

**REQUEST FOR INITIAL QUOTATION**

Date : 16 February 2012

Project Title : **Supply and Delivery of 11,592 packs of Branded Instant Powdered Iced Tea (Lot 1), 14,440 packs of Branded Instant Powdered Chocolate Drink (Lot 2) and 51,750 packs of Branded White Sugar (Lot 3)  
[Negotiated Procurement (Two Failed Biddings)]**

ITB No. : 01-07-2012

Approved Budget and Bidding Fees : 

Approved Budget	Bidding Fee
LOT 1: PhP 1,246,951.44	PhP 1,745.73
LOT 2: PhP 2,916,880.00	PhP 4,083.63
LOT 3: PhP <u>2,949,750.00</u>	PhP 4,129.65

  
**TOTAL ABC: PhP 7,113,581.44**  
(VAT Exclusive, Zero-Rated Transaction)

Deadline of Submission of Initial Quotation : **24 February 2012 / 2:00 p.m. (Sealed Quotation)**  
Conference Room, 2<sup>nd</sup> Floor, PAGCOR House, 1330 Roxas Blvd., Ermita, Manila

Opening of Initial Quotation (Sealed) : **24 February 2012 / 2:00 p.m. onwards**

Deadline of Submission of Best and Final Offer : **To be announced**

Opening of Final Quotation (Best and Final Offer) : **To be announced**

**Please address the envelopes containing the accomplished RFQ form and required documents to The Bids and Awards Committee (BAC) 1, 2nd Floor, PAGCOR House, #1330 Roxas Boulevard, Ermita, Manila**

**The envelopes shall bear the name and address of the Bidder in capital letters together with the title of the project**

Sir / Madame:

In accordance with the Technical Specifications and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest quotation on the item/s stated below.

For any inquiries or clarifications, please contact the BAC Secretariat Unit at telephone number 5211542 loc. 223 and look for Ms. Bianca G. Tablang.

Thank you.

**(SGD) MA. REINA G. CARREON**  
Officer-in-Charge, Procurement Department (PD)

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RFQ for the Supply and Delivery of 11,592 packs of Instant Powdered Iced Tea (Lot 1), 14,440 packs of Instant Powdered Chocolate Drink (Lot 2) and 51,750 packs of White Sugar (Lot 3) under ITB No. 01-07-2012

Dear Ms. Carreon:

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

Description of Service Requirement	Offered Technical Quotation Please fill up each column with either: "comply" or "not comply"
Project: <b>Supply and Delivery of Branded Instant Powdered Iced Tea (Lot 1), Branded Instant Powdered Chocolate Drink (Lot 2) and Branded White Sugar (Lot 3)</b>	
Location: <b>PAGCOR Complex, Imus 363 Bayan Luma VI, Imus, Cavite</b>	
<b>Technical Specifications/Scope of Work</b>	
<b>LOT 1: 11,592 packs [Branded] Instant Powdered Iced Tea</b>	
Concentrated	
Powdered form	
Lemon flavor	
Aluminum foil pouch with the following specifications: With print of brand, manufacturer, net weight & expiry date	
Machine sealed packed	
Yield: makes at least 40 glasses (8 oz.) per pack	
360 grams per pack	
12 packs (or equivalent) per corrugated box	
<b>Note:</b> Expiration date should be at least one (1) year from date of delivery and acceptance.	
Unit Cost (VAT Exclusive, Zero-Rated Transaction) for <b>LOT 1 Php</b> _____	
Total Cost (VAT Exclusive, Zero-Rated Transaction) for <b>LOT 1 Php</b> _____	
_____	
Amount in Words of Grand Total Cost (VAT Exclusive, Zero-Rated Transaction) for <b>LOT 1</b>	
<b>LOT 2: 14,440 packs [Branded] Instant Chocolate Drink</b>	
100% Chocolate taste	
Powdered form	
Aluminum foil pouch with the following specifications: With print of brand, manufacturer, net weight & expiry date	
1 kg per pack	
8 – 12 packs (or equivalent) per corrugated box	
Yield: makes at least 50 (8oz) cups per pack	
<b>Note:</b> Expiration date should be at least one (1) year from date of delivery and acceptance.	
Unit Cost (VAT Exclusive, Zero-Rated Transaction) for <b>LOT 2 Php</b> _____	

