



REPUBLIKA NG PILIPINAS
TANGGAPAN NG PANGULO
LUPON SA MGA LARO AT LIBANGAN
(GAMES AND AMUSEMENTS BOARD)
Legaspi Towers 200, Paseo de Roxas, Makati City
Tel. Nos. 812-7109 * Fax 816-31-28
bacsec@gab.gov.ph
www.gab.gov.ph

REQUEST FOR QUOTATION

TO: All Eligible Bidders

The Games and Amusements Board (GAB) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

To assist you in the preparation of the proposal, please find attached the Terms of Reference (Annex A) for the subject procurement.

Name of Project : **“Rental of Thirty-Three (33) units CISS Printer for Games and Amusements Board for FY 2020”**

Approved Budget for the Contract (ABC) : **Five Hundred Eighty Thousand Pesos (Php580,000.00)**

Specification : See attached ANNEX “B”

Place of Delivery : 2nd Floor Legaspi Tower 200, Paseo de Roxas St., Makati City

Deadline of Submission : on or before November 14, 2019

Delivery Period : First Working Day of the January 2020

Interested suppliers are required to submit their duly accomplished Price Quotation Form (ANNEX “A”) on or before the deadline of submission of bids/quotation at the BAC Secretariat Office, 2nd floor Legaspi Towers 200, Paseo de Roxas St., Legaspi Village, Makati City. Suppliers have the option to submit open or sealed quotation in the address given above. Open quotation may submit thru email at bacsec@gab.gov.ph or thru facsimile at 816-31-28.

Suppliers shall be required to submit the following documentary requirements.

- a) Security and Exchange Commission/Department of Trade and Industry (SEC/DTI) Registration Certificate
- b) Valid Mayor’s Permit
- c) Omnibus Sworn Statement; (ANNEX “C”)
- d) Certification of **PHILGEPS** Registration.
- e) Secretary’s Certificate authorizing signatory. (For Corporation / Partnership / Joint Venture) – ANNEX “E”
- f) Authorization Letter / Special Power of Authority, in case the owner is not the signatory of the Price Quotation and Notice of Award. (For Single Proprietorship) – ANNEX “D”
- g) Duly signed and conformed Terms of Reference (See ANNEX “B”)
- h) Duly signed Service Level Agreement (ANNEX “F”)

Quoted prices shall be inclusive of all applicable taxes and shall be firm and valid for a period of at least sixty (60) calendar days from the date of receipt of quotation and shall be binding upon the supplier within the period.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder of his/her authorized representative/s.

Award of Contract shall be made to the lowest quotation for goods which complies with the minimum technical specifications and other terms and conditions stated herein, any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative/s.

The GAB reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact **Ms. Roselyn Ann Bagasol**, Head BAC Secretariat, at telephone number 8-813-7109.

Very truly yours,

SIGNED
DIOSCORO BAUTISTA
GAB-BAC CHAIRPERSON

PRICE QUOTATION FORM

THE BIDS AND AWARDS COMMITTEE (BAC)

GAMES AND AMUSEMENTS BOARD

Legaspi Towers 200, Paseo de Roxas

Makati City

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

QTY.	DESCRIPTION/SPECIFICATION	Bidder's Price Proposal
1 lot	"Rental of Thirty-Three (33) units CISS Printer for Games and Amusements Board for FY 2020"	
	GRAND TOTAL -----	
Amount in Words:		

The above-quoted prices are inclusive of all costs and applicable Expanded Value Taxes (EVAT).

Very truly yours,

Name of Company

By:

Printed Name and Signature of Authorized Representative

Date

TERMS OF REFERENCE

RENTAL OF THIRTY-THREE (33) UNITS CISS PRINTER FOR GAMES AND AMUSEMENTS BOARD

I. RATIONALE

It is more efficient for the Games and Amusements Board (GAB) to rent CISS Printer on a per consumption basis rather than purchase printers. Hence, it is necessary to acquire printer services from reputable suppliers to meet the requirements of the Games and Amusements Board.

