



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
Tel. Nos. (02) 3436 3779 • Fax No.3436-4405
www.ogcc.gov.ph

9 November 2020
RFQ No. 2020-11-038

REQUEST FOR QUOTATION

PROCUREMENT OF WEARABLE AIR PURIFIER FOR USE OF OGCC OFFICIALS AND EMPLOYEES

The Office of the Government Corporate Counsel (OGCC) will undertake Negotiated Procurement – Small Value Procurement under Section 53.9 of Republic Act (RA) No. 9184 for the Procurement of Wearable Air Purifier for Use of OGCC Officials and Employees with an Approved Budget for the Contract (ABC) of Two Hundred-Eight Thousand Pesos (PhP208,000.00).

ITEM	Quantity	ABC
Wearable Air Purifier	130	PhP 221,000.00

May we request you to submit your quotation/best offer by filling up the attached quotation form (Annex "A") duly signed by you or your duly authorized representative subject to the following:

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	<ul style="list-style-type: none">• Quotations must be valid for a period of 10 calendar days (cd) from the date of submission.• Price quotation must be denominated in Philippine peso.• Kindly include a picture/brochure of the product offered.• <u>Quotation must include all taxes, delivery charge and other incidental expense.</u>• Quotations exceeding the Approved Budget for the Contract shall be rejected.

<p>II. DOCUMENTARY REQUIREMENT</p>	<ul style="list-style-type: none"> • Submit the following eligibility requirements <u>together with your quotation:</u> <ul style="list-style-type: none"> • PhilGEPS Certificate or in its absence: <ol style="list-style-type: none"> a. Mayor's/Business Permit; b. PhilGEPS Registration Number; c. Omnibus Sworn Statement (Annex "C") • If the above-mentioned requirements are already previously submitted by the bidder by virtue of a previous procurement it previously participated in, said bidder may no longer resubmit the same.
<p>III. DELIVERY SCHEDULE AND ACCEPTANCE</p>	<ul style="list-style-type: none"> • Goods/Items must be delivered within three (3) cd from receipt of the Notice of Award and/or Contract/PO. Any request for extension must be duly communicated before the lapse of the 3 cd to avoid imposition of liquidated damages and is subject to approval of the OGCC. • The items shall be delivered according to the requirements herein specified. • The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 cd from notice, replace all defective items at no cost to the OGCC. • The winning bidder/supplier shall deliver the goods/items at the given office address below: <p style="margin-left: 40px;">Property and Supply Office OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p>

<p>IV. PAYMENT TERMS AND LIQUIDATED DAMAGES</p>	<ul style="list-style-type: none"> • Payment shall be made <i>via</i> check within 60 cd from delivery and acceptance of the items. Kindly coordinate with the OGCC- Property and Supply Office for the pick-up of the check.
<p>V. DEADLINE OF SUBMISSION OF QUOTATION</p>	<ul style="list-style-type: none"> • Quotation must be submitted <i>via</i> email on or before 13 November 2020 at: <u>TiMie.OGCC@gmail.com</u> • Email must be marked “Quotation for Wearable Air Purifier” • OGCC reserves the right to accept or reject a quotation.

Should you have any clarifications, do not hesitate to contact Atty. Diane Camilla R. Borja at phone nos. 0915 126 6932 and 0928 706 3343 or send your concerns thru email address at TiMie.OGCC@gmail.com

Thank you.

(SGD)
DIANE CAMILLA R. BORJA
Government Corporate Attorney

QUOTATION FORM

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.

DATE: _____

Attention : **PROPERTY AND SUPPLY OFFICE**
Office of the Government Corporate Counsel
 3rd Flr. MWSS Administration Building
 Katipunan Ave., Balara, Quezon City

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

ITEM	Quantity	Brand	Unit Price
Wearable Air Purifier	130 pcs		
<i>Total</i>			

2. We undertake, if our quotation or bid is accepted, to deliver the above goods within 3 cd from receipt of NOA, Contract or PO.
3. We agree to abide by this Quotation/bid for a period of 10 calendar days from the date of submission.
4. We understand that payment for items delivered will be made *via* check within 60 calendar days following the date of receipt of the items, after inspection and acceptance.

Name of Supplier/company : _____

Address : _____

Telephone Number : _____

Email address : _____

PhilGEPS Number (if available): _____

TIN : _____

Signature over printed name: _____

Designation : _____

TERMS OF REFERENCE**I. OBJECTIVE**

To purchase wearable air purifiers for OGCC officials and employees. The wearable air purifiers are devices that remove airborne contaminants such as dust, bacteria, and even viruses to improve air quality. The wearable air purifiers release negative ions called Anions to purify the air around the user/wearer.

II. PROJECT TITLE**Procurement of Wearable Air Purifier****III. APPROVED BUDGET FOR THE CONTRACT (ABC)**

ABC	Source of Funds
PhP 221,000.00	GAD

IV. TECHNICAL SPECIFICATIONS

Specifications	Remarks	Statement of Compliance
Negative Ions	Kindly indicate the negative ion release per cm ³ (output) Higher ion production the better.	
Work Time	At least 24 hours of continuous use	
Power source	Rechargeable battery	

V. WARRANTY

- a. Free from latent and patent defects.
- b. Standard warranty of one (1) year.
- c. Within 7 days replacement of defective items.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/ Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Erratum to BID ID No. 92445
10 November 2020

Dear Ma'am/Sir,

This is a letter to request the disregard of our RFQ posted under Bid ID No. 92445. A new RFQ will be posted to reflect the revised increase in the Approved Budget for the Contract and includes the GPPB prescribed form of Omnibus Sworn Statement, which under Annex H is required for procurements with ABC above PhP50,000.00.

Thank you.


Diane Camilla R. Borja
BAC Secretariat