



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
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Balara, Quezon City
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Date: 27 December 2022
RFQ No. 2022-12-0048

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), will undertake Small Value Procurement for the **“Provision of Monthly Prepaid Cards (Globe/Smart)”** pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act (RA) 9184, for the use of OGCC’s employees and officials, as follows:

| Network | Card Amount | Qty | Approved Budget of Contract (ABC in PhP) |
|--|-------------|-----|--|
| Globe | 500s | 671 | 335,500 |
| | 300s | 699 | 209,700 |
| Smart | 500s | 561 | 280,500 |
| | 300s | 449 | 134,700 |
| Total ABC | | | 960,400.00 |
| <i>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.</i> | | | |

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 2 January 2023 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 and Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract;
2. PhilGEPS Registration Number; and

3. Duly Notarized Omnibus Sworn Statement, GPPB-prescribed form.

For any clarification, you may contact Ms. Rosemie G. Tejano at telephone no. (02) 7617.2991/0917.874.4417 or email address at ogccbsecretariat@gmail.com.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Delivery period must commence 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. The additional prepaid cards shall be charged the same as quoted and reflected in the actual billing statement.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. 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.
8. 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.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. 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.
12. 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.
13. 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.

Sgd.

DIANE CAMILLA R. BORJA

Government Corporate Attorney

Vice-Head, Bids & Awards Committee 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 and shall comply with the delivery schedules _____ days from receipt of the Notice of Award/Purchase Order, as follows:

| Network | Card Amount | Qty | Cost (in PhP) |
|---------|-------------|-----|---------------|
| Globe | 500s | 671 | |
| | 300s | 699 | |
| Smart | 500s | 561 | |
| | 300s | 449 | |
| TOTAL | | | |

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.

Signature Over Printed Name/Position

Telephone Number

E-mail Address

Tax Identification Number