II. SCOPE OF SERVICE and SPECIFICATIONS

The rental for the use and operation of thirty-three (33) CISS printers shall be for a period of twelve (12) months from January to December 31, 2020. Said printer shall have the following features:

- Inkjet Printer (Single Function Printer)(32units)

Resolution (dpi)*2	4800 x 1200dpi (max.)
Printable Width	Borderless:
Recommended Printing Area	Top margin:
	Bottom margin:
Applicable Media Sizes	A4, Letter, Legal, A5, B5, Envelopes (DL, COM10), 4 x 6", 5 x 7
Borderless Photo	4 x 6" / 8 x 10" / A4", 8 x 10"
- A3 Printer (1unit)

High performance, ultra-compact A3 printer with 5-single inks.	
Print	
ISO Standard print speed (A4): up to 14.5 ipm black / 10.4 ipm (colour)	
Hi-speed USB 2.0	
Recommended print volume: 80 - 200 page	

The rental rate shall be on a per consumption basis with no minimum copy requirement.

It shall include, at NO ADDITIONAL COST to GAB, the following:

1. Delivery, installation and configuration of the thirty (30) units of CISS printer to GAB, Makati Office
2. Regular maintenance, repair and ink refill,
3. Repair of reported machine(s) with minor defect:
 - Monday to Friday (except holiday) from 7:00a.m. to 4:00p.m. within four (4) hours from the receipt of report
 - Monday to Friday (except holiday) from 4:01 p.m. onwards- on or before 9:00a.m. of the next working day.
4. Replacement of unit within 24 hours from receipt of report when the rented printer is declared beyond repair.

The lowest calculated bidder, during post qualification, should be able to conduct a demonstration of the unit at GAB for validation primarily of the required features of the said printer and corresponding quality requirement, e.g., readability, clarity, among others.

The delivery, installation, configuration and operation of the thirty-three (33) Units of CISS Printer shall be done on the first working day of January 2020.

The thirty-three (33) units of CISS printers shall be provided and deployed to the following areas:

DIVISION/SECTION/UNIT	NO. OF UNIT
Administrative & Finance Division	2
Chairman's Office	2
Com. Trinidad's Office	1
Com. Masanguid's Office	1
Pro Basketball & Other Pro Games Division	2
Boxing & Other Contact Sports Division	3
Horse Racing Betting Division	1
Legal Division	2
Medical Section	1
Budget Section	2
Accounting Section	3
Cashier Section	2
Personnel Section	3
Supply Section	1
IT Section	1
Records Section	1
COA	3
General Utilities	1
Inkjet CISS Printer	32 units
1 UNIT A3 PRINTER	
PERSONNEL SECTION	1 unit
TOTAL PRINTERS	33 UNITS

III. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC of this project is Five Hundred Eighty Thousand Pesos; (PhP 580,000.00) inclusive of all applicable government taxes for the whole year.

IV. RESPONSIBILITIES OF THE SUPPLIER

The Supplier shall:

- A. Supply and install thirty-three (33) units of CISS printer at Games and Amusements Board (GAB), 2nd Floor Legaspi Towers 200, Paseo de Roxas St., Legaspi Village, Makati City. The delivery, actual installation and operation of goods should be completed on the first working day of January, 2020.
- B. Provide regular maintenance, ink refill and repair, including replacement of parts at no cost to GAB. Inspection and servicing of the printers shall also be conducted once a month or as often as may be required.
- C. Provide a unit of similar model or upgrade within 24 hours from receipt of report as replacement when the rented printer is declared beyond repair. Nonetheless, the Supplier is required and obligated to make repair to a defective unit within three (3) calendar days upon receipt of complain from the GAB.
- D. Failure to do so, in both events, will result in the imposition of penalties per Section 68 of the 2016 Revised IRR of RA 9184.