Total Cost (VAT Excusive, Zero-Rated Transaction) for <b>LOT 2 Php</b> _____	
_____	
Amount in Words of Grand Total Cost (VAT Excusive, Zero-Rated Transaction) for <b>LOT 2</b>	
_____	
<b>LOT 3: 51,750 packs [Branded] White Sugar</b>	
White or Primera	
Cane sugar	
Powdered form	
Fine granules	
Packaging Specifications: Clear plastic at .004mm plastic thickness with print of brand, manufacturer, ingredients, net weight and expiration date.	
Machine sealed packed, vacuum packed	
1 kg per pack	
30 kilos per sack	
<b>Note:</b> Expiration date should be at least one (1) year from date of delivery and acceptance.	
_____	
Unit Cost (VAT Excusive, Zero-Rated Transaction) for <b>LOT 3 Php</b> _____	
_____	
Total Cost (VAT Excusive, Zero-Rated Transaction) for <b>LOT 3 Php</b> _____	
_____	
Amount in Words of Grand Total Cost (VAT Excusive, Zero-Rated Transaction) for <b>LOT 3</b>	

**TESTING / EVALUATION PROCEDURES:**

Participating bidders shall submit their samples (6 packs of 360 grams of Instant Powdered Iced Tea, 6 packs of 1 kg of Instant Chocolate Drink and 6 packs of 1 kg of White Sugar), which would form part of the technical submittal of the above-stated project during the Acceptance and Opening of Final Quotations.

The submitted samples must be acceptable to PAGCOR's panel of evaluators / tasters, which would be evaluated based on the following criteria:

**CRITERIA FOR TESTING AND EVALUATION OF SAMPLES:**

**Lot 1 – Branded Powdered Instant Iced Tea**

Performance	Solubility – dissolves quickly and evenly in cold water
Taste	Mix Lemon Taste – sweet iced tea flavored, with a taste of natural lemon
Appearance	Powder : light brown powder, no lumps Color Appearance : clear brown solution with no un-dissolved particles Smell : Fresh, no foreign odor, specific lemon flavor

**Lot 2 – Branded Instant Chocolate Drink**

Performance	Solubility – can be dissolved even in a cold or warm water
Taste	Chocolate sweet taste with malt, milk and cocoa flavored. No bitter, burnt taste.
Appearance	Homogenous, dark brown powder, no foreign matter.

**Lot 3 – Branded White Sugar**

Performance	Solubility – 100 % dry and free flowing, easily dissolved
Taste	Free of any unusual or abnormal smell and aromas.
Appearance	Uniform white free flowing crystalline sugar, free from discoloration or apparent extraneous matter

**VALIDITY OF OFFER:** Within Ninety (90) calendar days from the date of opening of the final quotations.

**SCHEDULE OF DELIVERY :**

**LOT 1 – BRANDED INSTANT POWDERED ICED TEA**

Item Number	Description	Quantity	Delivery Period
1 <sup>st</sup> Delivery	Branded Instant Powdered Iced Tea	1,932 packs or 161 boxes	Within Fifteen (15) calendar days from the effectivity date specified in the Notice to Proceed
2 <sup>nd</sup> Delivery	Branded Instant Powdered Iced Tea	1,932 packs or 161 boxes	Two (2) months after first delivery or upon advise of the end-user
3 <sup>rd</sup> Delivery	Branded Instant Powdered Iced Tea	1,932 packs or 161 boxes	Two (2) months after 2 <sup>nd</sup> delivery or upon advise of the end-user
4 <sup>th</sup> Delivery	Branded Instant Powdered Iced Tea	1,932 packs or 161 boxes	Two (2) months after 3 <sup>rd</sup> delivery or upon advise of the end-user
5 <sup>th</sup> Delivery	Branded Instant Powdered Iced Tea	1,932 packs or 161 boxes	Two (2) months after 4 <sup>th</sup> delivery or upon advise of the end-user
6 <sup>th</sup> Delivery	Branded Instant Powdered Iced Tea	1,932 packs or 161 boxes	Two (2) months after 5 <sup>th</sup> delivery or upon advise of the end-user

