

REQUEST FOR INITIAL QUOTATION

Date	:	March 27, 2012
Project Title	:	Supply and delivery of 2,506 meters Leatherette (Negotiated Procurement under the Condition of Two-Failed Biddings)
ITB No.	:	03-10-2012
Approved Budget and Bidding Fee	:	Approved Budget: PhP 877,100.00 Bidding Fee: 1,400.00
Deadline for Submission of Initial Quotation	:	<u>April 10, 2012 /10:30 a.m. (Sealed Quotation)</u> <u>Conference Room, 2nd Floor, PAGCOR House, 1330 Roxas Boulevard, Ermita, Manila</u>
Opening of Initial Quotation (Sealed)	:	<u>April 10, 2012/ 10:30 a.m. onwards</u>
Deadline of Submission of Best and Final Offer	:	<u>To be announced</u>
Opening of Final Quotation (Best and Final Offer)	:	<u>To be announced</u>
	:	<u>Please address the envelope 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</u> <u>The envelope shall bear the name and address of the Bidder in capital letters together with the title of the project</u>

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 521-1542 local 223 or 617 and look for Ms. Jocelyn S. Billones.

Thank you.

(SGD) MA. REINA G. CARREON
Officer-In-Charge
Procurement Department

Dear Ms. Carreon:

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

Description	Offered Technical Quotation Please fill up each column with either: “comply” or “not comply”
Project: Supply and delivery of 2,506 meters Leatherette	
Technical Specifications: Color: Red (as per sample)	
Backing Cloth: Brushed single knitted	
Mass per unit area: 556grams/sq.m.	
Thickness: 1.15mm	
Width: 137cm.	
Roll length: 50meters/roll	
Delivery at PAGCOR Imus Warehouse, 363 Bayan Luma VI, Imus, Cavite	
Delivery Period: 1 st delivery: 1,250 meters – within 20 calendar days from the effectivity date specified in the NTP	
2 nd delivery: 650 meters – within 25 calendar days from the effectivity date specified in the NTP	
3 rd delivery: 606 meters – within 30 calendar days from the effectivity date specified in the NTP	
UNIT COST, VAT Exclusive, Zero-Rated Transaction	Php _____
GRAND TOTAL COST, VAT Exclusive, Zero-Rated Transaction	Php _____

Amount in Words of Grand Total Cost (VAT-Exclusive, Zero-Rated transaction)

VALIDITY OF OFFER

: 90 Calendar days from the date of opening of the final quotations

Additional Requirements:

1. 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;

2. 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:

- (i) names and phone numbers of contract proponents;
- (ii) contract amounts;
- (iii) contract period with specific dates of start and completion;

3. Computation of its **Net Financial Contracting Capacity (NFCC)** which must be at least equal to the ABC in the amount of PhP877,100.00 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 the amount of PhP87,710.00 in its favor if awarded the contract for this Project.

If the credit line commitment is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank:

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. Valid Tax Clearance from the Collection Enforcement Division of the Bureau of Internal Revenue (BIR) National Office.
6. Income and/or Business Tax Returns either filed and paid manually or electronically through the Electronic Filing and Payment System of the BIR.
7. Philippine Government and Electronic Procurement System (PhilGEPS) Registration Certificate.
8. 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. Bids 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 should be VAT-Exclusive, Zero-Rated.

5. 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.
6. 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.
7. 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.
8. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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..