



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: 28 October 2019
RFQ No. 2019-10-022

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
PhilGEPS Registration No. (required): _____
Price Quotation: _____; Brand Offered: _____

The Office of the Government Corporate Counsel, through its Bids and Awards Committee, intends to procure Paper Shredder 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	One (1) Paper Shredder	10,000.00
	Total	10,000.00

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 4 November 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.

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.



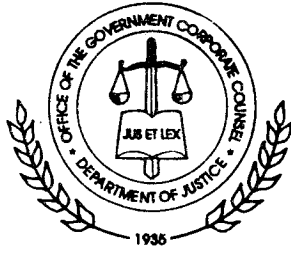
After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the Item/s as follow:

PROCUREMENT PROJECT	APPROVED BUDGET FOR THE CONTRACT		
Paper Shredder	Ten Thousand Pesos (PhP10,000.00)		
TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
<p>Dimensions: manufacturer's standard Weight: manufacturer's standard With Autofeed Mode 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 capacity (minimum) Electronic Motor: 150 watts (minimum) Cutting Width: 3mm (minimum) Cutting Speed: manufacturer's standard Sheet Capacity: minimum ten (10) sheets maximum using <u>A4</u> 70 gsm paper; or minimum eight (8) sheets maximum using <u>A4</u> 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. Run time: at least 10 minutes (minimum)</p> <p>Warranty: One (1) year warranty on parts, including cutter blade and motor</p> <p>Others: -With product manual in English -Automatic start/stop control -Safety cut-out on bin removal -Thermal overload protection</p>			

Signature Over Printed Name/Position


Telephone Number

E-mail Address



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 Paper Shredder for official use of the OGCC.

II. PROJECT TITLE

Supply and Delivery of Paper Shredder.

III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEMS	Unit price	Quantity	Total
1. Paper Shredder	10,000.00	1	10,000.00
Total			10,000.00

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

Paper Shredder
Specifications: Dimensions: manufacturer's standard Weight: manufacturer's standard With Autofeed Mode 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 capacity (minimum) Electronic Motor: 150 watts (minimum) Cutting Width: 3mm (minimum) Cutting Speed: manufacturer's standard Sheet Capacity: minimum ten (10) sheets maximum using <u>A4</u> 70 gsm paper; or minimum eight (8) sheets maximum using <u>A4</u> 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. Run time: at least 10 minutes (minimum) Warranty: One (1) year warranty on parts, including cutter blade and motor Others: -With product manual in english -Automatic start/stop control -Safety cut-out on bin removal -Thermal overload protection

V. REQUIREMENTS FOR BIDDERS

- a. Bidders must be registered with PhilGEPS and provide its PhilGEPS Registration Number.

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
3rd Flr MWSS Administration Building, Katipunan Ave., Balara,
Quezon City

- b. The winning bidder/supplier shall deliver the item within 30 days from receipt of the Notice of Award.
- c. The winning bidder/supplier shall ensure that all item to be delivered must be equipped with an operating manual and accessories (if applicable).
- d. The item shall be subject to inspection by the supply officer upon delivery.
- e. The winning bidder/supplier guarantees the availability of the item within 10 days upon receipt of notice of award.
- f. The winning bidder/supplier shall replace the item with apparent defects and damages within seven (7) days from the date of discovery by the supply officer during the actual inspection.
- g. In case of non-apparent defect or damage on the item, 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 item 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 item.
- c. The warranty shall include replacement of the item during official business hours (8am-5pm) on call basis from the supplier within Metro Manila.

Prepared by:
Ad-Hoc Committee
Per Office Order No. 207, Series of 2019

(Sgd)
GCA II Jan-Michael C. Bueser

GCA II Ann Murray Y. Santillan

(Sgd)
IT Mark Conrad L. Albania

(Sgd)
ADAS Ian Carlo R. Rometa

(Sgd)
ADAS Tricia Ann P. Makasakit

Reviewed by:
Technical Working Group
Per Office Order No. 207, Series of 2019

GCA II Jan Allyson C. Vitug

(Sgd)
GCA II Dioxenos B. Sulit

(Sgd)
ADAS Jorge P. Estrada