




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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## REQUEST FOR QUOTATION

10 February 2023  
RFQ No. 2023-02-008

The Office of the Government Corporate Counsel (OGCC), will undertake **Section 53.9, Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the Supply and Delivery of KF94 Face Mask for the OGCC Women's Month Celebration:

ITEM	Quantity	Unit Price (PhP)	Specifications
<b>KF94 FACE MASK</b> <b>Color: Purple</b> 	135 packs (10 pcs/pack)	100.00	<ul style="list-style-type: none"><li>• Four-layer filter (4-ply) for protection against contagious diseases/airborne irritants;</li><li>• Non-woven fabric;</li><li>• With elastic ear-loop and adjustable nose clips, suitable for different shapes and sizes;</li><li>• Comfortable breathing; lightweight, durable and waterproof</li><li>• Please see <b>Annex B</b> for face mask design &amp; shade of purple</li></ul>
<i>Approved Budget for the Contract</i>			<b>PhP13,500.00</b>

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	
<b>I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS</b>	<ul style="list-style-type: none"><li>• Quotations must be valid for a period of 10 calendar days (cd) from the date of submission.</li></ul>

	<ul style="list-style-type: none"> <li>• Price quotation must be denominated in Philippine peso.</li> <li>• <u>Quotation must include all taxes, delivery charge and other incidental expense.</u></li> <li>• Quotations exceeding the Approved Budget for the Contract shall be rejected.</li> <li>• <u>Include a picture of your product together with the submitted quotation form.</u></li> </ul>
<p><b>II. DOCUMENTARY REQUIREMENT</b></p>	<ul style="list-style-type: none"> <li>• Submit following eligibility requirements <u>together with your quotation:</u> <ol style="list-style-type: none"> <li>a. PhilGEPS Certificate of Registration;</li> <li>b. Mayor's/Business Permit; and</li> <li>c. Tax Clearance/Latest Tax Return</li> </ol> </li> </ul>
<p><b>III. DELIVERY SCHEDULE AND ACCEPTANCE</b></p>	<ul style="list-style-type: none"> <li>• Goods/Items must be delivered within five (5) cd from receipt of the Notice of Award and/or Contract/PO. 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.</li> <li>• The items shall be delivered according to the requirements herein specified.</li> <li>• 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.</li> <li>• The winning bidder/supplier shall deliver the goods/items at the given office address below: <p style="text-align: center;"> <b>Property and Supply Office</b>  <b>OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</b>  3<sup>rd</sup> Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City </p> </li> </ul>

<p><b>IV. PAYMENT TERMS AND LIQUIDATED DAMAGES</b></p>	<ul style="list-style-type: none"> <li>• Payment shall be made <i>via</i> 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.</li> <li>• 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.</li> </ul>
<p><b>V. DEADLINE OF SUBMISSION OF QUOTATION</b></p>	<ul style="list-style-type: none"> <li>• Quotation must be submitted <i>via</i> email on or before <b>14 February 2023 at 2:00pm:</b>  <a href="mailto:ogccbacsecretariat@gmail.com">ogccbacsecretariat@gmail.com</a></li> <li>• OGCC reserves the right to accept or reject a quotation.</li> </ul>

Should you have any clarifications, do not hesitate to contact Ms. Maria Cristina A. Batuyong at phone nos. 0917 874 4417 and 02 7617 2991 or send your concerns thru email at [ogccbacsecretariat@gmail.com](mailto:ogccbacsecretariat@gmail.com).

Thank you.

Sgd.  
**HOWARD RANDY A. ARZADON**  
*Assistant Government Corporate Counsel*  
*Chairperson, Gender and Development Committee*

## 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**  
 3<sup>rd</sup> 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	Unit Price	Total Price
<b>KF94 FACE MASK</b> <ul style="list-style-type: none"> <li>• Color: Purple</li> <li>• Four-layer filter (4-ply) for protection against contagious diseases/airborne irritants;</li> <li>• Non-woven fabric;</li> <li>• With elastic ear-loop and adjustable nose clips, suitable for different shapes and sizes; and</li> <li>• Comfortable breathing, lightweight, durable and waterproof</li> </ul>	135 packs (10 pcs/pack)		
Total			

2. We undertake, if our quotation or bid is accepted, to deliver the above goods within five (5) calendar days from our receipt of the Notice of Award and/or Contract/PO.
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"**

