



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](http://www.ogcc.gov.ph)

Date: 22 April 2022  
RFQ No. 2022-04-0014

## REQUEST FOR QUOTATION

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
PhilGEPS Registration No. (required): \_\_\_\_\_  
Price Quotation: \_\_\_\_\_

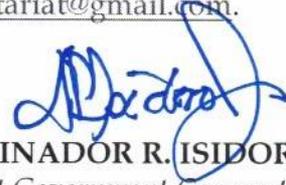
The Office of the Government Corporate Counsel (OGCC), through its Bids and Awards Committee (BAC), intends to procure through Small Value Procurement, the **“One (1) Lot Procurement of Desktop Computers, Scanners and Eight (8) Ports Gigabit Switch”** pursuant to Section 53.9 of Republic Act (RA) No. 9184 Implementing Rules and Regulations (IRR), for use of OGCC’s employees and officials, as follows:

Qty.	Item Description	Unit Price	Approved Budget of Contract (PhP)
2	High-Capacity Desktop Computer	100,000.00	200,000.00
1	8 Ports Gigabit Switch	2,000.00	2,000.00
4	Heavy Duty Scanner for Digitalization of Documents	70,000.00	280,000.00
<b>Total ABC</b>			PhP482,000.00

Please quote your **best offer** for the items 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 27 April 2022 at 3:00 p.m.** Quotations may also be submitted through electronic mail at [ogccbacsecretariat@gmail.com](mailto:ogccbacsecretariat@gmail.com). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. 2022 Mayor’s/Business Permit or in case not yet available, the OGCC shall accept the 2021 Mayor’s Permit or Business Permit with the Official Receipt of renewal application. However, a copy of the 2022 Mayor’s/Business Permit shall be required to be submitted after award but before payment;
2. PhilGEPS Registration Number/Certificate; and
3. Notarized Omnibus Sworn Statement (GPPB-prescribed form)

For any clarification, you may contact Ms. Rosemie G. Tejano at contact numbers (02) 3436 3773/7617 2991/09178744417 or email address at [ogccbacsecretariat@gmail.com](mailto:ogccbacsecretariat@gmail.com).



**DOMINADOR R. ISIDORO, JR.**  
*Assistant Government Corporate Counsel  
Chairman, Bids & Awards Committee*

### TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Delivery period must be within forty-five (45) calendar days upon receipt of the Notice of Award.
- Price Quotation must be valid for a period of thirty (30) calendar days from date of submission of quotation.
- Price quotation should be denominated in Philippine Peso and should include all taxes, duties and/or levies payable as well as other miscellaneous expenses (*i.e.*, delivery fees)
- Quotations exceeding the ABC shall be rejected.
- Award of contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- 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.
- The item/s shall be delivered in the address below and according to the requirements specified in the Technical Specifications.

**Property and Supply Office**  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3<sup>rd</sup> Flr MWSS Administration Building, Katipunan Ave., Balara  
Quezon City

- The OGCC shall have the right to inspect and/or test the goods to check whether they conform to the technical specifications.
- In case two or more bidders are determined to have submitted the same Lowest Calculated and Responsive Quotation, the OGCC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winner bidder in accordance with GPPB Circular No. 06-2005.
- Payment shall be made within 30 calendar days after delivery and acceptance of the OGCC Inspection Committee and upon submission of the required supporting documents, *i.e.*, order slip and/or billing statement.
- 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 actions and remedies available to it.
- Bidders are required to indicate the brand offered and to include in their quotations brochures of the items offered.
- The winning bidder shall replace all items with apparent defects and damage within seven (7) days from the date of discovery by the supply officer during the actual inspection.

- In case of non-apparent defect or damage on the items, the Supply Officer shall promptly report this matter to the supplier within three (3) days from the date of discovery thereof.
- Strict observance and application of health protocols at all times in the delivery of laptop computers in the MWSS Building and Office of the Government Corporate Counsel premises.

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory except those indicated as *optional*. 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 and Reference, I/we submit our quotation/s for the item/s noted above and shall comply with the delivery schedule forty-five (45) calendar days from receipt of the Notice of Award/Purchase Order, as follows:

Qty.	Item Description	Unit Price (PhP)	Total
2	Desktop Computer		
1	8 Ports Gigabit Switch		
2	Heavy Duty Scanner		
<b>TOTAL</b>			

**TECHNICAL SPECIFICATIONS:**

A. Desktop Computer		Please check compliance
<b>Minimum Specifications</b>		
Quantity	2	
Brand:	<b>Please indicate the Brand and Model offered in the RFQ</b>	
Processor:	Intel Core i7, 12 <sup>th</sup> Generation	
RAM:	16GB DDR4 (upgradeable to 32GB)	
Storage/Hard Disk:	1TB SSD	
Optical Drive	DVD +/- RW Drive	
Display Screen:	22 Inch LED MONITOR FULL HD	
Graphics/Video Processor	Integrated/ Built-in graphics	
Power Supply	Manufacturer's standard	
Sound Card:	Manufacturer's standard	
Color	Corporate Colors (shade of Black and Gray, or black, gray, or silver)	
Network Interface	10/100/1000 Ethernet	
Bluetooth	Must be equipped with bluetooth	
Input Device	Standard full-sized wired USB keyboard with numeric keypad	
Pointing Device	Optical Mouse (Wired USB) with mousepad	

