



Republic of the Philippines  
Department of Justice  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
Third Floor MWSS Administration Bldg., Katipunan Road  
Balara, Quezon City  
Contact Nos. (02) 3436 3779 / 3436 4458 / 3436 3773  
Website: www.ogcc.gov.ph

### REQUEST FOR QUOTATION

**Date: 04 August 2020**  
**RFQ No. 2020-08-026**

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

The Office of the Government Corporate Counsel (OGCC), through its Bids and Awards Committee, intends to procure the **Supply and Delivery of Purified Drinking Water for the Employees of the Office of the Government Corporate Counsel (OGCC)** in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

Project Title	:	<b>Supply and Delivery of Purified Drinking Water for the Employees of the OGCC</b>
Approved Budget for the Contract	:	Fifty-Four Thousand Pesos (PhP54,000.00)
Specifications	:	<ol style="list-style-type: none"><li><b>Water Quality:</b> Purified Drinking Water</li><li><b>Bottle content and quality:</b> 5-gallon, new, presentable and round containers.</li><li><b>Price:</b> P45.00 per bottle</li><li><b>Contract Period:</b> 1-year Supply and Delivery to start on 1 September 2020 to 1 September 2021</li><li><b>Quantity:</b> 25 bottles per week</li><li><b>Schedule of Delivery:</b> Weekly</li><li><b>Place of Delivery:</b> Office of the Government Corporate Counsel, 3<sup>rd</sup> Floor, MWSS Administration Building, Katipunan Avenue, Balara, Quezon City</li><li><b>Inclusion:</b> Free Use of three (3) units of <b>Brand New or not more than 2-years</b> Water Dispenser with options for dispensing Hot and Cold water</li></ol>

	Please see Terms of Reference attached as Annex "A"
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Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions herein provided. Submit your quotation duly signed by you or your duly authorized representative on **10 August 2020 at 1:00 p.m.** Copies of the following valid and current eligibility requirements are also required to be submitted along with your quotation/proposal:

1. **PhilGEPS Registration Number**
2. **Mayor's/Business Permit; and**
3. **Income/Business Tax Return (for ABCs above P500,000.00)**

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 Ms. Rosemie G. Tejano at telephone nos. (02) 3436 3773/7617 2991/09287063343 or email address [atTiMie.OGCC@gmail.com](mailto:atTiMie.OGCC@gmail.com).

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. 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.

11. 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.
12. Please see attached Terms of Reference (Annex "A") for further instructions and requirements.

**Sgd**

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

**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 as follows:

PROCUREMENT PROJECT	APPROVED BUDGET FOR THE CONTRACT
Supply and Delivery of Purified Drinking Water for the Employees of the OGCC	Fifty-Four Thousand Pesos (PhP54,000.00)
<b>Technical Specifications</b>	<b>Compliance (Please check)</b>
1. <b>Water Quality:</b> Purified Drinking Water	
2. <b>Bottle content and quality:</b> 5-gallon, new, presentable and round containers.	
3. <b>Price:</b> P45.00 per bottle	
4. <b>Contract Period:</b> 1-year Supply and Delivery to start on 1 September 2020 to 1 September 2021	
5. <b>Quantity:</b> 25 bottles per week	
6. <b>Schedule of Delivery:</b> Weekly	
7. <b>Place of Delivery:</b> Office of the Government Corporate Counsel, 3 <sup>rd</sup> Floor, MWSS Administration Building, Katipunan Avenue, Balara, Quezon City	
8. <b>Inclusion:</b> Free Use of three (3) units of <b>Brand New or not more than 2-years</b> Water Dispenser with options for dispensing Hot and Cold water	
<b>TERMS AND CONDITIONS</b>	
1. The water supplier must be PhilGEPS registered. 2. The water supplier must deliver the required quantity in the given office address stated above.	