**LOT 2 – BRANDED INSTANT CHOCOLATE DRINK**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivery Period</b>
1st Delivery	Branded Instant Chocolate Drink	2,408 packs or 301 boxes		Within Fifteen (15) calendar days from the effectivity date specified in the Notice to Proceed
2nd Delivery	Branded Instant Chocolate Drink	2,408 packs or 301 boxes		Two (2) months after first delivery or upon advise of the end-user
3rd Delivery	Branded Instant Chocolate Drink	2,408 packs or 301 boxes		Two (2) months after 2nd delivery or upon advise of the end-user
4th Delivery	Branded Instant Chocolate Drink	2,408 packs or 301 boxes		Two (2) months after 3rd delivery or upon advise of the end-user
5th Delivery	Branded Instant Chocolate Drink	2,408 packs or 301 boxes		Two (2) months after 4th delivery or upon advise of the end-user
6th Delivery	Branded Instant Chocolate Drink	2,400 packs or 300 boxes		Two (2) months after 5th delivery or upon advise of the end-user

**LOT 3 – BRANDED WHITE SUGAR**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivery Period</b>
1st Delivery	Branded White sugar	8,640 packs or 288 sacks		Fifteen (15) calendar days upon receipt of Notice to Proceed
2nd Delivery	Branded White sugar	8,640 packs or 288 sacks		Two (2) months after first delivery or upon advise of the end-user
3rd Delivery	Branded White sugar	8,640 packs or 288 sacks		Two (2) months after 2nd delivery or upon advise of the end-user
4th Delivery	Branded White sugar	8,640 packs or 288 sacks		Two (2) months after 3rd delivery or upon advise of the end-user
5th Delivery	Branded White sugar	8,640 packs or 288 sacks		Two (2) months after 4th delivery or upon advise of the end-user
6th Delivery	Branded White sugar	8,550 packs or		Two (2) months after 5th

		285		delivery or upon advise of the end-user
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**Additional Requirements:**

Upon submission of the quotation, kindly include the following documents:

- Valid PAGCOR's Certificate of Registration (for PAGCOR registered suppliers);

Or (for non-registered suppliers)]

Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of registration.

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

Note: The non-registered winning bidder must be able to submit the PAGCOR's Certificate of Registration within seven (7) calendar days from BAC notice of its determination of the bidder having the Lowest/Single Calculated Responsive Bid;

- A list of all completed contracts which are similar in nature and complexity to the contract to be proposed in the last three (3) years or more. The statement, for each contract, shall include the following:

- names and phone numbers of contract proponents;
- contract amounts;
- contract period with specific dates of start and completion;

- Computation of its **Net Financial Contracting Capacity (NFCC)** which must be at least equal to the ABC of all the lots participated or a commitment from a Universal or Commercial Bank to extend a credit line which is at least equal to ten percent (10%) of the ABC in its favor if awarded the contract for this Project.

The amount of the NFCC, for each lot, shall be as follows:

<b>LOT 1</b>	<b>:</b>	<b>PhP 1,246,951.44</b>
<b>LOT 2</b>	<b>:</b>	<b>PhP 2,916,880.00</b>
<b>LOT 3</b>	<b>:</b>	<b>PhP <u>2,949,750.00</u></b>

The amount of the credit line commitment shall be in the following amounts, Provided further that if the credit line commitment is issued by a foreign Universal or Commercial Bank, it shall be issued by a local Universal or Commercial Bank:

<b>LOT 1</b>	<b>:</b>	<b>PhP 124,695.14</b>
<b>LOT 2</b>	<b>:</b>	<b>PhP 291,688.00</b>
<b>LOT 3</b>	<b>:</b>	<b>PhP 294,975.00</b>

4. Audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission (2010 or 2011)
5. Certificate from the Manufacturer stating that the prospective bidder is an Authorized Distributor / Dealer / Reseller of the brand being offered.
6. Certification from the Bureau of Food and Drugs (BFAD) for the brand being offered (for instant powdered iced tea and instant chocolate drink).
7. Milling/Refining License or Sugar Trader License issued by the Sugar Regulatory Administration (for white sugar).
8. Valid Tax Clearance from the Collection Enforcement Division of the Bureau of Internal Revenue (BIR) National Office.
9. Income and/or Business Tax Returns either filed and paid manually or electronically through the Electronic Filing and Payment System of the BIR.
10. Philippine Government and Electronic Procurement System (PhilGEPS) Registration Certificate.
11. Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in accordance with Section 25.2(a)(iv) of the IRR of RA 9184.

