



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3rd Floor MWSS Administration Building, Katipunan Avenue  
Balara, Quezon City  
Tel. Nos. 927-0030 / 920-7477 • Fax No. 436-4405  
www.ogcc.gov.ph

**REQUEST FOR QUOTATION**

Date: 20 September 2019  
RFQ No. 2019-09-008

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
PhilGEPS Registration No. (required): \_\_\_\_\_

The Office of the Government Corporate Counsel, through its Bids and Awards Committee, intends to procure **Common Use Office Equipment** in accordance with **Section 52 (Shopping)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

LOT NO.	DESCRIPTION	ABC (in PhP)
1	ID Laminator	10,000.00
2	Paper Shredder	10,000.00
3	Biometric Finger Scanner	45,000.00
	<b>Total</b>	<b>65,000.00</b>

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions herein provided (please see attached Terms of Reference). Submit your quotation duly signed by you or your duly authorized representative **not later than 27 September 2019 at 1:00 p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. 2019 Mayor's/Business Permit; and
2. Income/Business Tax Return

A **notarized Omnibus Sworn Statement (GPPB-prescribed form)** should also be submitted by the winning bidder/supplier prior to the issuance of Notice of Award.

Award of contract shall be made by lot. You may opt to submit a proposal for each or all the lots, and the lowest calculated and responsive offer for each lot shall be selected.

For any clarification, you may contact Atty. Diane Camilla R. Borja at telephone no. (02) 920-7475/436-3773 or email address at [rgtejano@gmail.com](mailto:rgtejano@gmail.com).

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your quotation.



After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the Item/s as follow:

PROCUREMENT PROJECT	APPROVED BUDGET FOR THE CONTRACT		
<b>ID Laminator</b>	<b>Ten Thousand Pesos (PhP10,000.00)</b>		
<b>TECHNICAL SPECIFICATIONS:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Dimensions: Minimum mm: 540x260x148 (L x W x H)			
Volts: 220v			
Warranty: One (1) year warranty on parts and services			
Others: <ul style="list-style-type: none"> <li>- Fast warm up time for immediate use (Warm Up Time: 1 minute)</li> <li>- Can laminate ID (PVC) Cards to A4 size documents</li> <li>- Can laminate photographs and digital prints</li> <li>- Can laminate hot &amp; cold without using carriers or mounting boards</li> <li>- Manual forward/reverse function for misfeed documents</li> </ul>			

PROCUREMENT PROJECT	APPROVED BUDGET FOR THE CONTRACT		
<b>Paper Shredder</b>	<b>Ten Thousand Pesos (PhP10,000.00)</b>		
<b>TECHNICAL SPECIFICATIONS:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Dimensions: Minimum mm: 350x262x550 (L x W x H)			
Volts: 220v			
Cut type: Cut or cross cut			
Shred Able Materials: Can shred paper clips, staple wires, credit cards and compact discs (CDs)			
Bin Capacity: 20 liters (min) capacity			
Electronic Motor: 150 watts (min)			
Cutting Width: 3mm (min)			
Cutting Speed: 50mm/seconds			
Sheet Capacity: minimum ten (10) sheets maximum using 70 gsm paper; or minimum eight (8) sheets maximum using 80 gsm paper			
Jam Proof: Shredders have means to detect paper thickness to avoid paper jams by rejecting paper that is beyond capacity; and have more powerful motors to handle jumbled or misfed paper			
Weight: At least 14 kg (min)			
Warranty: One (1) year warranty on parts and services			



Others:			
<ul style="list-style-type: none"> <li>- With operating manual in English</li> <li>- Continuous run time for 10 minutes</li> <li>- Automatic start/stop control</li> <li>- Auto reverse prevents paper jams</li> <li>- Thermal overload protection</li> <li>- Safety cut-out on bin removal</li> </ul>			

