



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**

3rd Floor MWSS Administration Building, Katipunan Avenue  
Bulacan, Quezon City

Tel. Nos. 927-0030 / 920-7477 • Fax No. 436-4405

www.ogcc.gov.ph

**REQUEST FOR QUOTATION / PROPOSAL FOR:  
BOOKBINDING OF LEGAL OPINIONS, CONTRACT REVIEWS,  
LAWYERS REVIEW & OFFICIAL GAZETTE**

RFQ No. : 2019-08-005

Date: 1 August 2019

**To Whom It May Concern:**

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than 5 August 2019 at 5:00 p.m. to the address listed above.

PLEASE QUOTE: PER LOT

| LOT No | ITEM DESCRIPTION<br>[ITEM NAME&TECHNICALSPECIFICATIONS]   | QTY. | UNIT        | APPROVED BUDGET OF CONTRACT (ABC) | UNIT PRICE | AMOUNT |
|--------|---|------|-------------|-----------------------------------|------------|--------|
| 1      | Book binding of Legal Opinions (cover color: navy blue)<br>Size: 8.5 x 11 inches  | 50   | 1 (One) Lot | P44,450.00                        |            |        |
|        | Book binding of Contract Reviews (cover color: black)<br>Size: 8.5 x 11 inches  | 60   |             |                                   |            |        |
|        | Book binding of Lawyers Review: (cover color: brown)<br>Size: 8.5 x 11 inches   | 1    |             |                                   |            |        |
|        | Book binding of Official Gazette (cover color: maroon)<br>Size: 7 x 10 inches   | 16   |             |                                   |            |        |
|        | • Hardbound<br>• Book cloth cover<br>• Smyth sewn<br>• Thickness: over 1 (one) inch<br>• Total of 127 books<br>• Please see attachment re OGCC Library for Book Binding |      |             |                                   |            |        |
|        |   |      |             |                                   |            |        |

**SUPPLIER'S CERTIFICATION**

Date: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in \_\_\_\_\_ days from receipt of the Notice of Award.

\_\_\_\_\_  
Print Name & Signature of  
Authorized Representative

\_\_\_\_\_  
Company Tel./Fax/Mobile No.

\_\_\_\_\_  
Company Tax Identification No. (TIN)



## I. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. Bidders must submit certificate of PHILGEPS Registration ; or
3. Bidders must submit necessary business permits (SEC, LGU, DTI , CDA, etc.);
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

*Your Company Name/Trade Name*

*Address*

*RFQ No.*

*PHILGEPS Reference No.*

5. Delivery period must be at least within seven (7) calendar days upon receipt of the Notice of Award.
6. The items must be delivered at the address below:

*Supply Section*

*Office of the Government Corporate Counsel*

*3/F MWSS Bldg., Katipunan Road*

*Alabang, Muntinlupa City*

7. All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract(ABC);
9. Payment shall be prepared through Disbursement Voucher (DV) upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
10. Failure to comply with these conditions shall mean disqualification of your bid proposal/quotation.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 436-3773. The quotation may be submitted through e-mail at [rgtejano.ogcc@gmail.com](mailto:rgtejano.ogcc@gmail.com) or delivered to the address below:

*Bids and Awards Committee Secretariat*

*3/F MWSS Bldg., Katipunan Road*

*Alabang, Muntinlupa City*

**DOMINADOR R. SIDORO, JR.**

*Assistant Government Corporate Counsel & Chairperson  
OGCC-Bids and Awards Committee*

# OGCC LIBRARY For Book Binding

## OPINIONS

| <b>OPINIONS (2011)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|------------------------|---------------------|--------------|
| January – April        | 2                   | Navy Blue    |
| May – August           | 2                   | Navy Blue    |
| September – December   | 2                   | Navy Blue    |
| <b>SUB-TOTAL</b>       | <b>6</b>            |              |

| <b>OPINIONS (2012)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|------------------------|---------------------|--------------|
| January – April        | 2                   | Navy Blue    |
| May – August           | 2                   | Navy Blue    |
| September – December   | 2                   | Navy Blue    |
| <b>SUB-TOTAL</b>       | <b>6</b>            |              |

| <b>OPINIONS (2013)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|------------------------|---------------------|--------------|
| January – April        | 2                   | Navy Blue    |
| May – August           | 2                   | Navy Blue    |
| September – December   | 2                   | Navy Blue    |
| <b>SUB-TOTAL</b>       | <b>6</b>            |              |

| <b>OPINIONS (2014)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|------------------------|---------------------|--------------|
| January – April        | 2                   | Navy Blue    |
| May – August           | 2                   | Navy Blue    |
| September – December   | 2                   | Navy Blue    |
| <b>SUB-TOTAL</b>       | <b>6</b>            |              |

| <b>OPINIONS (2015)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|------------------------|---------------------|--------------|
| January – April        | 2                   | Navy Blue    |
| May – August           | 2                   | Navy Blue    |
| September – December   | 2                   | Navy Blue    |
| <b>SUB-TOTAL</b>       | <b>6</b>            |              |

