



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: 11 November 2021
RFQ No. 2021-11-031

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 conduct a Small Value Procurement (SVP) of “One (1) Lot, two (2) Executive Tables with Side Table and 3-Layer Drawer Mobile Pedestal” for the use of the OGCC, pursuant to Section 53.9 of Republic Act (RA) No. 9184. The details of the procurement are indicated in the table below:

Qty.	Item Description	Unit Price	Approved Budget of Contract (PhP)
2	Executive Tables with Side Table and 3-Layer Drawer Mobile Pedestal	PhP25,000.00	PhP50,000.00
Total			PhP50,000.00

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 18 November 2021 at 1:00pm**. Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. **2021 Mayor's/Business Permit;**
2. **PhilGEPS Registration Number;**
3. **Income/Business Tax Return for ABCs above PhP500K; and**
4. **Omnibus Sworn Statement (GPPB form) for ABCs above PhP50K.**

For any clarification, you may contact Ms. Rosemie G. Tejano at telephone no. (02) 3436 3773/7617 2991 or email at ogccbacsecretariat@gmail.com.

¹Annex A

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Delivery period must be within fifteen (15) 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. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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. 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. Advance payment is not allowed.
10. Supplier guarantees that the deliverables are free from latent and patent defects.
11. 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.

ORIGINAL SIGNED

DOMINADOR R. ISIDORO, JR.

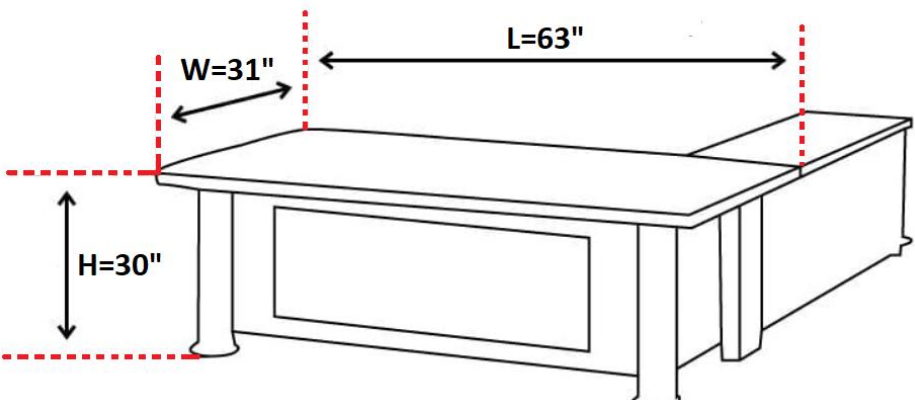
*Assistant Government Corporate Counsel and
Chairman, Bids & Awards Committee*

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 and Terms of Reference, I/we submit our quotation/s for the item/s noted above for immediate delivery and shipment which can be made within fifteen (15) calendar days from receipt of the Notice of Award/Purchase Order, as follows:

Qty.	Item Description	Unit Price	Approved Budget of Contract (PhP)
2	Executive Tables with Side Table and 3-Layer Drawer Mobile Pedestal	PhP25,000.00	PhP50,000.00
Total			PhP 50,000.00

TECHNICAL SPECIFICATIONS:		Compliance (pls check)
1) Dimensions:	L = Minimum of 63" W= Minimum of 31" H = Minimum of 30" (See image below)	
 <p style="text-align: center;">NOTE: Image is for reference to dimensions only.</p>		
2) Material:	Laminated Medium-Density fibreboard (MDF) Durable Quality	
3) Color:	Wenge Wood or Cherry Wood	
4) Inclusions:	a. Main table = 1 pc b. Side table with cabinet = 1 pc c. 3 layer mobile Pedestal drawer with lock and keys = 1 pc	
5) Warranty:	Manufacturer's warranty against defects	

6) Others:	Free product assembly in the office (if necessary)	
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Signature Over Printed Name/Position

Telephone Number

E-mail Address

Tax Identification Number

TERMS OF REFERENCE

I. PROJECT TITLE

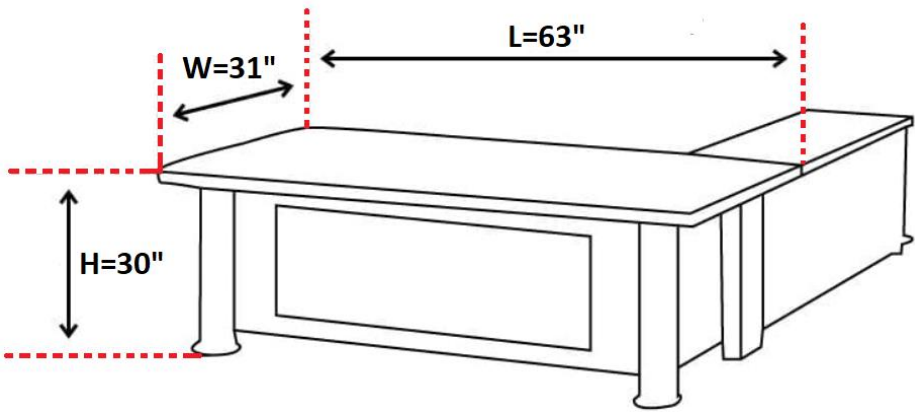
Supply and Delivery of two (2) executive tables with side table and 3-layer drawer mobile pedestal for the Office of the Assistant Government Corporate Counsels.

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

ITEMS	Quantity	Unit Cost	ABC
Supply and Delivery of Two (2) Executive Tables with Side Table and 3-layer drawer mobile pedestal	2 units	25,000.00	50,000.00
Total ABC			50,000.00

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.

III. TECHNICAL SPECIFICATIONS

Executive Table	
1) Dimensions:	L = Minimum of 63" W= Minimum of 31" H = Minimum of 30" (See image below)
 <p style="text-align: center;">NOTE: Image is for reference to dimensions only.</p>	
2) Material:	Laminated Medium-Density fibreboard (MDF) Durable Quality
3) Color:	Wenge Wood or Cherry Wood
4) Inclusions:	d. Main table = 1 pc e. Side table with cabinet = 1 pc f. 3 layer mobile Pedestal drawer with lock and keys = 1 pc
5) Warranty:	Manufacturer's warranty against defects
6) Others:	Free product assembly in the office (if necessary)

IV. REQUIREMENTS FOR BIDDERS

- a. Bidders must be registered with PhilGEPS and provide its PhilGEPS Registration Number.

V. SCOPE OF WORK

- a. The winning bidder/supplier shall supply and deliver the scope of work at the given office address below:

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

- b. The winning bidder/supplier shall deliver the executive tables within fifteen (15) calendar days from receipt of the Notice to Award or Purchase Order. Extension of delivery period is allowed for justifiable reasons which must be requested in writing by the winning bidder/supplier to the Head of Procuring Entity.
- c. The winning bidder/supplier guarantees the availability of the items within five (5) calendar days upon receipt of the Notice of Award.
- d. The winning bidder/supplier shall deliver the items in the OGCC during office hours (8am-5pm).
- e. Strict observance and application of health protocols at all times in the delivery of executive tables in the MWSS Building and Office of the Government Corporate Counsel premises.

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.

VII. WARRANTY

- a. The winning bidder shall issue a Certificate for a one (1) year Manufacturer's warranty on all items.