<ol style="list-style-type: none"> <li>3. The water supplier must submit to the Property and Supply Section (PASS) a list of the number of deliveries prior to distribution at the designated areas of the East and West Wings of the OGCC. Itinerary/Distribution Report duly acknowledged by in-charged Administrative Staff shall likewise be submitted to PASS as attachment to the Sales Invoice for payment processing.</li> <li>4. The water supplier shall provide three (3) units of water dispenser as state above in good running condition for the designated areas of the East and West wings, free of charge. Dispensers shall be returned to the supplier upon contract completion.</li> <li>5. Manual monthly cleaning of the hot and cold dispensers every last Saturday of the month.</li> <li>6. The water supplier must be able to deliver a total of 100 units of round 5-gallon-bottled containers per month and shall be monitored by PASS.</li> <li>7. Water supplier must submit a certification that it has passed all the stages of water treatment as required.</li> <li>8. The water supplier must submit a monthly Microbiological Water Test Laboratory Certificate and Semi-Annual submission of Chemical and Physical Water Test Laboratory Certificate from a water testing laboratory duly accredited by DOH or FDA.</li> <li>9. The water supplier must submit its company profile and all the necessary permits required for a water refilling station such as, valid and updated mayor's permit, sanitary and business permit, tax clearance.</li> <li>10. Any bottle found with leak, seal tampered or its contents adulterated shall be immediately returned by OGCC upon delivery.</li> <li>11. All 5-gallon bottles must be thoroughly cleaned and checked prior to delivery to the OGCC.</li> </ol>	
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\_\_\_\_\_  
Signature Over Printed Name/Position

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
TIN Number

**TERMS OF REFERENCE**

A. PROJECT TITLE: **SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR THE EMPLOYEES OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC)**

B. OBJECTIVE

The OGCC aims to provide clean and potable water for all employees so as to be able to maintain a healthy lifestyle for all.

C. APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 54,000.00

D. SPECIFICATIONS

1. **Water Quality:** Purified Drinking Water
2. **Bottle content and quality:** 5-gallon, new, presentable and round containers.
3. **Price:** P45.00 per bottle
4. **Contract Period:** 1-year Supply and Delivery to start on 1 September 2020 to 1 September 2021
5. **Quantity:** 25 bottles per week
6. **Schedule of Delivery:** Weekly
7. **Place of Delivery:** Office of the Government Corporate Counsel, 3<sup>rd</sup> Floor, MWSS Administration Building, Katipunan Avenue, Balara, Quezon City
8. **Inclusion:** Free Use of three (3) units of **Brand New or not more than 2-years** Water Dispenser with options for dispensing Hot and Cold water

E. TERMS AND CONDITIONS

1. The water supplier must be PhilGEPS registered.
2. The water supplier must deliver the required quantity in the given office address stated above.
3. The water supplier must submit to the Property and Supply Section (PASS) a list of the number of deliveries prior to distribution at the designated areas of the East and West Wings of the OGCC. Itinerary/Distribution Report duly acknowledged by in-charged Administrative Staff shall likewise be submitted to PASS as attachment to the Sales Invoice for payment processing.
4. The water supplier shall provide three (3) units of water dispenser as stated above in good running condition for the designated areas of the East and West wings, free of charge. Dispensers shall be returned to the supplier upon contract completion.
5. Manual monthly cleaning of the hot and cold dispensers every last Saturday of the month.
6. The water supplier must be able to deliver a total of 100 units of round 5-gallon-bottled containers per month and shall be monitored by PASS.

7. Water supplier must submit a certification that it has passed all the stages of water treatment as required.
8. The water supplier must submit a monthly Microbiological Water Test Laboratory Certificate and Semi-Annual submission of Chemical and Physical Water Test Laboratory Certificate from a water testing laboratory duly accredited by DOH or FDA.
9. The water supplier must submit its company profile and all the necessary permits required for a water refilling station such as, valid and updated mayor's permit, sanitary and business permit, tax clearance.
10. Any bottle found with leak, seal tampered or its contents adulterated shall be immediately returned by OGCC upon delivery.
11. All 5-gallon bottles must be thoroughly cleaned and checked prior to delivery to the OGCC.

#### F. CONTRACT DURATION

The supply and delivery of drinking water for the OGCC shall be for a period of one year to start from 1 September 2020 and ending on 01 September 2021. The contract may be renewed on a yearly basis subject to performance/service evaluation by end user.

#### G. TERMS OF PAYMENT

No down payment. Payment shall be made on a monthly basis, within 30 days after full delivery of the total monthly water requirement of the OGCC and upon receipt of Sales Invoice with Itinerary/Distribution Report duly acknowledged by in-charged Administrative Staff.

#### H. ASSIGNMENT

Unless otherwise expressly stipulated or prior written approval of the OGCC is secured, this contract or any portion thereof shall not be assigned or subject to any party or parties.

#### I. TERMINATION

The OGCC may terminate the contract prior to the expiration of the one (1) year contract upon justifiable cause and upon 30 days prior written notice to the supplier.