



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
Contact Nos. (02) 7622 5119 / 0917 874 4396
Website: www.ogcc.gov.ph
E-mail: records@ogcc.gov.ph



REQUEST FOR QUOTATION

RFQ No. 2023-08-048

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 : **RENTAL OF FOUR (4) UNITS PHOTOCOPYING MACHINE**
Approved Budget for the Contract : **PhP500,000.00**
Mode of Procurement : **Small Value Procurement**
[Section 53.9, RIRR of RA 9184]
Location : Office of the Government Corporate Counsel
3rd Floor, MWSS Administration Building
Katipunan Ave., Balara, Quezon City
Delivery Period : Thirty (30) calendar days upon receipt of the Notice to Proceed
End-User Unit : Supply Section
Specifications : Please see the Price Quotation Form.
Documentary : Please see Item III below.
Requirements

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

ACTIVITIES	SCHEDULE
Posting of the Request for Quotation	23 August 2023
Deadline for Submission of Quotation	30 August 2023, 1:00 pm
Opening of the Proposal/Quotation	30 August 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 herein attached.

Submit your duly signed proposal or quotation not later than 30 August 2023 at 1:00pm. Electronic proposals shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be at the address indicated below:

AGCC KATHRINA MARIA A. REYES
BAC Chairperson
Office of the Government Corporate Counsel
3rd 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.
AGCC KATHRINA MARIA A. REYES
BAC Chairperson

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	<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 expenses.• 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.
II. WARRANTY	<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 requirement <u>together with the accomplished Price Quotation Form:</u> <ol style="list-style-type: none"> a. 2023 Mayor's/Business Permit b. PhilGEPS registration number c. Signed Omnibus Sworn Statement (OSS) d. Income/Business Tax Return • The OSS submitted <i>with the quotation</i> need not be notarized. • Certification of Platinum Membership may be submitted.
<p>IV. 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"> - Notarized OSS, if the one submitted with the quotation was not notarized. • Failure to submit the foregoing requirement shall not entitle the bidder to the award of the contract.
<p>V. DELIVERY SCHEDULE AND ACCEPTANCE</p>	<ul style="list-style-type: none"> • Service must commence within <u>thirty (30) calendar days</u> from receipt of the Notice to Proceed. 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. • The services shall be delivered according to the requirements specified in the Terms of Reference. • 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: Supply Section OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City
<p>VI. 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 <u>30 working days</u> 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

	<p>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.</p>
<p>VII. 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: OGCC-Bids and Awards Committee OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City • 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: Rental of Four (4) Units Photocopying Machine. 2. The proposal or price quotation must be in archive format and password protected; 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 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: 30 August 2023 at 1:00pm. • The OPENING of the quotation shall be on: 30 August 2023 at 1:30pm. • <i>Late bids shall not be accepted.</i>
<p>VIII. 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>IX. OGCC'S CONTACT DETAILS</p>	<p>02 76172991 / 09178744417</p>

PRICE QUOTATION FORM

Date : _____

OGCC BIDS AND AWARDS COMMITTEE
Office of the Government Corporate Counsel
3rd 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 **Rental of Four (4) units Photocopying Machine for the Office of the Government Corporate Counsel** as follows:

TECHNICAL SPECIFICATIONS

RENTAL OF FOUR (4) UNITS PHOTOCOPYING MACHINE	
Approved Budget of the Contract	P500,000.00
Contract Duration	Three (3) years, renewable yearly subject to GPPB Guidelines on Renewal and Recurring Services
Quantity	4 Units
Condition	Brand New (Unused)
Heavy-Duty Photocopying Machine	Copy/Print at least 35 cpm/ppm
Print volume	Ranges from 35,000 to 40,000 copies/month
Toners to be supplied	At least 20,000 page yield (to be delivered quarterly basis, reckoned from the date of receipt of Notice of Award, or as the need arises)
Specific Areas/Teams to be assigned	1 st Machine - East Wing near Team 6 2 nd machine - Records Office 3 rd machine - Office of the GCC 4 th machine - West Wing near CAO’s Office
Functions:	Multi-Function Digital Copier, Network Printer and Network Scanner
	With Duplex Automatic Document Feeder - at least 110 sheets
	With Automatic back to back Copy/Print
	With Electronic Sorting & Collating
Ink Toner/drum color:	Black
COPIER FUNCTION	
Warm-up time:	35 seconds or less
Copier Resolution:	600 x 600 dpi
First Copy Out Time:	Manufacturer’s standard
Paper Size	Up to A3
Reduction/Enlargement:	25% - 400%
Paper Trays:	4 Cassette Trays plus Bypass tray
Paper Capacity:	At least 2,000 sheets (minimum)
Memory:	2gb (minimum)
Hard Disk Drive (HDD)	Manufacturer’s standard
PRINTER FUNCTION	
Print Resolution:	Manufacturer’s standard
Connectivity:	Manufacturer’s standard
Operating system:	Windows, Mac and Linux
Printer Language:	PCL6 PCL5e
USB Flash disk direct print	Manufacturer’s standard

SCANNING FUNCTION	
Scan Speed:	Manufacturer's standard
Resolution	600 x 600 dpi
Maximum Size:	Up to A3
File Format Output:	TIFF, PDF – can be saved via USB Flash disk
WARRANTY	1 year on both parts and services with on- site service. Supplier shall, upon verbal/written notification by the End-User Agency, respond within 24 hours for any request for technical assistance/support, through site visit at the Office of the Government Corporate Counsel, MWSS Administration Building, Katipunan Ave., Balara, Quezon City.
Scope of Rental Package	<ul style="list-style-type: none"> • The Supplier shall provide monthly billing inclusive of the 12% Value Added Tax. • The Supplier shall provide consumables, such as toner, drum, and developer which can be easily and quickly replaced by the users even without technical assistance. • The Supplier shall provide at least four (4) toners and four (4) drums, as reserve stock. • The Supplier shall provide a worry-free rental package by providing maintenance for the entire duration of the contract, and immediate replacement of spare parts for free, in case of malfunction. In case the spare parts are not readily available, the Supplier shall immediately notify the user in writing about the matter and provide an estimated period of compliance. • The Supplier shall provide free training to users on how to operate, replace the toner and drum, and other relevant features of the photocopying machine at the Office of the Government Corporate Counsel.

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 Notice to Proceed.
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,

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