security shall remain valid for the entire contract duration and shall be release 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 Other terms and conditions are stipulated in the attached Annex A of the Purchase Order.

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**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.

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