



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
RFQ No. 2023-04-023

The OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC), through its Bids and Awards Committee, is inviting all interested bidders to submit a proposal/price quotation for the project with details as follows:

Project Title : **SUPPLY AND DELIVERY OF THREE (3) MOTORCYCLE UNITS FOR THE OGCC**
Approved Budget for the Contract : PhP300,000.00
Mode of Procurement : **Small Value Procurement**
[Section 53.9, RIRR of RA 9184]
Location : Office of the Government Corporate Counsel
3rd Floor, MWSS Building, Balara,
Katipunan Ave., Quezon City
Delivery Period : Thirty (30) calendar days from receipt of NTP
End-User Unit : OGCC Supply Section
Specifications : Indicated in the Price Quotation Form

The details of the schedule of activities are listed as follows:

| ACTIVITIES | SCHEDULE |
|--------------------------------------|--------------------|
| Posting of the Request for Quotation | 24 April 2023 |
| Deadline for Submission of Quotation | 2 May 2023, 2:00PM |
| Opening of the Proposal/Quotation | 2 May 2023, 2:30PM |

This RFQ is subject to the Terms and Conditions herein provided. Please submit your best offer for the items described herein using the Price Quotation Form herein attached.

Submit your duly signed proposal or quotation not later than 2 May 2023, 2:00 pm. Electronic proposals shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be at the address indicated below:

AGCC DOMINADOR ISIDORO, JR.
BAC Chairperson
Office of the Government Corporate Counsel
3rd Floor, MWSS Building, Balara
Katipunan Ave., Quezon City

The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected bidder.

Late submission of proposal or quotation shall not be accepted and considered.

Sgd.
AGCC DOMINADOR R. ISIDORO, JR.
BAC Chairperson

TERMS AND CONDITIONS

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| <p>I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS</p> | <ul style="list-style-type: none"> • Award of contract shall be made only to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein. • Bidders shall provide correct and accurate information required in this form. • The use of the Price Quotation Form is highly encouraged to minimize errors or omissions of the required mandatory provisions. • Partial bid is not allowed. • 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. • Bidders shall be required to indicate the brand of the item offered • Quotations must be valid for a period of sixty calendar days (60 cd) from the date of submission which is the date indicated in the Price Quotation Form. • 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. • In case two or more bidders are determined to have submitted the same Lowest Calculated and Responsive Quotation, the OGCC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the winner bidder in accordance with GPPB Circular No. 06-2005. |
| <p>II. WARRANTY</p> | <ul style="list-style-type: none"> • In accordance with Section 62 of the 2016 RIRR of RA 9184, warranty security shall be required for a minimum period of one (1) year from issuance of the Certificate of Inspection and Acceptance. • The obligation for the warranty shall be covered by a special bank guarantee equivalent to five percent (5%) of the total contract price which shall be released after the lapse of the warranty period. This is subject to the condition that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met. • Return and exchange policy for items or goods with patent and latent defects shall be governed by RA 7394 or the Consumer Act of the Philippines. |
| <p>III. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION</p> | <ul style="list-style-type: none"> • Submit the following eligibility requirements <u>together with your quotation:</u> <ol style="list-style-type: none"> a. Mayor’s/Business Permit b. Income/Business Tax Return c. Notarized Omnibus Sworn Statement • Bidders shall be allowed to submit its recently expired Mayor’s Permit with the Official Receipt for renewal as proof that the bidder has applied and paid for the renewal of its permit. The 2023 Mayor’s Permit shall then be |

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| | <p>required to be submitted as a condition for the award of contract.</p> <ul style="list-style-type: none"> • For individuals engaged in business, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor’s Permit. • Certification of Platinum Membership may be submitted. |
| <p>III. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD</p> | <ul style="list-style-type: none"> • Within three (3) working days from receipt of Notice from the BAC Secretariat that the bidder is determined as the one with the Lowest Calculated and Responsive Quotation, the winning bidder shall submit the following as a condition for the award of the contract: <ul style="list-style-type: none"> a. 2023 Mayor’s Permit, if the bidder previously submitted a recently expired Mayor’s Permit; and b. PhilGEPS registration number • Failure to submit the following requirements shall not entitle the bidder to the award of the contract. |
| <p>IV. DELIVERY SCHEDULE AND ACCEPTANCE</p> | <ul style="list-style-type: none"> • Goods/Items must be delivered and installed within thirty (30) calendar days from receipt of the Notice of Award and/or Contract or Purchase Order. Any request for extension must be duly communicated before the lapse of the 30 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: <p>Property and Supply Section OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p> |
| <p>V. PAYMENT TERMS AND LIQUIDATED DAMAGES</p> | <ul style="list-style-type: none"> • Advance payment is not allowed. • Payment shall be made <i>via</i> check within 30 cd following the date of receipt of the items, after inspection and acceptance and upon submission of the necessary documents as may be required by the OGCC Accounting Section (<i>i.e.</i>, billing statement, sales invoice, etc.). Kindly coordinate with the OGCC- Supply Section 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. |