PROCUREMENT PROJECT	APPROVED BUDGET FOR THE CONTRACT		
<b>Biometric Finger Scanner</b>	<b>Forty-Five Thousand Pesos (PhP45,000.00)</b>		
<b>TECHNICAL SPECIFICATIONS:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
Display: 2-inch TFT (220*176) Color Screen			
Fingerprint Sensor: (500 DPI)			
Communication: TCP/IP, USB			
Fingerprint Capacity: 1500 (10 fingerprints per user/employee)			
Records capacity: 100,000			
Power Supply: DC 12V/3A			
Operating Temperature: 0~45 °C (32°~113 °F)			
Dimension (WxLxH): 91 x 188 x 38mm			
Warranty: One (1) year warranty on parts and services			
Others:			
<ul style="list-style-type: none"> <li>- With operating manual in English</li> <li>- On call support shall be available 24 hours a day, 7 days a week. A one (1) hour response form time of call (through telephone call) shall be provided.</li> <li>- On-site support must have a response time of not more than 4 hours from the time of the call in cases when the phone support could not solve the problem.</li> <li>- On hardware repair, testing shall be done on site to know the extent of the problem.</li> <li>- All components beyond repair shall be replaced during the warranty period at no additional cost on the government.</li> <li>- Service units should be available for the system and peripherals a day after testing and diagnosis for replacement of the defective unit(s)</li> </ul>			



### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) 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 initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the OGCC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The OGCC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
13. Please see attached Terms of Reference for further instructions and requirements.

  
DOMINADOR R. ISIDORO, JR.  
Assistant Government Corporate Counsel  
Chairman, Bids & Awards Committee

## TERMS OF REFERENCE

### I. OBJECTIVES:

This project aims to provide common office supplies and equipment, such as ID Laminator and Paper Shredder in the OGCC.

As of date, the biometric finger scanner being used in the office has encountered frequent system malfunction which results in poor monitoring of time and attendance control of its employees. Thus, replacing it with a brand new Biometric Finger Scanner will ensure an effective and accurate time and attendance control of its employees.

### II. PROJECT TITLE

Supply and Delivery of Various Office Equipment, and Supply, Delivery and Installation of Biometric Finger Scanner

### III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEMS	Unit price	Quantity	Total
1. ID Laminator	10,000.00	1	10,000.00
2. Paper Shredder	10,000.00	1	10,000.00
3. Biometric Finger Scanner	45,000.00	1	45,000.00
Total			65,000.00

**NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.**

### IV. TECHNICAL SPECIFICATIONS

#### a. ID Laminator

<b>Specifications:</b> <b>Dimensions:</b> Minimum mm: 540x260x148 (L x W x H) <b>Volts:</b> 220v <b>Warranty:</b> One (1) year warranty on parts and services <b>Others:</b> -Fast warm up time for immediate use (Warm Up time: 1 minute) -Can laminate I.D. (PVC) Cards to A4 size documents -Can laminate photographs and digital prints -Can laminate hot & cold without using carriers or mounting boards -Manual forward / reverse function for misfeed documents
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#### b. Paper Shredder

<b>Specifications:</b> <b>Dimensions:</b> Minimum mm: 350x262x550 (L x W x H) <b>Volts:</b> 220v <b>Cut type:</b> Cut or cross cut <b>Shred Able Materials:</b> Can shred paper clips, staple wires, credit cards and compact discs (CDs) <b>Bin Capacity:</b> 20 liters (min) capacity <b>Electronic Motor:</b> 150 watts (min) <b>Cutting Width:</b> 3mm (min) <b>Cutting Speed:</b> 50mm / seconds
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**Sheet Capacity:** minimum ten (10) sheets maximum using 70 gsm paper; or minimum eight (8) sheets maximum using 80 gsm paper

**Jam Proof:** Shredders have means to detect paper thickness to avoid paper jams by rejecting paper that is beyond capacity; and have more powerful motors to handle jumbled or misfed paper.

