



REQUEST FOR QUOTATION

TO: ALL BIDDERS/SUPPLIERS

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.

The GAB hereinafter referred to as “the Purchaser”, now request submission of a price quotation for the subject below:

| | |
|-------------------------------------|---|
| Name of Project | Supply & Delivery of 500 pcs. Calling Card for Official use of Comm. Eduard B. Trinidad |
| Place of Delivery | GAB Main Office, Makati City 2 nd Floor Legaspi Tower 200, Paseo de Roxas St., Makati City |
| Approved Budget for the Contract | Five Thousand Pesos (P5,000.00) |
| Specification | See Annex “A” |
| Terms of Payment | <u>After submission of Certificate of Completed service</u> |
| Deadline of Submission of Quotation | <u>November 25, 2019</u> |

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) Certification of **PHILGEPS** Registration.
- d) 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 “C”
- e) Secretary’s Certificate authorizing signatory. (For Corporation / Partnership / Joint Venture) – ANNEX “D”

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

Chairman

Bids and Awards Committee

PRICE QUOTATION FORM

THE BIDS AND AWARDS COMMITTEE
GAMES AND AMUSEMENTS BOARD
 2/F Legaspi Towers 200
 Paseo de Roxas St., Makati City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

| ARTICLE AND DESCRIPTIONS | Qty. | Unit Price | Total Price |
|---|---------|------------|-------------|
| Supply & Delivery of 500 pcs. Calling Card for Official use of Comm. Eduard B. Trinidad Size: 2" x 3.5" Material: Conqueror (White) Print: Offset with Black embossed text and Silver Stamping of Logo | 500 pcs | | |
| Grand Total | | | |

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive

2. We undertake, if our Quotation or bid is accepted, to deliver the above services starting January, 2020 from receipt of Notice To Proceed (NTP).
3. We agree to abide by the Quotation/bid for a period for sixty (60) days after the dated deadline of submission specified in your RFQ.
4. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
5. The above-quoted price is **INCLUSIVE** of all cost and applicable taxes

Company Name : _____
 Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Complete Name : _____
 Date : _____

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

Doc. No.
Page No.
Book No __
Series of 20

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)

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

ACKNOWLEDGEMENT

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 _____