



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
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08 January 2021
RFQ No. 2021-01-001

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF CUSTOMIZED WASHABLE/REUSABLE FACEMASK WITH PM2.5 ACTIVATED CARBON FILTER 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 Washable/Reusable Facemask with PM2.5 Activated Carbon Filter**.

ITEM	Quantity	Specification	Unit Price
Customized Washable/Reusable Facemask	136	Customized three (3)-layered face mask, color navy blue with OGCC logo. Please see attached Terms of Reference (Annex "B") for more detailed specification.	PhP 16,320.00
PM2.5 Filter with Activated Carbon	544	PM2.5 Filter with Activated Carbon (5 layers) Please see attached Terms of Reference (Annex "B") for more detailed specification.	17,680.00
Approved Budget for the Contract			PhP 34,000.00

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> • 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>
II. DOCUMENTARY REQUIREMENT	<ul style="list-style-type: none"> • Submit the following eligibility requirement <u>together with your quotation:</u> <ul 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.
III. DELIVERY SCHEDULE AND ACCEPTANCE	<ul style="list-style-type: none"> • Goods/Items must be delivered within twenty-five (25) 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>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 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 13 January 2021, 03:00 in the afternoon at: <i>jadsantos.ogcc@gmail.com</i> • Email must be marked “Quotation for Supply and Delivery of Customized Washable/Reusable Facemask” • OGCC reserves the right to accept or reject a quotation.

For any clarifications, you may contact Jannah Alline D. Santos at cellular phone number 09275621171 or email address at **jadsantos.ogcc@gmail.com**.

Thank you.

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

QUOTATION FORM

<p><u>INSTRUCTIONS:</u></p> <ol style="list-style-type: none"> 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:

ITEM	Compliance (Please indicate "comply" or place a check mark if able to comply with the Technical Specification)	Quantity	Unit Price
<p>Customized Washable / Reusable Facemask</p> <p><u>Technical Specifications:</u></p> <p>Material/Mask Structure</p> <p>Outer fabric : <i>Microfiber/Neoprene</i></p> <p>Mid-layer (filter) : <i>Non-woven Fabric</i></p> <p>Inner fabric : <i>Dry Fit Fabric / ProTek / US Cotton (Breathable and non-irritating)</i></p> <p>Others :</p> <ul style="list-style-type: none"> • <i>With pocket for extra filter</i> • <i>Nose fitments/nose wire</i> • <i>Water repellant (blocks water particles to pass)</i> 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>136</p>	

<ul style="list-style-type: none"> DOST Certified Water Repellent Material for PPEs and Face Mask / Materials recommended by medical experts 			
Size : Adult size (standard comfortable fit)			
Ear loop : Garterized with ear adjuster Mask Color : Navy blue Design : With OGCC logo at the left side of the mask Size of Logo : 2"x2" Print : Silkscreen print Others : With pouch / separate plastic for each face mask			
PM2.5 Filter with Activated Carbon <u>Technical Specifications:</u> Five (5) Layers: <ol style="list-style-type: none"> Non-woven / Anti-Sticking; Meltblown filter; Activated carbon; Meltblown Filter Non-woven / Anti-Sticking Others : With pouch / separate plastic (4pcs. of PM2.5 Filter with Activated Carbon per pouch)		544	
Total			

- We undertake, if our quotation or bid is accepted, to deliver the above goods within twenty-five (25) calendar days from our receipt of the Notice of Award and/or Contract/PO.
- We agree to abide by this Quotation/bid for a period of 10 calendar days from the date of submission.
- 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 : _____

ANNEX "B"

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.

Further, to provide additional protection against the COVID-19 virus and to ensure safety of the OGCC employees.

II. PROJECT TITLE

Supply and Delivery of Customized Washable/Reusable Facemask with PM2.5 Activated Carbon Filter

III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEM	Unit Price	Quantity	Unit Price
Customized Washable/Reusable Facemask	120	136	PhP 16,320.00
PM2.5 Filter with Activated Carbon	32.5	544	17,680.00
<i>Approved Budget for the Contract</i>			PhP 34,000.00

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
CUSTOMIZED WASHABLE / REUSABLE FACEMASK		
Quantity	:	136pcs.
Material/Mask Structure		
Outer fabric	:	Microfiber/Neoprene
Mid-layer (filter)	:	Non-woven Fabric
Inner fabric	:	Dry Fit Fabric / ProTek / US Cotton (Breathable and non-irritating)
Others	:	<ul style="list-style-type: none"> • With pocket for extra filter • Nose fitments/Nose wire • Water repellent (blocks water particles to pass) • DOST Certified Water Repellent Material for PPEs and Face Mask / Materials recommended by medical experts
Size	:	Adult size (standard comfortable fit)
Ear loop	:	Garterized with ear adjuster
Mask color	:	Navy blue
Design	:	With OGCC logo at the left side of the mask
Size of logo	:	2" x 2"
Print	:	Silkscreen print
Others	:	With pouch / separate plastic for each face mask
<i>Please refer to the illustration below:</i>		



PM2.5 FILTER WITH ACTIVATED CARBON

Layers	:	Five (5) Layers: 1. Non-woven / Anti-Sticking; 2. Meltblown filter; 3. Activated carbon; 4. Meltblown Filter; and 5. Non-woven / Anti-Sticking
Others	:	With pouch / separate plastic (4pcs. of PM2.5 Filter with Activated Carbon per pouch)

Please refer to the illustration below:



V. TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information.
2. Bidders shall submit sample face mask similar to the design provided herein / swatch not later than three (3) working days from the date of submission of the quotation for post-qualification purposes.
3. Delivery period must be within twenty-five (25) 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.