<b>Wireless LAN and connectivity:</b>	IEEE 802.11ac/a/b/gn2.4 & 5Ghz Gigabit Wireless (LAN) Integrated or equivalent latest technology	
<b>Standard I/O Ports</b>	<p>Manufacturer's standard with at least basic I/O Ports:</p> <p>Front I/O Connectors:  Audio jack  USB 2.0 or latest gen port(s): 1  USB 3.0 or latest gen port(s): 1</p> <p>Rear I/O Connectors:  Display port: 1  Ethernet (LAN) port: 1  USB 2.0 or latest gen port(s): 1  USB 3.0 or latest gen port(s): 1</p>	
<b>Uninterrupted Power Supply</b>	650VA, 230V, AVR, with at least 3 Universal Sockets	
<b>Operating System:</b>	Windows 10 Professional 64 (Legitimate License)	
<b>Accessories:</b>	<p>1) Cords and plugs included in the package</p> <p>2) Product Manual</p>	
<b>Warranty:</b>	<p>3 years on both parts and services from authorized service centers with national coverage</p> <p>Supplier shall respond within 24 hours for any technical assistance/support either via telephone call, email or site visit in the Office of the Government Corporate Counsel, MWSS Administration Building, Katipunan Ave., Balara, Quezon City upon verbal/written notification by the End-User Agency.</p>	

<b>B. 8 ports Gigabit Switch</b>		<b>Please check compliance</b>
<b>Quantity</b>	1	
<b>Standards and Protocols</b>	IEEE 802.3i	
<b>Interface</b>	8/10/100/1000 Mbps RJ45 Ports Auto negotiation/ Auto MDI/MDIX	
<b>Fan Quantity</b>	Fanless	
<b>Physical Security Lock</b>	No	

<b>External Power Supply</b>	External Power Adapter Output - 9VDC / 0.6A	
<b>Jumbo Frame</b>	Yes	
<b>Switching Capacity</b>	16 Gbps	
<b>Dimensions (W X D X H)</b>	Minimum 7.1 x 3.5 x 1.0 inches	
<b>Max Power Consumption</b>	4.6W	
<b>Max Heat Dissipation</b>	15.8 BTU/h	
<b>Transfer Method</b>	Store and Forward	
<b>MAC Address Table</b>	4K	
<b>Advance functions</b>	Green Technology, Saving Power Up to 80% 802.3x Flow Control Back Pressure	
<b>Advance functions</b>	Green Technology, saving power Upto 80% 802.3x Flow Control Back Pressure	
<b>Certification</b>	FCC, RoHs	
<b>Package Contents</b>	8-Port Gigabit Desktop Switch TL-SG1008D Power Adapter Installation Guide	
<b>Environment</b>	Operating Temperature/Storage Temperature/Operating Humidity/Storage Humidity: Manufacturers' Standard	
<b>Others</b>	Plastic Case Desktop or wall-mounting design  Plug and play, no configuration required	

<b>C. Heavy Duty Flatbed Scanner</b>		<b>Please check compliance</b>
<b>Quantity</b>	4	
<b>Brand:</b>	Please indicate the brand	
<b>Scanner Input type</b>	Automatic Document Feeder and Flatbed Scanner	
<b>Supported Maximum Output Resolution</b>	At least 600 DPI	
<b>Daily Duty Cycle</b>	At least 5,000 pages	
<b>Supported Operating System</b>	Windows 10 (32 bit / 64 bit) MAC OS X Mavericks 10.9, OS X Yosemite 10.10	
<b>Scan Speed</b>	At least 40ppm/80ipm	
<b>Automatic Document Feeder</b>	At least 80 sheets	
<b>Document Scan Size</b>	Minimum: at least 8.5 x 14 Maximum: at least 8.5 x 220	
<b>Scannable media types:</b>	Paper (Banner, inkjet, photo, plain) envelopes, labels, cards (Greetings, index	

<b>Control Panel</b>	Manufacturer's standard	
<b>Connectivity/ Interface</b>	At least USB 2.0 and 3.0	
<b>Accessories and Manual</b>	1)USB Cables 2)Power Adaptor 3)Power Cords 4)Manual with Installation Guide	
<b>Energy saving feature</b>	Energy Star certified	
<b>Warranty</b>	1 year on both parts and services from authorized service centers with national coverage Supplier shall respond within 24 hours for any technical assistance/support either via telephone call, email or site visit in the Office of the Government Corporate Counsel, MWSS Administration Building, Katipunan Ave., Balara, Quezon City upon verbal/written notification by the End-User Agency.	

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

\_\_\_\_\_  
Telephone & Cell Phone Numbers

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Tax Identification Number