



Republic of the Philippines  
Department of Justice  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
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Balara, Quezon City  
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22 December 2020  
RFQ No. 2020-12-054

## REQUEST FOR QUOTATION

### PROCUREMENT OF HEALTH AND WELLNESS ITEMS (VITAMIN C WITH ZINC) FOR OGCC PERSONNEL

The Office of the Government Corporate Counsel (OGCC), will undertake Small Value Procurement under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184 for the Procurement of Health and Wellness Items (Vitamins C with Zinc) for OGCC Personnel.

ITEM	Quantity	Specification	Unit Price
Vitamin C with Zinc	130 boxes	Please see attached Technical Specifications and indicate therein statement of compliance	800 per box
<i>Approved Budget for the Contract</i>			<b>PhP104,000.00</b>

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 for the item described herein, subject to the following:

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

	<ul style="list-style-type: none"> <li>• <b><u>Indicate the brand of your offered vitamins.</u></b></li> <li>• The OGCC reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract the contract without thereby incurring any liability to the affected bidder or bidders.</li> </ul>
<p><b>II. DOCUMENTARY REQUIREMENT</b></p>	<ul style="list-style-type: none"> <li>• Submit the following eligibility requirement <b><u>together with your quotation:</u></b> <ul style="list-style-type: none"> <li>a. Mayor's/Business Permit;</li> <li>b. PhilGEPS registration number;</li> <li>c. Omnibus Sworn Statement; and</li> <li>d. BFAD Certificate</li> </ul> </li> <li>• For individuals engaged in business, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.</li> <li>• Certification of Platinum Membership may be submitted in lieu of said documents.</li> </ul>
<p><b>III. DELIVERY SCHEDULE AND ACCEPTANCE</b></p>	<ul style="list-style-type: none"> <li>• Goods/Items must be delivered within seven (7) 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.</li> <li>• Goods/Items must be delivered and installed specifically on the dates of expected performance.</li> <li>• The items shall be delivered according to the requirements herein specified.</li> <li>• 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.</li> <li>• The winning bidder/supplier shall deliver the goods/items at the given office address below:   <p style="text-align: center;"><b>Procurement of Health and Wellness Items (Vitamins C with Zinc) for OGCC Personnel OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</b></p> </li> </ul>

	3 <sup>rd</sup> Floor MWSS Administration Building, Katipunan Avenue, Balara, Quezon City
<b>IV. PAYMENT TERMS AND LIQUIDATED DAMAGES</b>	<ul style="list-style-type: none"> <li>• Payment shall be made <i>via</i> check within 30 cd following the date of receipt of the items, after due acceptance. Kindly coordinate with the OGCC-85<sup>th</sup> Anniversary Food and Drinks Committee for the pick-up of the check.</li> <li>• 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.</li> </ul>
<b>V. DEADLINE OF SUBMISSION OF QUOTATION</b>	<ul style="list-style-type: none"> <li>• Quotation must be submitted <i>via</i> email on or before 28 December 2020, 3:00 PM at:  Timie.OGCC@gmail.com</li> <li>• Email must be marked <b>“Quotation for Vitamin C with Zinc”</b></li> <li>• OGCC reserves the right to accept or reject a quotation.</li> </ul>

For any clarifications, you may contact Atty. Diane Camilla R. Borja at cellular phone number 09151266932 or email address at dcrb.ogcc@gmail.com.

Thank you.

  
**ATTY. DIANE CAMILLA R. BORJA**  
*BAC Secretariat*

## 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 : **GAD Committee**  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
 3<sup>rd</sup> Floor MWSS Administration Building  
 Katipunan Avenue, 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	Compliance	Unit Price/ Price per box
<b>Vitamin C with Zinc</b>	130 boxes		
<i>Total</i>			

1. We undertake, if our quotation or bid is accepted, to deliver the above goods within 7 cd from receipt of NOA, Contract or PO.
2. We agree to abide by this Quotation/bid for a period of 10 calendar days from the date of submission.
3. We understand that payment for items delivered will be made *via* check within 30 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** :

**TIN** :

**Signature over printed name** :

**Designation** :

**PROCUREMENT OF HEALTH AND WELLNESS ITEMS  
(VITAMINS C WITH ZINC) FOR OGCC PERSONNEL**

**I. OBJECTIVE**

To procure *Health and Wellness Items (Vitamin C with Zinc) for OGCC Personnel* in the most effective and prompt manner, primarily considering time and resource constraints.

**II. PROJECT TITLE**

**PROCUREMENT OF HEALTH AND WELLNESS ITEMS (VITAMIN C WITH ZINC) FOR OGCC PERSONNEL**

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

ITEM	Quantity	Unit price	Total
Vitamin C with Zinc	130 boxes	800/box	PhP104,000.00

**IV. TECHNICAL SPECIFICATIONS**

<b>HEALTH AND WELLNESS ITEMS (VITAMINS C WITH ZINC) FOR OGCC PERSONNEL</b>		
<b>SPECIFICATION</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER (indicate brand offered)</b>
<p><b>Sodium Ascorbate with Zinc</b></p> <p>- Sodium 500 mg minimum + Zinc 4 mg minimum per capsule</p> <p>-FDA Approved</p> <p>-Expiration after 12 months minimum</p> <p>-Manufacturer sealed packaging (appropriate container as approved by FDA)</p>		

## V. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/DOCUMENTS

The following eligibility, technical and financial requirement should be submitted together with the quotation:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number; and
3. Omnibus Sworn Statement

Considering that the item intended to be procured is a vitamin, **BFAD Certificate** shall be required from the prospective bidder.

For individuals engaged in business only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

The Certificate of Platinum Membership may be submitted in lieu of the said documents.

If OGCC is already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, the bidder is no longer required to re-submit said documents unless there is an updated copy.

## VI. INSPECTION

All deliveries by suppliers shall be subject to inspection, and acceptance by OGCC Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by OGCC on the Goods shall be to the account of suppliers.

## VII. LIQUIDATED DAMAGES

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

## VIII. PAYMENT

Down payment shall not be allowed.

Payment shall be made *via* check within 30 cd following the date of receipt of the items, after due acceptance. Kindly coordinate with the OGCC-85<sup>th</sup> Anniversary Food and Drinks Committee for the pick-up of the check.

One hundred percent (100%) of the Contract Price shall be paid to the supplier upon completion of services, final inspection and acceptance of the Goods at Project Site.

**Name of Supplier/Company :**

**Address :**

**Telephone Number :**

**Email address :**

**PhilGEPS Number :**

**TIN :**

**Signature over printed name:**

**Designation :**



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*