



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

records@ogcc.gov.ph

REQUEST FOR QUOTATION

Date: 16 March 2022

RFQ No. 2022-03-0007

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 "Supply and Delivery of Printer Consumables (Original Black Toner) with free use of at least twelve (12) Multi-function Printer" in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

ITEM NO.	DESCRIPTION	QTY.	Unit	ABC (in PhP)
1	Supply and Delivery of Printer Consumables (Original Black Toner) with free use of at least twelve (12) Multi-function printer	40	Cart	240,000.00
Total				240,000.00

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions herein provided (please see attached Terms of Reference). Submit your quotation duly signed by you or your duly authorized representative **not later than 23 March 2022 at 1:00 p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. 2022 Mayor's/Business Permit;
2. Updated PhilGEPS Registration/Certificate;
3. Income/Business Tax Return; and
4. Notarized Omnibus Sworn Statement (GPPB-prescribed form)

For any clarification, you may contact Rosemie G. Tejano at contact nos. (02) 7617 2991 and email at ogccbacsecretariat@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 within fifteen (15) calendar days as follow:

Supply and Delivery of Printer Consumables (Original Black Toner) with free use of at least twelve (12) Multi-function printer							
Item	Description	Qty.	Unit	ABC		Unit Cost	Total Cost
1	Supply and Delivery of Printer Consumables (Original Black Toner) with free use of at least twelve (12) Multi-function printer	40	Cart	240,000.00			
SPECIFICATIONS						COMPLIANCE (Please check)	
Printer Consumables				Original Black Toner compatible with the brand to be offered			
				With Free Use of at least twelve (12) multi-function printers			
Quantity of toners to be Supplied and Delivered				40 original black toners, <u>annually</u>			
Period of Supply and delivery of toner inks				20 original black toners <u>per semester</u>			
Contract Duration				3 years, renewable yearly			
Multi-Function printer technical specifications:				Heavy duty printer			
				All in one (print, copy, scan) with duplex			

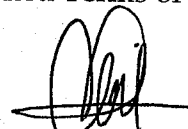
	With auto document feeder and wireless connection	
	Printer type: Monochrome Laser printer; automatic two-sided printing	
	Maximum print size: Up to legal	
	Print memory: at least 1GB	
	Input: at least 250 sheets input tray	
	Output: at least 150 sheets	
	Scan type: color contact image sensor	
	Copy and scan resolution: 1200 x 1200 dpi	

Signature Over Printed Name/Position

Email & Telephone/CP Numbers

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. 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.
13. By signing the Request for Quotation, the Bidder acknowledges that it accepts the instructions and requirements contained in the attached Terms of Reference.



OWEN M. VIDAD
Government Corporate Attorney IV
Vice-Chairman, Bids & Awards Committee

TERMS OF REFERENCE

I. PROJECT TITLE

Supply and Delivery of Printer Consumables (Original Black Toner) with free use of twelve (12) Multi-function printer

II. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEMS	Unit	Quantity	Total
Supply and Delivery of Printer Consumables (Original Black Toner) with free use of at least twelve (12) Multi-function printer	Cart	40	240,000.00
Total			240,000.00

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

SPECIFICATIONS	
Printer Consumables	Original Black Toner compatible with the brand to be offered With Free Use of at twelve (12) multi-function printers
Quantity of toners to be Supplied and Delivered	40 original black toners, <u>annually</u>
Period of Supply and delivery of toner inks	20 original black toners <u>per semester</u>
Contract Duration	3 years, renewable yearly
Multi-Function printer technical specifications:	Heavy duty printer All in one (print, copy, scan) with duplex With auto document feeder and wireless connection

	Printer type: Monochrome Laser printer; automatic two-sided printing
	Maximum print size: Up to legal
	Print memory: at least 1GB
	Input: at least 250 sheets input tray
	Output: at least 150 sheets
	Scan type: color contact image sensor
	Copy and scan resolution: 1200 x 1200 dpi

IV. SCOPE OF WORK

- a. The winning bidder shall deliver the requirements 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
 Tel No. (02) 7617 2991

- b. The winning bidder shall provide technical support to the Office of the Government Corporate Counsel by means of an on-call support which shall be available during official working hours.
- c. The winning bidder shall provide warranty against defects upon delivery of the consumables.

V. TERMS OF PAYMENT

- a. The OGCC shall pay the winning bidder within **30 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.
- b. Advance payment is not allowed.