| <b>OPINIONS (2016)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|------------------------|---------------------|--------------|
| January – April        | 2                   | Navy Blue    |
| May – August           | 2                   | Navy Blue    |
| September – December   | 2                   | Navy Blue    |
| <b>SUB-TOTAL</b>       | <b>6</b>            |              |

| <b>OPINIONS (2017)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|------------------------|---------------------|--------------|
| January – April        | 2                   | Navy Blue    |
| May – July             | 2                   | Navy Blue    |
| August – September     | 2                   | Navy Blue    |
| October – December     | 2                   | Navy Blue    |
| <b>SUB-TOTAL</b>       | <b>8</b>            |              |



| <b>OPINIONS (2018)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|------------------------|---------------------|--------------|
| January – April        | 2                   | Navy Blue    |
| May – August           | 2                   | Navy Blue    |
| September – December   | 2                   | Navy Blue    |
| <b>SUB-TOTAL</b>       | <b>6</b>            |              |

## **CONTRACTS**

| <b>CONTRACTS (2011)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|-------------------------|---------------------|--------------|
| January – April         | 2                   | Black        |
| May – August            | 2                   | Black        |
| September – December    | 2                   | Black        |
| <b>SUB-TOTAL</b>        | <b>6</b>            |              |

| <b>CONTRACTS (2012)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|-------------------------|---------------------|--------------|
| January – April         | 2                   | Black        |
| May – August            | 2                   | Black        |
| September – December    | 2                   | Black        |
| <b>SUB-TOTAL</b>        | <b>6</b>            |              |

| <b>CONTRACTS (2013)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|-------------------------|---------------------|--------------|
| January – April         | 2                   | Black        |
| May – August            | 2                   | Black        |
| September – December    | 2                   | Black        |
| <b>SUB-TOTAL</b>        | <b>6</b>            |              |

| <b>CONTRACTS (2014)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|-------------------------|---------------------|--------------|
| January – April         | 2                   | Black        |
| May – August            | 2                   | Black        |
| September – December    | 2                   | Black        |
| <b>SUB-TOTAL</b>        | <b>6</b>            |              |

| <b>CONTRACTS (2015)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|-------------------------|---------------------|--------------|
| January – April         | 2                   | Black        |
| May – August            | 2                   | Black        |
| September – December    | 2                   | Black        |
| <b>SUB-TOTAL</b>        | <b>6</b>            |              |

| <b>CONTRACTS (2016)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|-------------------------|---------------------|--------------|
| January – February      | 2                   | Black        |
| March – May             | 2                   | Black        |
| June – August           | 2                   | Black        |
| September – December    | 2                   | Black        |
| <b>SUB-TOTAL</b>        | <b>8</b>            |              |

| <b>CONTRACTS (2017)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|-------------------------|---------------------|--------------|
| January – March         | 2                   | Black        |
| April – June            | 2                   | Black        |

|                    |          |       |
|--------------------|----------|-------|
| July – September   | 2        | Black |
| October - December | 2        | Black |
| <b>SUB-TOTAL</b>   | <b>8</b> |       |

| <b>CONTRACTS (2018)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|-------------------------|---------------------|--------------|
| January – March         | 2                   | Black        |
| March – April           | 2                   | Black        |
| May – June              | 2                   | Black        |
| July – August           | 2                   | Black        |
| September – October     | 2                   | Black        |
| October – November      | 2                   | Black        |
| December                | 2                   | Black        |
| <b>SUB-TOTAL</b>        | <b>14</b>           |              |

## **THE LAWYERS REVIEW**

| <b>THE LAWYERS REVIEW (2011)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|----------------------------------|---------------------|--------------|
| January – December               | 1                   | Brown        |
| <b>SUB-TOTAL</b>                 | <b>1</b>            |              |

## **OFFICIAL GAZETTE**

| <b>OFFICIAL GAZETTE (2012)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|--------------------------------|---------------------|--------------|
| January                        | 1                   | Maroon       |
| February                       | 1                   | Maroon       |
| March                          | 1                   | Maroon       |
| April                          | 1                   | Maroon       |
| May                            | 1                   | Maroon       |
| June                           | 1                   | Maroon       |
| July                           | 1                   | Maroon       |
| August                         | 1                   | Maroon       |
| September                      | 1                   | Maroon       |
| October                        | 1                   | Maroon       |
| November                       | 1                   | Maroon       |
| December                       | 1                   | Maroon       |
| <b>SUB-TOTAL</b>               | <b>12</b>           |              |

| <b>OFFICIAL GAZETTE (2013)</b> | <b>NO. OF BOOKS</b> | <b>COLOR</b> |
|--------------------------------|---------------------|--------------|
| January                        | 1                   | Maroon       |
| February                       | 1                   | Maroon       |
| March                          | 1                   | Maroon       |
| April                          | 1                   | Maroon       |
| <b>SUB-TOTAL</b>               | <b>4</b>            |              |

**TOTAL: 127 BOOKS**