



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. 2023-06-037

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 90 UNITS OF UNINTERRUPTIBLE POWER SUPPLY**  
Approved Budget for the Contract : **PhP243,000.00**  
Mode of Procurement : **Small Value Procurement**  
[Section 53.9, RIRR of RA 9184]  
Location : Office of the Government Corporate Counsel  
3<sup>rd</sup> Floor, MWSS Administration Building  
Katipunan Ave., Balara, Quezon City  
Delivery Period : Thirty (30) calendar days upon PO receipt  
End-User Unit : Information Technology Section  
Specifications : Please see the Price Quotation Form

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

ACTIVITIES	SCHEDULE
Posting of the Request for Quotation	26 June 2023
Deadline for Submission of Quotation	03 July 2023, 1:00 pm
Opening of the Proposal/Quotation	03 July 2023, 1:30 pm

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 as attached.

Submit your duly signed proposal or quotation not later than 03 July 2023 at 1:00pm. Electronic proposals shall be emailed to [bac@ogcc.gov.ph](mailto:bac@ogcc.gov.ph). Manual submissions shall be at the address indicated below:

**GCA OWEN M. VIDAD**  
*BAC Vice-Chairperson*  
Office of the Government Corporate Counsel  
3<sup>rd</sup> Floor, MWSS Building, Administration Building  
Katipunan Ave., Balara, 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.  
**GCA OWEN M. VIDAD**  
*BAC Vice-Chairperson*

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Bidders shall provide correct and accurate information required in this form.</li> <li>• The use of the Price Quotation Form is highly encouraged to minimize errors or omissions of the required mandatory provisions.</li> <li>• Partial bid is not allowed.</li> <li>• 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.</li> <li>• Bidders shall be required to indicate the brand of the item offered</li> <li>• 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.</li> <li>• Price quotation must be denominated in Philippine peso.</li> <li>• Quotation must include all taxes, delivery charge and other incidental expense.</li> <li>• Quotations exceeding the Approved Budget for the Contract shall be rejected.</li> <li>• Include a picture of your product together with the submitted quotation form.</li> <li>• 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.</li> </ul>
II. WARRANTY	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
II. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED	<ul style="list-style-type: none"> <li>• Submit the following eligibility requirement <b><u>together with the accomplished Price Quotation Form:</u></b></li> </ul>

TOGETHER WITH THE QUOTATION	<ul style="list-style-type: none"> <li>a. Mayor's/Business Permit</li> <li>b. PhilGEPS registration number</li> <li>c. <b>Signed</b> Omnibus Sworn Statement (OSS)</li> </ul> <ul style="list-style-type: none"> <li>• The OSS submitted <i>with the quotation</i> need not be notarized.</li> <li>• For individuals engaged in business, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.</li> <li>• Certification of Platinum Membership may be submitted.</li> </ul>
III. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD	<ul style="list-style-type: none"> <li>• 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 <b>as a condition for the award of the contract</b>: <ul style="list-style-type: none"> <li>- <b>Notarized</b> OSS, if the one submitted with the quotation was not notarized.</li> </ul> </li> <li>• Failure to submit the foregoing requirement shall not entitle the bidder to the award of the contract.</li> </ul>
IV. DELIVERY SCHEDULE AND ACCEPTANCE	<ul style="list-style-type: none"> <li>• Service must commence within <b><u>thirty (30) calendar days</u></b> from receipt of the Purchase Order. Any request for extension must be duly communicated before the lapse of the 10 calendar days to avoid imposition of liquidated damages and is subject to approval of the OGCC.</li> <li>• The services shall be delivered according to the requirements specified in the Terms of Reference.</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><b>Information Technology Section</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>
V. PAYMENT TERMS AND LIQUIDATED DAMAGES	<ul style="list-style-type: none"> <li>• Advance payment is not allowed.</li> <li>• Payment shall be made <i>via</i> check within <b><u>30 working days</u></b> 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.</li> </ul>

	<ul style="list-style-type: none"> <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>
<b>VI. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION</b>	<ul style="list-style-type: none"> <li>• 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:   <b>OGCC-Bids and Awards Committee</b>  <b>OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</b>  3<sup>rd</sup> Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</li> <li>• The same may also be submitted electronically to <a href="mailto:bac@ogcc.gov.ph">bac@ogcc.gov.ph</a>. The suppliers who will opt to submit their quotation electronically must comply with the following conditions: <ol style="list-style-type: none"> <li>1. The email must indicate as subject: <b>Supply and Delivery of 90 Units of Uninterruptible Power Supply</b>;</li> <li>2. The proposal or price quotation must be in archive format and password protected;</li> <li>3. Include in the email the name of the authorized representative together with the contact details which the BAC may call during the opening and evaluation of quotations; and</li> <li>4. The bidder's representative/s must disclose the password only during the scheduled opening of quotations.</li> </ol> </li> <li>• The DEADLINE for the submission of quotation shall be on: 03 July 2023 at 1:00pm.</li> <li>• The OPENING of the quotation shall be on: 03 July 2023 at 1:30pm.</li> <li>• <i>Late bids shall not be accepted.</i></li> </ul>
<b>VII. RESERVATION CLAUSE</b>	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.
<b>VIII. OGCC'S CONTACT DETAILS</b>	02 76172991 / 09178744417

PRICE QUOTATION FORM

Date : \_\_\_\_\_

**OGCC BIDS AND AWARDS COMMITTEE**  
Office of the Government Corporate Counsel  
3<sup>rd</sup> Floor, MWSS Building, Katipunan Ave.  
Balara, 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 90 Units of Uninterruptible Power Supply** as follows:

DESCRIPTION/SPECS		QUANTITY	UNIT COST	AMOUNT (IN PESO)
General		90 units		
Topology	Line Interactive			
Configuration	Tower			
Rating (VA/Watts)	650VA / 360 Watts			
Input				
Input protection type	Circuit breaker			
Input Voltage	140-300 V			
Nominal Voltage	230 V			
Number of cables	1			
Operating frequency	50 / 60 Hz			
Output				
Nominal Voltage	230 V			
Maximum configurable power	360 Watts			
Operating frequency	50 / 60 Hz			
Number of power socket	4			
Other specification				
Surge protector	Yes			
Battery type	Lead-acid battery			
Weight	4.2 kg			

**GRAND TOTAL:**

Amount of Quotation in Figures:	
Amount of Quotation in Words:	

2. The above-quoted price is 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 PO.
4. We understand that payment for items delivered will be made *via* check within 30 working 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,

Name and Signature of the Bidder or the Authorized Representative	
Name of Company or Business	
Address	
TIN Number	
Email Address	
Contact Numbers	