



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City

REQUEST FOR QUOTATION

Date: 25 May 2021
RFQ No. 2021-05-015

Name of Company: _____
Address: _____
Name of Store/Shop: _____
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 One Hundred Twenty-Seven (127) Reams of Multicopy Paper, Size A4, 80 gsm, in accordance with **Section 52.1(b), Shopping** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

LOT	DESCRIPTION	Unit Cost	ABC (in PhP)
1	One Hundred (127) Reams of Multicopy Paper, Size A4, 80 gsm	200.00	25,400.00

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 31 May 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 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.

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 seven (7) calendar days from receipt of the Notice of Award/Purchase Order, as follow:

ITEM No	ITEM DESCRIPTION	QTY.	UNIT COST	UNIT	APPROVED BUDGET OF CONTRACT (ABC in PhP)	UNIT PRICE	AMOUNT
1	Paper, Multicopy 80gsm, Size A4	127	200.00	Reams	25,400.00		

Signature Over Printed Name/Position

Telephone Number

E-mail Address

Tax Identification Number

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Delivery period must be within seven (7) 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