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, i.e., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietor

**NOTES:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all lots.
3. Bids submitted exceeding the Approved Budget for the Contract shall be rejected.
4. The prices quoted are to be paid in Philippine Currency.
5. 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.
6. For the purpose of bid standardization, 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.
7. Award of contract shall be made to the lowest calculated offer which complies with the minimum technical specifications and other terms and conditions stated herein.

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. Other terms and conditions relative to the project are provided in the attached Annex of the Purchase Order.

**PROCEDURES:**

1. Copies of the Request for Quotations (RFQs) are sent to your respective contact details, either through fax or electronic mail. Bidders can also secure a copy of the RFQs at the PAGCOR's website, website of the Philippine Government Electronic Procurement System (PhilGEPS) and conspicuous places designated by PAGCOR's BAC Secretariat Unit.
2. Once the prospective bidders were able to secure a copy of the RFQ or invitation, they are required to submit the accomplished quotation and all of the additional requirements enumerated on the RFQ on the deadline for the submission and receipt of initial quotations and upon payment of the non-refundable bidding fee. Initial quotations are just required to be submitted since these will be discussed lengthily during Negotiations.
3. Bidders, except those who have previously participated in the last two (2) failed biddings, are required to pay the non-refundable bidding fee not later than the date of the submission of bids. A copy of the PAGCOR Official Receipt shall be presented as proof of payment.
4. Attendance of the prospective bidders or their duly authorized representatives are required to attend the opening and examination of the initial sealed quotations since the Bids and Awards Committee (BAC) shall immediately undertake simultaneous Negotiation with all the bidders invited.
5. On the date specified for the opening and examination of the sealed quotations, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present and complying to PAGCOR's minimum requirements and specifications.
6. On the same date, the BAC shall take note of all the documents and/or requirements which are missing, incomplete and/or patently insufficient, if any. At the same time, the BAC shall also determine whether the submitted quotation exceeds the Approved Budget for the Contract.
7. The BAC shall immediately inform the bidder of the results of the examination. In case one or a number of the necessary documents and/or requirements is/are missing, incomplete and/or patently insufficient, the BAC shall consequently discuss the same with the concerned bidder during Negotiations.
8. During Negotiations, concerned bidders can negotiate with the BAC on the date for the final submission of the corrected additional requirements, if any, *Provided* that the bidders best and final offer shall be submitted on the deadline provided in the RFQ, *Provided further* that the lacking additional requirements should be submitted not be later than the date of issuance of the Notice of Award.



9. Any changes in the ABC shall not be allowed during negotiations.
10. Technical Specifications shall be fully discussed during Negotiations. In case there are changes in the requirements and/or technical specifications made after the consultations, these shall be communicated on an equal basis.
11. Following completion of the Negotiations, PAGCOR shall request all qualified bidders to submit its best and final offer with respect to all aspects of their proposals on the date announced by the BAC.
12. PAGCOR shall select the successful offer on the basis of the best and final offers submitted by the bidders which in no case should comply with PAGCOR's minimum requirements. The successful offer must comply with both the technical specifications/requirements and the ABC.
13. Award of the contract shall be recommend to the bidder having the Lowest/Single Calculated Responsive Bid (the bidder who provided the lowest offer and is responsive to PAGCOR's minimum requirements)
14. In case of a tie, the bidder offering add-ons shall be selected.

**BIDDER'S COMMITMENT:**

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of bidding and evaluation set up by the Bids and Awards Committee (BAC), to the provisions of the attached P.O. Annex A – Terms and Conditions and to the rules and regulations of the Government and PAGCOR.

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

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name  
TIN: \_\_\_\_\_

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Represented  
TIN: \_\_\_\_\_

\_\_\_\_\_  
Address / Tel. No. / Fax No.

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