V. RESPONSIBILITIES OF THE GAB

The GAB shall:

- A. Check and ensure, through the GAB Inspection, that the Supplier complies with the specifications and conditions of the contract upon delivery of the units.
- B. Closely monitor and ensure the smooth operation of all equipment delivered, through the Supply Section of the Administrative Division as the implementer of the project.

- C. Has the option to extend the contract for a maximum of one (1) year subject to compliance to satisfactory performance and Sections 4.0 and 5.0 of GPPB Resolution No. 23-2007.
- D. Has the right to impose penalties for non-performance of the incomplete services by the Supplier.
- E. Has the right to forfeit the Supplier performance security/bond in case of:
 - 1. One (1) or more units were left unattended for repair/replacement for more than 24 hours.
 - 2. Failure on the part of the Supplier to deliver the total number of units required in the contract.

VI. PAYMENT SCHEDULE

- 1. The GAB shall make rental payment on a monthly basis within seven (7) working days from receipt of monthly billing statement from the Supplier and issuance of Certificate of Satisfactory Service by the GAB Supply Section of Administrative Division. Rate shall be inclusive of VAT and shall be subject to withholding tax in accordance with BIR regulation.

CONFORME:

Name of Company

By:

Printed Name and Signature of Authorized Representative

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC

Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Games and Amusements Board
(for Single Proprietorship only)
Authority of Signatory

AUTHORIZATION LETTER

I, _____, Owner/Proprietor of _____ (company name), a single proprietorship registered under the laws of _____ with its registered office at _____ (address of the bidder), has made, constitute and appointed _____ (authorized representative) true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary, participate and/or represent _____ (company name) in the bidding (under alternative mode of procurement) at the GAMES AND AMUSEMENTS BOARD as fully and effectively as owner/proprietor might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2019 at _____

Signed in the Presence of :

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY,) S.S.

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in City of _____, Philippines, personally appeared the following:

NAME	CTC Number	Issued on	Issued at

known to me and known to be the same person who executed the foregoing instrument consisting of_ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public

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Games and Amusements Board
(For Corporation / Partnership / Joint Venture)
Authority of Signatory

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____(company name), a corporation duly organized and existing under and by virtue of the law of the _____ DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____(authorized representative) be, as it hereby is, authorized to participate in the bidding (under alternative mode of procurement) at the GAMES AND AMUSEMENTS BOARD; that if awarded the project shall enter into contract with the GAB; and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ [company name] in the bidding.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2019 affiant exhibited to me his/her _____ issued on _____ at _____, Philippines.

NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of _____

Service Level Agreement
between
<Name of Supplier>
&
Games and Amusements Board

I. Service Agreement

1.1. Service Scope

The following are covered by this Agreement:

- Delivery, installation, configuration and operation of 32 units of CISS printer and (1) unit A3 Printer with CISS printer, which shall be done on the first working day of January, 2020 as per Notice to Proceed;
- Regular maintenance and repair of all the rented printer;
- Repair of reported defective machine(s);
- Replacement or upgrade of unit when the rented printers is declared beyond repair; and

1.2. Requirements

The GAB responsibilities in support of this agreement shall be the following:

- Proper use of all the machines;
- Use of consumables recommended/supplied by the Supplier;
- Immediate report of defective machines to the Supplier through e-mail or telephone;

The Supplier responsibilities in support of this agreement shall be the following:

- Meeting the delivery, installation, configuration and operation of the 30 units of CISS Printer and 1unit of A3 CISS Printer, which shall be done on the first working day of January, 2020 as per signed Notice to Proceed ;
- Meeting response times associate with service request;
- Provide written status report to GAB for all repaired and replaced machines;
- Appropriate notification to GAB for all schedule maintenance;
- Provide escalation procedures for technical support services;
- Provide a single point of contact for customer support;
- Shall respond to request for maintenance at no cost GAB;

The Supplier shall provide a unit of similar model within 24 hour as replacement when the rented printer is declared beyond repair.

The Supplier shall conduct regular maintenance and repair, including replacement of parts at no cost to GAB.

CONFORME:

Name of Company

By:

Printed Name and Signature of Authorized Representative

Date