



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: 20 July 2022
RFQ No. 2022-007-0025

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 "Laptop Stand with Dual Cooling Fans", in accordance with **Section 53.9, Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

LOT	DESCRIPTION	Qty.	Unit	Unit Cost	ABC (in PhP)
1	Metal Laptop Stand with Dual USB-Powered Cooling Fans	140	Piece	500.00	70,000.00
				Total	70,000.00

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 25 July 2022 at 2:00 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; and**
2. **PhilGEPS Registration Number/Certificate; and**
3. Notarized Omnibus Sworn Statement (GPPB-prescribed form) which may be submitted before the issuance of the Notice of Award.

For any clarification, you may contact Ms. Rosemie G. Tejano at telephone no. (02) 7617 2991 /0917 874 4417 or email address at ogccbacsecretariat@gmail.com.

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.

original signed
DIANE CAMILLA R. BORJA
Government Corporate Attorney III
Vice Head, BAC Secretariat

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 fifteen (15) calendar days from receipt of the Notice of Award/Purchase Order, as follows:

LOT No	ITEM DESCRIPTION	QTY	UNIT	UNIT COST (PhP)	TOTAL COST (PhP)	COMPLIANCE (Please check)
1	Metal Laptop Stand with Dual USB-Powered Cooling Fans	140	Piece			
				Total		

Signature Over Printed Name/Position

Telephone/Cell Phone Numbers

E-mail Address

Tax Identification Number

TERMS OF REFERENCE

I. OBJECTIVE:

This project aims to provide functional and durable laptop stands with dual cooling fans for use by employees of the Office of the Government Corporate Counsel as training collaterals to protect laptops from overheating due to extensive usage and to aide employees during webinars, online trainings, virtual meetings, videoconference hearings, and for other purposes to enhance the employees' working conditions and performance.

II. PROJECT TITLE

Laptop Stand with Dual Cooling Fans

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

ITEMS	Quantity	Total ABC (PhP)
Procurement of Laptop Stands with Dual Cooling Fans	140 units	70,000.00

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.

IV. TECHNICAL SPECIFICATIONS

LAPTOP STAND WITH DUAL COOLING FANS	
Quantity	140 units
Condition	Brand New (Unused)
Color*	Silver, dark grey or black (Negotiable)
Material*	Metal
Compatibility*	Fits 11-inch to 17-inch screen size devices and supports up to 10 kilograms of weight
Design*	Folding and expandable with adjustable height and angle tailored to designed viewing angle
Electric Component*	Built-in USB-powered dual cooling fans

V. SCOPE OF WORK

1. The Supplier 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
Contact Numbers: (02) 7617 2991; 0917 874 4417

2. 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.
3. The winning bidder shall provide warranty against defects upon delivery of the consumables.

VI. TERMS OF PAYMENT

- a. Advance payment is **not** allowed.

The Supplier shall be paid 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 require