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| <p>VI. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION</p> | <ul style="list-style-type: none"> • The proposal or the price quotation together with the mandatory requirements may be submitted in a sealed envelope manually or by registered mail to the following address: <p style="margin-left: 20px;">OGCC-Bids and Awards Committee OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p> • The same may also be submitted electronically to bac@ogcc.gov.ph. The suppliers who will opt to submit their quotation electronically must comply with the following conditions: <ol style="list-style-type: none"> 1. The email must indicate as subject: Quotation for the Supply and Delivery of Three (3) Motorcycle Units for the OGCC; 2. The proposal or price quotation must be in archive format and password protected; 3. Include in the email the name of their authorized representative together with the contact details which the BAC may call during the opening and evaluation of quotations; and 4. The bidder's representative/s must disclose the password only during the scheduled opening of quotations. • The DEADLINE for the submission of quotation shall be on: 2 May 2023, 2:00pm • The OPENING of the quotation shall be on: 2 May 2023, 2:30pm • <i>Late bids shall not be accepted.</i> |
| <p>VII. RESERVATION CLAUSE</p> | <p>The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected bidder.</p> |
| <p>VIII. OGCC'S CONTACT DETAILS</p> | <p>02 76172991 / 09178744417 Email: bac@ogcc.gov.ph</p> |

PRICE QUOTATION FORM

Date : _____

OGCC BIDS AND AWARDS COMMITTEE

Office of the Government Corporate Counsel
 3rd Floor, MWSS Building, Balara
 Katipunan Ave., Quezon City

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our quotation for the **Supply and Delivery of Three (3) Motorcycle Units 125cc for the Office of the Government Corporate Counsel** as follows:

BRAND/UNIT OFFERED: _____

| PARTICULARS | DESCRIPTION/SPECS | STATEMENT OF COMPLIANCE |
|--|--|-------------------------|
| Transmission | Automatic | |
| Frame | Scooter or Maxi-Scooter | |
| Displacement | At least 125cc but not exceeding 200cc | |
| Engine | Liquid cooled, 4-stroke, SOHC, 4-valve | |
| Starting System | Electric | |
| Engine Oil Capacity | At least 1.0 liter | |
| Fuel Supply System | Fuel injection | |
| Fuel type | Gasoline | |
| Tire type (Front and Rear) | Radial tubeless | |
| Model | 2023 | |
| Inclusions | <ul style="list-style-type: none"> - LTO registration - Third-party liability (TPL) insurance from a government-recognized insurance company/ provider | |
| Accessories | <ul style="list-style-type: none"> - New motorcycle helmet which: a) bears the Philippine Standard mark or Import Commodity Clearance or the Bureau of Product Standards (BPS); and b) complies with the standards set by BPS [mandatory under RA No. 10054] - The helmet must be a full face visor helmet | |
| Compliance with government guidelines/regulations | <ul style="list-style-type: none"> - Certificate of conformity from DENR issued to manufacturer or dealer - Satisfies fuel economy requirements/regulations of the Department of Energy - Satisfies BPS standards for motorcycles | |

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| Other requirements | <ul style="list-style-type: none"> - Genuine spare parts are available in Metro Manila - Manufacturer or dealer must have at least two authorized service centers in Metro Manila - Manufacturer or dealer shall provide copies of the owner's manual written in English | |
| Terms of Delivery | Units shall be delivered at the Office of the Government Corporate Counsel within 30 days from receipt of the Notice to Proceed. | |
| Terms of Payment | Payment within 30 days from completion of delivery, issuance of Inspection and Acceptance Report/Certificate by the OGCC and submission of all other required documents, if any. | |

GRAND TOTAL:

| | |
|----------------------------------|--|
| Amount of Bid in Figures: | |
| Amount of Bid in Words: | |

2. The above-quoted prices are inclusive of all incidental costs and applicable taxes and shall be binding upon us for a period of 60 calendar days from the date of this quotation.

3. If our quotation or bid is accepted, we undertake to deliver the above goods or items within thirty (30) calendar days from our receipt of the NOA and/or Contract/PO/NTP.

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 and upon submission of the necessary documents as may be required by the OGCC Accounting Section.

Very truly yours,

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| Name and Signature of the Bidder or the Authorized Representative | |
| Name of Company or Business | |
| Address | |
| TIN No. | |
| Email Address | |
| Contact No. | |