



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

**REQUEST FOR QUOTATION**

**Date: 3 October 2019**  
**RFQ No. 2019-10-014**

**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 **One (1) Unit Multi-Purpose Vehicle** in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

LOT NO.	DESCRIPTION	Unit	ABC (in PhP)
1	Multi-Purpose Vehicle	1	800,000.00
	<b>Total</b>		<b>800,000.00</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 10 October 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.

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.

..... committed to uphold <sup>1</sup> justice  
under the rule of law



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		
Multi-Purpose Vehicle	Eight Hundred Thousand Pesos (PhP800,000.00)		
<b>TECHNICAL SPECIFICATIONS:</b>	YES	NO	REMARKS
Year: Latest model (2019)			
Body Type: 4-wheel Multi-Purpose Vehicle (MPV)			
No. of Doors: 5			
Color: <i>***To be determined***</i>			
Engine Displacement: Minimum of 1462 cc but not exceeding 1500 cc			
Fuel Type: Gasoline fed			
Valvetrain: DOHC 16-Valve			
Cylinder: InLine-4			
Transmission: 5-Speed Manual			
Aspiration: Naturally aspirated, VVT			
Powertrain: Front wheel drive (FWD)			
Passenger Capacity: 7 seaters including driver			
Power: Minimum of 103 PS			
Torque: Minimum of 138 Nm			
Fuel Tank: 45L			
Powersteering: Electronic Power Steering			
Tires: At least 185/65 R15			
Wheels: At least 15-inch steel with center cap			
Front/Rear brakes: disc/drum Front/Rear suspension: Independent MacPherson strut/torsion beam			
Audio System: at least 2 speakers with AM/FM radio, CD/MP3/Auxiliary/USB			
Window Control: Power Windows			
Aircon System: Manual Air Conditioning with Rear Vents			
Headlights/Foglights: Halogen			
<b>Minimum Safety Features:</b>			
-Central Lock mechanism			
-Anti-lock Braking System (ABS)			
-Side impact door beams			
-Dual front airbags			
Insurance: 1-year GSIS TPL insurance and 1-year GSIS Comprehensive Insurance with coverage on Acts of God			
LTO Registration: 3-year LTO registration, red plate under the name of the Office of the Government Corporate Counsel			
Warranty: 3 years or 100,000kms, whichever comes first			



<b>Others:</b> -Free labor on preventive maintenance service (PMS) within the first 5,000 km check-up as the minimum -With product manual, spare tire, tools (such as jack, tire wrench and screw driver) and early warning device (EWD)			
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\_\_\_\_\_  
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. OBJECTIVE:

This project aims to provide a one (1) unit brand new multi-purpose vehicle for use of the OGCC in the performance of its official functions.

### II. PROJECT TITLE

Supply and Delivery of one (1) unit Brand New Multi-Purpose Vehicle

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

ITEMS	Unit price	Quantity	Total
Multi-Purpose Vehicle	800,000.00	1	800,000.00
Total			800,000.00

**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

**Year:** Latest model (2019)  
**Body Type:** 4-wheel Multi-Purpose Vehicle (MPV)  
**No. of Doors:** 5  
**Color:** \*\*\*To be determined\*\*\*  
**Engine Displacement:** Minimum of 1462 cc but not exceeding 1500 cc  
**Fuel Type:** Gasoline fed  
**Valvetrain:** DOHC 16-Valve  
**Cylinder:** InLine-4  
**Transmission:** 5-Speed Manual  
**Aspiration:** Naturally aspirated, VVT  
**Powertrain:** Front wheel drive (FWD)  
**Passenger Capacity:** 7 seaters including driver  
**Power:** Minimum of 103 PS  
**Torque:** Minimum of 138 Nm  
**Fuel Tank:** 45L  
**Powersteering:** Electronic Power Steering  
**Tires:** At least 185/65 R15  
**Wheels:** At least 15 inch steel with center cap  
**Front/Rear brakes:** disc/drum  
**Front/Rear suspension:** Independent MacPherson strut/ torsion beam  
**Audio System:** at least 2 speakers with AM/FM radio, CD/MP3/Auxiliary/USB  
**Window Control:** Power Windows  
**Aircon System:** Manual Air Conditioning with Rear Vents  
  
**Headlights/Foglights:** Halogen  
  
**Minimum Safety Features:**  
-Central Lock mechanism  
-Anti-lock Braking System (ABS)

- Side impact door beams
- Dual front airbags

**Insurance:** 1 year GSIS TPL insurance and 1 year GSIS Comprehensive Insurance with coverage on Acts of God

**LTO Registration:** 3 year LTO registration, **red plate under the name of the Office of the Government Corporate Counsel**

**Warranty:** 3 years or 100,000kms, whichever comes first

**Others:**

- Free labor on preventive maintenance service (PMS) within the first 5,000 km check-up as the minimum
- With product manual, spare tire, tools (such as jack, tire wrench and screw driver) and early warning device (EWD)

## V. REQUIREMENTS FOR BIDDERS

- Bidders are strongly advised to comply with eligibility documents and financial documents listed in the Philippine Bidding Documents and they should be registered with PhilGEPS as Platinum Member.
- As car dealers in the Philippines, the Bidders must be engaged at least ten (10) years in the business as authorized dealers of brand new vehicles.
- The bidders must have authorized service centers within Metro Manila.

## VI. SCOPE OF WORK

- The winning bidder/supplier shall deliver the vehicle 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. \_\_\_\_\_

- The winning bidder/supplier shall deliver the items within 30 days from receipt of the Notice of Award.
- The winning bidder/supplier shall ensure that the vehicle to be delivered must be equipped with a product manual (if applicable) and accessories.
- The delivered items shall be inspected by the supply officer.
- The winning bidder/supplier guarantees the availability of the items within 7 days upon receipt of the Notice of Award.
- All defects or damages discovered on the vehicle (interior and exterior) on the date of delivery shall be reported by the Supply Officer within three (3) days from the date of discovery thereof to the winning bidder/supplier.

**VII. TERMS OF PAYMENT**

- a. The OGCC shall pay the Supplier 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.
- b. Advance payment is not allowed.

**VIII. WARRANTY**

- a. The Supplier warrants that the vehicle to be delivered is brand new, thus, of good roadworthy condition.
- b. The warranty period shall be three 3 years or 100,000kms, whichever comes first, from the date of acceptance of the vehicle.
- c. The warranty shall include repair, replacement of parts, and free service during official business hours from the supplier within Metro Manila or any of its authorized repair centers nationwide.

**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

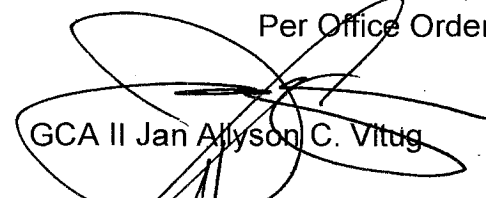
  
IT Mark Conrad L. Albania

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 Doreen B. Sulit

  
ADAS Jorge P. Estrada

<b>Conforme of End-User:</b>	6.
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.