



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

Date: 01 December 2020
RFQ No. 2020-12-044

REQUEST FOR QUOTATION

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
PhilGEPS Registration No. (required): _____
Price Quotation: _____

The Office of the Government Corporate Counsel (OGCC), through its Bids and Awards Committee (BAC), intends to procure through Direct Contracting, **“Supply, Delivery, and Installation of Upgraded and Updated Legal Information Archive of the Office of the Government Corporate Counsel,”** pursuant to Section 50 (c) of Republic Act (RA) No. 9184, for use of OGCC’s employees and officials, as follows:

LOT	Description	Approved Budget of Contract (ABC in PhP)
1	Processing of 10,000 pages of project materials for integration to the OGCC LIA and Delivery and Installation of Updated OGCC LIA	672,000.00

Please quote your **best offer** for the items described herein, subject to the Terms and Conditions and attached Terms of Reference¹ herein provided. Submit your quotation duly signed by you or your duly authorized representative **not later than 9 December 2020 at 1:00 p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. **2020 Mayor’s/Business Permit;**
2. **PhilGEPS Registration Number; and**
3. **Income/Business Tax Return For ABCs above P500K**

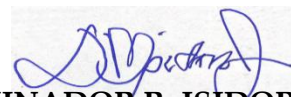
A **notarized Omnibus Sworn Statement (GPPB-prescribed form)** should also be submitted by the winning bidder/supplier **prior to the issuance of Notice of Award.**

¹ Annex A

For any clarification, you may contact Ms. Rosemie G. Tejano at telephone no. (02) 7978 2044/7617 2991/09178744417 or email address at TiMie.OGCC@gmail.com.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall commence within three (3) calendar days upon receipt of the Notice of Award/Contract Agreement.
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.



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 for the item/s noted above and shall comply with the delivery schedules under the Terms of Reference and shall commence within three (3) days from receipt of the Notice of Award/Contract Agreement, as follows:

LOT	Description	Approved Budget of Contract (ABC in PhP)
1	Processing of 10,000 pages of project materials for integration to the OGCC LIA and Delivery and Installation of Updated OGCC LIA	672,000.00

Deliverables				Comply (Pls Check)
Phase	Activities	Delivery Date	Deliverables	
I	Processing of 5,000 pages of project materials for integration with LIA	One (1) month from project commencement	Updated OGCC LIA with additional pages	
II	Processing of 5,000 pages of project materials for integration with LIA	One (1) month from approval of Phase I	Updated OGCC LIA with complete project materials	
III	Delivery and installation of Updated OGCC LIA	Fifteen (15) days from approval of Phase II	Final Updated OGCC LIA	

Signature Over Printed Name/Position

Telephone Number

E-mail Address

Tax Identification Number

TERMS OF REFERENCE

I. OBJECTIVE:

This Project aims to upgrade and update the Legal Information Archive (LIA) of the Office of the Government Corporate Counsel (OGCC).

II. PROJECT TITLE

Supply, Delivery, and Installation of Upgraded and Updated Legal Information Archive of the Office of the Government Corporate Counsel

III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

ITEMS	Quantity	ABC
Processing of 10,000 pages of project materials for integration to the OGCC LIA and Delivery and Installation of Updated OGCC LIA	1	672,000.00
Total		672,000.00

NOTE: The financial bid of the Suppliers 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 Supplier's financial proposal.

IV. DELIVERABLES AND PROJECT TIMELINES

Phase	Activities	Delivery Date	Deliverables
I	Processing of 5,000 pages of project materials for integration with LIA	One (1) month from project commencement	Updated OGCC LIA with additional pages
II	Processing of 5,000 pages of project materials for integration with LIA	One (1) month from approval of Phase I	Updated OGCC LIA with complete project materials
III	Delivery and installation of Updated OGCC LIA	Fifteen (15) days from approval of Phase II	Final Updated OGCC LIA

V. REQUIREMENTS FOR BIDDERS

Bidders must submit their technical and eligibility documents as indicated in the Request for Quotation.

VI. SCOPE OF WORK

- a. The project shall include the following:
 - i. Conversion of project materials to searchable text format;
 - ii. Keying-in and/or indexing of user-defined information;
 - iii. Inspection of files for completeness and accuracy (i.e., quality control measures);
 - iv. Formatting and tagging of issuances to facilitate basic and advanced searching according to the LIA template;
 - v. Classification of project materials according to the subject heading in the Table of Contents in the LIA;
 - vi. Uploading of project materials of the LIA;
 - vii. Linking of cited issuances already in the database to their citations.

- b. The winning bidder shall deliver the complete items at the given office address below:

Property and Supply Office
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Flr MWSS Administration Building, Katipunan Ave., Balara,
Quezon City

- c. The winning bidder shall be in charge of:
 - i. Supply, Delivery, and Installation of the requirements mentioned above;
 - ii. Hosting Services;
 - iii. Technical Support;
 - iv. On-site Inspection: The Supplier shall be responsible for coordinating and conducting an on-site inspection of the identified installation site and electrical wiring connection. In view of the General Community Quarantine imposed in the National Capital Region and the health protocols being observed in the OGCC, the on-site inspection shall be on a schedule basis. For this purpose, the winning bidder/supplier must submit a request for inspection to the Supply and Property Section at contact numbers (02) 7617 2991 / 09178744417.

- d. Considering that delivery shall be conducted in phases, the Supplier shall deliver the items within the periods provided in **Section IV** hereof. A request for extension may be granted provided the winning bidder provides a justifiable reason/s, especially for those items which are on order basis.

- e. The Supplier shall deliver and install Updated OGCC LIA in accordance with the delivery schedule. For this purpose, the installation will be conducted on a Friday, in the Library Section of the OGCC premises.
- f. The items shall be subject to inspection by the supply officer upon delivery.
- g. Health protocols shall be strictly observed at all times in the delivery and installation of the requirements above both inside the MWSS Building and the Office of the Government Corporate Counsel premises.

VII. TERMS OF PAYMENT

- a. Advance payment is **not** allowed.

Upon delivery of Phase I – 50%

Upon delivery of Phase III – 50%

- b. 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.

VIII. WARRANTY

- a. The Supplier warrants that it owns valid licenses for software applications to be used for the project. It also warrants that the updated LIA shall function according to specifications.
- b. The Supplier shall provide warranty against defects by posting a Warranty Security for a minimum of one (1) year consistent with Section 62 of the Revised Implementing Rules and Regulations of Republic Act 9184.