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

REQUEST FOR QUOTATION

26 January 2023
RFQ No. 2023-01-0003

The Office of the Government Corporate Counsel (OGCC), will undertake **Section 53.9, Small Value Procurement** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the Supply and Delivery of Carriedo Cup Shirt for all OGCC participants:

ITEM	Quantity	Unit Price (PhP)	Specifications
Carriedo Cup Shirt	135	550.00	• Round neck T-Shirt • Drifit fabric • Multi-tone color with purple as the dominant color • Sizes of shirt: assorted • Sublimation print of shirt pattern, logos and text • With "OGCC" and "JUS ET LEX" printed on the rib area • With two (2) small logos printed on the left chest area • With up to ten (10) small logos printed on the upper back area • Refer to Annex B for the shirt design
		Approved Budget for the Contract	**PhP74,250.00**

May we request you to submit your quotation/best offer by filling up the attached quotation form (**Annex "A")** duly signed by you or your duly authorized representative for the item described herein, subject to the following:

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	• Quotations must be valid for a period of 10 calendar days (cd) from the date of submission. • Price quotation must be denominated in Philippine peso. • **Quotation must include all taxes, delivery charge and other incidental expense.** • Quotations exceeding the Approved Budget for the Contract shall be rejected. • **Include a picture of your product together with the submitted quotation form.**
II. DOCUMENTARY REQUIREMENT	• Submit following eligibility requirements **together with your quotation:** a. PhilGEPS Certificate of Registration; b. 2023 Mayor's/Business Permit or receipt pertaining to the renewal for the 2023 Mayor's/Business Permit; and c. Tax Clearance/latest Tax Return d. Notarized Omnibus Sworn Statement (GPPB prescribed)
III. DELIVERY SCHEDULE AND ACCEPTANCE	• Goods/Items must be delivered within ten (10) calendar days from receipt of the Notice of Award and/or Contract/Purchase Order. Any request for extension must be duly communicated before the lapse of the 3 cd to avoid imposition of liquidated damages and is subject to approval of the OGCC. • The items shall be delivered according to the requirements herein specified. • The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 cd from notice, replace all defective items at no cost to the OGCC.

	• The winning bidder/supplier shall deliver the goods/items 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
IV. PAYMENT TERMS AND LIQUIDATED DAMAGES	• Payment shall be made *via* check within thirty (30) cd following the date of receipt of the items, after due acceptance. Kindly coordinate with the OGCC- Property and Supply Office for the pick-up of the check. • 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.
V. DEADLINE OF SUBMISSION OF QUOTATION	• Quotation must be submitted *via* email on or before **31 January 2023 at 1:00pm**: *ogccbacsecretariat@gmail.com* • OGCC reserves the right to accept or reject a quotation.

Should you have any clarifications, do not hesitate to contact the undersigned at phone nos. 0917 872 0543 and 02 7964 4979 or send your concerns thru email at *ogccbacsecretariat@gmail.com*.

Thank you.

Sgd.
SONIA P. TUBO
Administrative Officer V
Vice-Chairperson, Health & Wellness Committee

ANNEX "A"

QUOTATION FORM

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.

DATE: _____

Attention : **PROPERTY AND SUPPLY OFFICE**
Office of the Government Corporate Counsel
3rd Flr. MWSS Administration Building
Katipunan Ave., Balara, Quezon City

1. After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the Item/s as follow:

ITEM	Quantity	Compliance[1]	Unit Price	Total Price
CARRIEDO CUP SHIRT • Round neck T-Shirt • Drifit fabric • Multi-tone color with purple as the dominant color • Sizes of shirt: assorted • Sublimation print of shirt pattern, logos and text • With "OGCC" and "JUS ET LEX" printed on the rib area • With two (2) small logos printed on the left chest area • With up to ten (10) small logos printed on the upper back area • Refer to Annex B for the shirt design	135	*Please indicate "comply" or place a check mark if able to comply with the Technical Specification*		
			Total	

2. We undertake, if our quotation or bid is accepted, to deliver the above goods within ten (10) calendar days from our receipt of the Notice of Award and/or Contract/PO.

[1] Please indicate "comply" or place a check mark if able to comply with the Technical Specification.

3. We agree to abide by this Quotation/bid for a period of 10 calendar days from the date of submission.

4. We understand that payment for items delivered will be made *via* check within 30 calendar days following the date of receipt of the items, after inspection and acceptance.

Name of Supplier/company : _____

Address : _____

Telephone Number : _____

Email address : _____

PhilGEPS Number : _____

TIN : _____

Signature over printed name: _____

Designation : _____

ANNEX "B"

SAMPLE LOGOS OF SPONSORS ONLY