



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

15 December 2020
RFQ-2020-12-051

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF CUSTOMIZED CORPORATE JACKETS FOR THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

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 **Supply and Delivery of Customized Corporate Jackets for the Office of the Government Corporate Counsel.**

ITEM	Quantity	Specification	Price
Customized Corporate Jackets	136	Please see attached Terms of Reference (Annex "B") for more detailed specification.	PhP 340,000.00
<i>Approved Budget for the Contract</i>			PhP 340,000.00

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 for the item described herein, 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.• <u>Quotation must include all taxes, delivery charge and other incidental expense.</u>

	<ul style="list-style-type: none"> • Quotations exceeding the Approved Budget for the Contract shall be rejected. • <u>Include a picture of your product together with the submitted quotation form.</u>
<p>II. DOCUMENTARY REQUIREMENT</p>	<ul style="list-style-type: none"> • Submit the following eligibility requirement <u>together with your quotation:</u> <ol style="list-style-type: none"> a. Mayor's/Business Permit; and b. PhilGEPS registration number. • For individuals engaged in business, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit. • Certification of Platinum Membership may be submitted in lieu of said documents.
<p>III. DELIVERY SCHEDULE AND ACCEPTANCE</p>	<ul style="list-style-type: none"> • Goods/Items must be delivered within forty-five (45) calendar days from receipt of the Notice to Proceed and/or Contract. Any request for extension must be duly communicated before the lapse of the 7 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="text-align: center;">Property and Supply Office OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</p>

	<p>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 30 cd following the date of receipt of the items, after due acceptance. Kindly coordinate with the OGCC-85th Anniversary Committee for the pick-up of the check. • 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.
<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 22 December 2020, 1:00 in the afternoon at: <i>caupayan.maria@gmail.com</i> • Email must be marked “Quotation for Supply and Delivery of Customized Corporate Jackets” • OGCC reserves the right to accept or reject a quotation.

For any clarifications, you may contact Maria Carmela R. Caupayan at cellular phone number 09153015021 or email address at **caupayan.maria@gmail.com**.

Thank you.

(sgd)
REGINALD JEREMY I. WAN
*Assistant Government Corporate Counsel
Vice-Chairperson, Commemorative Jacket &
Facemask Committee*

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 : **OGCC 85th Anniversary Committee**
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:

	Compliance (Please indicate "comply" or place a check mark if able to comply with the Technical Specification)	Quantity	Unit Price
Customized Corporate Jackets		136	
<u>Technical Specifications</u>			
Shell Fabric			
Type : <i>Polyester/Cotton twill</i>			
Color : <i>Navy blue</i>			
Inner lining (full) fabric			
Type : <i>Curpo/Silk</i>			
Color : <i>Black</i>			
Fit : <i>Slim Fit</i>			
Sizes : <i>Separate sizes for Male and Female (XS to XXXL)</i>			
Collar : <i>Straight Collar with stiffener</i>			
Zipper : <i>Zipper in front of the jacket</i>			
Type : <i>Metal; Open-End</i>			
Style : <i>Hidden Zipper / Unnoticeable zipper</i>			
Pockets : <i>1. Two (2) slanted/angled plain hand pockets at the bottom front side</i> Style: <i>Besom</i>			

		2. One (1) inner pocket at the upper left side of the jacket (big enough to fit passport) Style: Welt			
Cuff	:	Two (2) Button Round			
Type of button	:	Metal Snap			
Color of button	:	Black / Navy blue / Bronze			
Design	:	With OGCC logo on left chest of front			
Size of logo	:	2"x2" to 4"x4" depending on the size			
Print	:	Computerized / Digital Embroidery			
Others	:	With pouch / separate packaging for each Jacket			

2. We undertake, if our quotation or bid is accepted, to deliver the above goods within forty-five (45) calendar days from our receipt of the Notice of Award and/or Contract/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 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 : _____

TERMS OF REFERENCE

I. OBJECTIVE

To lay emphasis on the significance of the OGCC's 85 years of dedicated public service as it continuously provides effective legal service and safeguard the legal interest of all government-owned and controlled corporations, their subsidiaries, other corporate offsprings and government-acquired asset corporations. To serve as souvenir to all OGCC employees who have become part of the OGCC's 85 years of existence and to rekindle their pride and support for OGCC's thrusts.

II. PROJECT TITLE

Supply and Delivery of Customized Corporate Jackets for the Office of the Government Corporate Counsel


III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEM	Unit Price	Quantity	Price
Customized Corporate Jackets	2500	136	PhP 340,000.00
<i>Approved Budget for the Contract</i>			PhP340,000.00

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 SPECIFICATION

	Minimum Requirement
Quantity :	136pcs.
Shell Fabric	
Type :	Polyester/Cotton twill
Color :	Navy blue
Inner lining (full) fabric	
Type :	Curpo/Silk
Color :	Black

Fit	:	Slim Fit
Sizes	:	Separate sizes for Male and Female (XS to XXXL)
Collar	:	Straight Collar with stiffener
Zipper	:	Zipper in front of the jacket
Type	:	Metal; Open-End
Style	:	Hidden Zipper / Unnoticeable zipper
Pockets	:	<ul style="list-style-type: none"> ✓ Two (2) slanted/angled plain hand pockets at the bottom front side Style: Besom; and ✓ One (1) inner pocket at the upper left side of the jacket (big enough to fit passport) Style: Welt
Cuff	:	Two (2) Button Round
Type of button	:	Metal Snap
Color of button	:	Black / Navy blue / Bronze
Design	:	With OGCC logo on left chest of front
Size of logo	:	2"x2" to 4"x4" depending on the size
Print	:	Computerized / Digital Embroidery
<i>Please refer to the illustration below:</i>		
		
Others	:	With pouch / separate packaging for each Jacket

V. TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information.
2. Bidders shall submit sample/prototype jacket based on the design provided herein not later than seven (7) working days from the date of submission of the quotation for post-qualification purposes.

3. Delivery period must be within twenty-five (45) calendar days from our receipt of the Notice of Award and/or Contract/PO.
4. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
5. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. 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.
8. 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.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. 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.
12. Payment shall be made after delivery and upon the submission of the required documents.

VI. 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.