



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
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SUPPLEMENTAL/BID BULLETIN NO. 1
PhilGEPS Reference No. 9312705

Project : **Supply and Delivery of “Go” Kit – Survival and Lifeline
for the Office of the Government Corporate Counsel**

Subject : **Increase on the Quantity of N95 Respirators**

Date : **5 December 2022**

The Office of the Government Corporate Counsel, through its Bids and Awards Committee (BAC), would like to inform all participating bidders of the **Supply and Delivery of “Go” Kit – Survival and Lifeline for the Office of the Government Corporate Counsel** on the increase in the quantity of N95 Respirators:

FROM	TO
150	300

Please see attached Revised Request for Quotation.

For the information of all concerned.

DOMINADOR R. ISIDORO, JR.
Assistant Government Corporate Counsel
Chairperson, Bids and Awards Committee



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Website: www.ogcc.gov.ph

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Date: 2 December 2022

RFQ No. 2022-12-0042

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 **“Supply, Delivery “Go” Kit - Survival and Lifeline”** 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:

Qty	Item	Approved Budget of Contract (ABC in PhP)
150 units	Hard Hats	225,000.00
300 units	N95 Respirators	18,000.00
150 units	Safety Gloves	45,000.00
150 units	Emergency Whistle	9,000.00
150 units	Flashlights	75,000.00

Total ABC	372,000.00
<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 and the attached Terms of Reference¹ herein provided. Submit your quotation duly signed by you or your duly authorized representative **not later than 7 December 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. 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 ogccbacsecretariat@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. 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.

¹ Annex A

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.

Sgd.

DOMINADOR R. ISIDORO, JR.

Assistant Government Corporate Counsel

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.

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:

Qty	Item	Cost (in PhP)
150 units	Hard Hats	
300 units	N95 Respirators	
150 units	Safety Gloves	
150 units	Emergency Whistle	
150 units	Flashlights	
TOTAL		
<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>		

Signature Over Printed Name/Position

Telephone Number

E-mail Address

Tax Identification Number

TERMS OF REFERENCE

I. OBJECTIVE:

This project aims to equip each employee of the Office of the Government Corporate Counsel with a durable and portable “Go” Kit, which consists of protective gear, emergency whistle and flashlight, in support of efforts to improve the disaster preparedness of the Office.

II. PROJECT TITLE

“Go” Kit – Survival and Lifeline

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

ITEMS	Quantity	Total ABC (PhP)
Procurement of Hard Hats	150 units	PhP225,000.00
Procurement of N95 Respirators	300 units	PhP18,000.00
Procurement of Safety Gloves	150 units	PhP45,000.00
Procurement of Emergency Whistle	150 units	PhP9,000.00
Procurement of Flashlights	150 units	PhP75,000.00

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

HARD HATS	
Quantity	150 units
Condition	Brand New, year of manufacturing should not be earlier than 2021
Color	White
Material	Acrylonitrile Butadiene Styrene
Design	ANSI Compliant for Type I, Class G Hard Hats
Features	With pin lock or ratchet adjustment system and chin straps

N95 RESPIRATORS	
Quantity	300 units
Condition	Brand New
Color	White
Material & Design	National Institute for Occupational Safety and Health (NIOSH)-approved

	N95-classified (filters 95% of air particles)
Features	With head loops as strap

SAFETY GLOVES	
Quantity	150 units
Condition	Brand New
Color	Black and/or gray
Material	For palm area: nitrile-coated rubber or leather for protection against abrasions and cuts while sifting through debris
Design	Abrasion-resistant palm area and anti-slip

EMERGENCY WHISTLE	
Quantity	150 units
Condition	Brand New
Color	Blue, green, gray, orange or red
Material	PP plastic, nylon or aluminum alloy
Accessory	With keychain

FLASHLIGHT	
Quantity	150 units
Condition	Brand New
Color	White
Material	Bulb: LED that can generate 50 lumens Body: Plastic
Design	Lightweight and compact Battery operated
Accessory	With keychain and spare battery

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.
- b. 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 requirements.