**Weight:** At least 14 kg (minimum)

**Warranty:** One (1) year warranty on parts and services

**Others:**

- With operating manual in english
- Continuous run time for 10 minutes
- Automatic start/stop control
- Auto reverse prevents paper jams
- Thermal overload protection
- Safety cut-out on bin removal

**c. Biometric Finger Scanner**

**Specifications:**

**Display:** 2-inch TFT (220\*176) Color Screen

**Fingerprint Sensor:** (500DPI)

**Communication:** TCP/IP, USB

**Fingerprint Capacity:** 1500 (10 fingerprints per user / employee)

**Records Capacity:** 100,000

**Power Supply:** DC 12V/3A

**Operating Temperature:** 0~45°C (32°~113°F)

**Dimension(W x L x H):** 91x 188x 38mm

**Warranty:** One (1) year warranty on parts and services

**Others:**

- With operating manual in english
- On call support shall be available 24 hours a day, 7 days a week. A one (1) hour response from time of the call (through telephone call) shall be provided.
- On-site support must have a response time of not more than 4 hours from the time of the call in cases when the phone support could not solve the problem.
- On hardware repair, testing shall be done on-site to know the extent of the problem.
- All components beyond repair shall be replaced during the warranty period at no additional cost on the government.
- Service units should be available for the system and peripherals a day after testing and diagnosis for replacement of the defective unit(s).

**V. REQUIREMENTS FOR BIDDERS**

- a. Bidders are strongly advised to comply with eligibility documents and financial documents listed in the Philippine Bidding Documents (if applicable) and they should be registered with PhilGEPS as Platinum Member.
- b. The bidders must have authorized service centers within Metro Manila.

## VI. SCOPE OF WORK

- a. The winning bidder/supplier shall deliver the items at the given office address below:

**Property and Supply Office**  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3<sup>rd</sup> Flr MWSS Administration Building, Katipunan Ave., Balara,  
Quezon City  
Tel No. \_\_\_\_\_

- b. **For Biometric Finger Scanner:** The winning bidder/supplier shall install the unit in the above-stated office address and provide a demonstration to the personnel in charge upon delivery.
- c. The winning bidder/supplier shall deliver the items within 30 days from receipt of the Notice of Award.
- d. The winning bidder/supplier shall ensure that all items to be delivered must be equipped with an operating manual (if applicable) and accessories.
- e. The items shall be subject to inspection by the supply officer upon delivery.
- f. The winning bidder/supplier guarantees the availability of the items within 10 days upon receipt of notice of award.
- g. The winning bidder/supplier shall replace all items with apparent defects and damage within seven (7) days from the date of discovery by the supply officer during the actual inspection.
- h. In case of non-apparent defect or damage on the items, the supply officer shall promptly report this matter to the supplier within three (3) days from the date of discovery thereof.

## VII. TERMS OF PAYMENT

- a. Advance payment is not allowed.
- b. The OGCC shall pay the Service Contractor within **60** working days upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables/documentary requirements.

## VIII. WARRANTY

- a. The Supplier warrants that the items to be delivered are free from latent and patent defects.
- b. The warranty period shall be one (1) year from the date of acceptance of delivered items.
- c. The warranty shall include repair, replacement of parts, and free service during official business hours (8am-5pm) on call basis from the supplier within Metro Manila or any of its authorized repair centers.

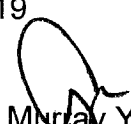
**IX. AFTER SALES SUPPORT**

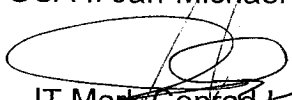
- a. Within the Warranty Period
- b. After the Warranty Period, there must be at-least authorized service center within Metro Manila.

Prepared by:  
**Ad-Hoc Committee**

Per Office Order No. 207, Series of 2019

  
GCA II Jan-Michael C. Bueser

  
GCA II Ann Murray Y. Santillan

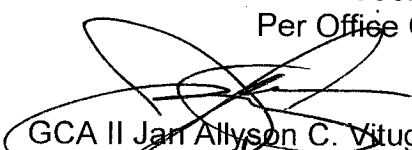
  
IT Mark Confad L. Albania

ADAS Ian Carlo R. Rometa

  
ADAS Tricia Ann P. Makasakit

Reviewed by:  
**Technical Working Group**

Per Office Order No. 207, Series of 2019

  
GCA II Jan Allyson C. Vitug

  
GCA II Edoxenos B. Sulit

ADAS Jorge P. Estrada

<b>Conforme of End-User:</b>	6.
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2.	8.
3.	9.
4.	10.
5.	11.