



Republic of the Philippines  
 Department of Justice  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
 Third Floor MWSS Administration Bldg., Katipunan Road  
 Balara, Quezon City  
 Contact Nos. (02) 3436 3779 / 3436 4458 / 3436 3773  
 Website: www.ogcc.gov.ph

**REQUEST FOR QUOTATION**

**Date: 24 March 2021**  
**RFQ No. 2021-03-011**

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Name of Store/Shop:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Tax Identification Number (TIN):** \_\_\_\_\_  
**Telephone No. and Email Address:** \_\_\_\_\_  
**PhilGEPS Registration No. (required):** \_\_\_\_\_  
**Price Quotation:** \_\_\_\_\_ ; **Brand Offered:** \_\_\_\_\_

The Office of the Government Corporate Counsel, through its Bids and Awards Committee, intends to procure “Supply and Delivery of Various PPEs and other related goods for the use of OGCC employees and officials against COVID-19” in accordance with Section 52.1(b), Shopping of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

LOT	DESCRIPTION/ SPECIFICATIONS	Quantity	Unit Cost (PhP)	Approved Budget of the Contract (ABC in PhP)
One (1)	Alcohol, ethyl/isopropyl, 70% solution, scented, 500ml	100 bottles	130.00	13,000.00
	Surgical face mask, 3-ply, FDA approved (50pcs/box)	3000 pcs	5.00	15,000.00
	Hand sanitizer, 500 ml, kills 99.9% of bacteria & viruses	50 bottles	290.00	14,500.00
	Antibacterial liquid hand soap, 500ml, kills 99.9% of bacteria & viruses	50 bottles	250.00	12,500.00
	Disinfectant spray, aerosol type, 510gms, kills 99.9% of bacteria & viruses	50 cans	715.00	35,750.00
	Face shield, waterproof and anti-fog, protective isolation eyeglasses, w/ clear PET Film and Lightweight; FDA approved	250 pieces	30.00	7,500.00
			<b>Total</b>	

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions herein provided. Submit your quotation duly signed by you or your duly authorized representative **not later than 29 March 2021 at 3:00 p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. **2021 Mayor's/Business Permit; and**
2. **PhilGEPS Registration Number/Certificate**

For any clarification, you may contact Ms. Rosemie G. Tejano at telephone no. (02) 3436 3773/7617 2991 or email address at [TiMie.OGCC@gmail.com](mailto:TiMie.OGCC@gmail.com).

#### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Delivery period must be within five (5) calendar days upon receipt of the Notice of Award/Purchase Order.
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 for immediate delivery and shipment which can be made within five (5) calendar days or earlier from receipt of the Notice of Award/Purchase Order, as follows:

**TECHNICAL SPECIFICATIONS:**

LOT	DESCRIPTION/ SPECIFICATIONS	Quantity	Unit Cost (PhP)	Total Cost (PhP)	Compliance (Please put check mark)
One (1)	Alcohol, ethyl/isopropyl, 70% solution, scented, 500ml <b>Brand offered:</b>	100 bottles			
	Surgical face mask, 3-ply, FDA approved (50pcs/box) <b>Brand offered:</b>	3000 pcs			
	Hand sanitizer, 500 ml, kills 99.9% of bacteria & viruses <b>Brand offered:</b>	50 bottles			
	Antibacterial liquid hand soap, 500ml, kills 99.9% of bacteria & viruses <b>Brand offered:</b>	50 bottles			
	Disinfectant spray, aerosol type, 510gms, kills 99.9% of bacteria & viruses <b>Brand offered:</b>	50 cans			
	Face shield, waterproof and anti-fog, protective Isolation eyeglasses, w/ clear PET Film and Lightweight; FDA approved <b>Brand offered:</b>	250 pieces			
	<b>TOTAL COST</b>				

\_\_\_\_\_  
Signature Over Printed Name/Position

\_\_\_\_\_  
Date