



**Date: 25 January 2023**  
**RFQ No. 2023-01-002**

## 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 and Delivery of 150 pieces of “Go Bag”** 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	Unit Cost (PhP)	Approved Budget of Contract (ABC in PhP)
150 pieces	Emergency Go Bag	500.00	75,000.00
<b>Total ABC</b>			<b>75,000.00</b>
<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 Reference<sup>1</sup> herein provided. Submit your quotation duly signed by you or your duly authorized representative **not later than 30 January 2023 at 2:00 p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. 2023 Mayor's/Business Permit;
2. PhilGEPS Registration Number; and
3. Duly Notarized Omnibus Sworn Statement, GPPB-prescribed form.

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<sup>1</sup> Annex A

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 twenty (20) 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 (Annexes A, A-1 & A-2).

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.
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 schedule 20 days** from receipt of the Notice of Award/Purchase Order, as follows:

Qty	Item	Unit Cost (PhP)	Total Cost (in PhP)
150 pieces	Emergency Go Bag		
		<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>	

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Signature Over Printed Name/Position

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CP/Telephone Number

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E-mail Address

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Tax Identification Number

## TERMS OF REFERENCE

### I. PROJECT TITLE

SUPPLY AND DELIVERY OF 150 PIECES OF “GO BAG” FOR THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

### II. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEMS	Unit	Quantity	Unit Cost (PhP)	Approved Budget of Contract (ABC in PhP)
Emergency Go Bag	Piece	150	500.00	75,000.00
Total				75,000.00

*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	
Go Bag (with OGCC Logo)	With colored print of OGCC logo (8" x 8") and text below the logo: "Grab-and-Go Bag"  Note: Refer to sample OGCC logo (Annex A-1)
Quantity of Go Bags	150 pieces
Period of delivery of Emergency Go Bag	20 calendar days upon P.O. Receipt
Specifications:	Make: drawstring
	Material Type: body should be made of nylon; water-resistant/repellant
	Measures: Width: 16" Length: 13"
	Color: Red  Note: Refer to sample color (Annex A-2)

#### IV. SCOPE OF WORK

- a. The winning bidder shall deliver the requirements at the office address below:

**Property and Supply Office**  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3<sup>rd</sup> Flr. MWSS Administration Building, Katipunan Ave.  
Balara, Quezon City  
Tel No. (02) 7617 2991

- b. 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.

## Annex A-1



## Annex A-2

