



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. 2023-11-066

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

Project Title	:	<b>SUPPLY AND DELIVERY OF FIVE (5) HEAVY DUTY SCANNERS FOR THE USE OF OGCC EMPLOYEES</b>
Approved Budget for the Contract	:	PhP650,000.00
Mode of Procurement	:	<b>Small Value Procurement</b> [Section 53.9, RIRR of RA 9184]
Location	:	Office of the Government Corporate Counsel 3 <sup>rd</sup> Floor, MWSS Building, Balara, Katipunan Ave., Quezon City
Delivery Period	:	Twenty (20) calendar days from receipt of Notice to Proceed (NTP)
End-User Unit	:	OGCC Finance and Supply Sections
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	14 November 2023
Deadline for Submission of Quotation	21 November 2023, 3:00PM
Opening of the Proposal/Quotation	21 November 2023, 3:30PM

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 21 November 2023, 3:00PM. Electronic proposals shall be emailed to [bac@ogcc.gov.ph](mailto:bac@ogcc.gov.ph). Manual submissions shall be at the address indicated below:

**AGCC KATHRINA MARIA A. REYES**  
*BAC, Chairperson*  
**OGCC-Bids and Awards Committee**  
Office of the Government Corporate Counsel  
3<sup>rd</sup> 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.

For any clarification, you may contract Ms. Rosemie G. Tejano at telephone no. (02) 7617 2991/0917 8744417 or email address at [bac@ogcc.gov.ph](mailto:bac@ogcc.gov.ph).

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"><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>• 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>
III. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION	<ul style="list-style-type: none"><li>• Submit the following eligibility requirements <b><u>together with your quotation:</u></b><ul style="list-style-type: none"><li>a. Valid or Current Mayor’s/ Business Permit;</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>b. PhilGEPS Registration Number;</li> <li>c. Income/ Business Tax Return;</li> <li>d. Signed Omnibus Sworn Statement;</li> </ul> <ul style="list-style-type: none"> <li>• Certification of Platinum Membership may be submitted in lieu of documents a and b.</li> </ul>
<b>IV. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD</b>	<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 as a condition for the award of the contract: <ul style="list-style-type: none"> <li>a. Notarized Omnibus Sworn Statement.</li> </ul> </li> <li>• Failure to submit the following requirements shall not entitle the bidder to the award of the contract.</li> </ul>
<b>V. DELIVERY SCHEDULE AND ACCEPTANCE</b>	<ul style="list-style-type: none"> <li>• Delivery of items must be completed within twenty (20) calendar days from receipt of the Notice to Proceed (NTP). Any request for extension must be duly communicated before the lapse of the three (3) calendar days 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 calendar days 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</b>  <b>CORPORATE COUNSEL</b>  3rd Flr. MWSS Administration  Building, Katipunan Ave., Balara, Quezon City  Contact Number: (02) 7616 2991 </p> </li> </ul>
<b>VI. PAYMENT TERMS AND LIQUIDATED DAMAGES</b>	<ul style="list-style-type: none"> <li>• Advance payment is not allowed.</li> <li>• Payment shall be made <i>via</i> 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 (<i>i.e.</i>, billing statement, sales invoice, etc.). Kindly coordinate with the OGCC- Supply Section 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>
<b>VII. DEADLINE OF SUBMISSION AND</b>	<ul style="list-style-type: none"> <li>• The proposal or the price quotation together with the mandatory requirements may be submitted is a sealed</li> </ul>

<p><b>OPENING OF QUOTATION</b></p>	<p>envelope manually or by registered mail to the following address:</p> <p><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</p> <ul style="list-style-type: none"> <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>Quotation for the SUPPLY AND DELIVERY OF FIVE (5) HEAVY DUTY SCANNERS FOR THE USE OF OGCC EMPLOYEES</b>. The proposal or price quotation must be in archive format and password protected;</li> <li>2. 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</li> <li>3. The bidder's representative/s must disclose the password only during the scheduled opening of quotations.</li> </ol> </li> <li>• Quotation must be submitted via email on or before 21 November 2023 at 3:00PM: <p><a href="mailto:bac@ogcc.gov.ph">bac@ogcc.gov.ph</a></p> </li> <li>• <i>Late bids shall not be accepted.</i></li> </ul>
<p><b>VIII. RESERVATION CLAUSE</b></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><b>IX. NON-DISCLOSURE</b></p>	<p>The Supplier shall not, without the prior written consent of the OGCC, disclose to any person or entity any information or data related or involving employees of the OGCC acquired during the implementation of the contract.</p>
<p><b>X. OGCC'S CONTACT DETAILS</b></p>	<p>02 76172991 / 09178744417 / 09178720543  Email: <a href="mailto:bac@ogcc.gov.ph">bac@ogcc.gov.ph</a></p>

PRICE QUOTATION FORM

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

OGCC SUPPLY AND PROPERTY SECTION

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

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 FIVE (5) HEAVY DUTY SCANNERS FOR THE USE OF OGCC EMPLOYEES** as follows:

Lot	Item and Specifications	Qty	Total (PhP)
1	<p><b>Heavy Duty Scanner</b> <i>(Minimum technical requirements)</i></p> <ul style="list-style-type: none"><li>• Plug and play or comes with installers of all (Windows 10-11 compatible) necessary drivers, installers and software.</li><li>• Scanning type:<ul style="list-style-type: none"><li>○ Flat Bed</li><li>○ Automatic Document Feeder</li><li>○ Single-pass duplex scanning</li><li>○ Colored and Monochrome/Grayscale</li></ul></li><li>• Maximum Resolution:<ul style="list-style-type: none"><li>○ At least 600DPI</li></ul></li><li>• Maximum Supported Sizes:<ul style="list-style-type: none"><li>○ Flatbed: 8.5 x 14"</li><li>○ ADF: 8.5 x 14"</li></ul></li><li>• ADF Capacity:<ul style="list-style-type: none"><li>○ At least 100 sheets</li></ul></li><li>• Scan speed:<ul style="list-style-type: none"><li>○ At least 50 PPM</li></ul></li><li>• Daily duty cycle:<ul style="list-style-type: none"><li>○ At least 8,000 pages (ADF)</li></ul></li><li>• Supported operating system:<ul style="list-style-type: none"><li>○ Windows 10 - 11</li></ul></li><li>• Connectivity/interface:<ul style="list-style-type: none"><li>○ At least USB 3.0</li><li>○ Ethernet 10/100/1000</li><li>○ WiFi 802.11 b/g/n</li></ul></li><li>• Power/voltage requirements:<ul style="list-style-type: none"><li>○ Compatible to Philippine standards</li></ul></li><li>• Product must weigh between 5.7 to 6.5 kg</li><li>• Energy Star Certified</li><li>• EPEAT Silver Registered</li><li>• TWAIN Ver. 2.4 Support</li><li>• Control Panel is Manufacturer's Standard</li><li>• Must have an Optical Character Recognition (OCR), Scan to USB Function and Detection for Blank Pages and Multi Feeds.</li><li>• Inclusive of manufacturer's standard USB connector, power adaptor and other accessories (applicable to the model).</li></ul>	5	

	<p><i>Non-type A plug devices must come with adaptors to Type A (Three-pronged to two-pronged A plug).</i></p> <p><i>Must have a service center in Metro Manila and inclusive of at least one (1) year warranty on parts and services.</i></p>		
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GRAND TOTAL:

Amount of Bid in Figures:	
Amount of Bid in Words:	

1. The above-quoted prices are inclusive of all incidental costs and applicable taxes and shall be binding upon us for a period of 30 calendar days from the date of this quotation.
2. If our quotation or bid is accepted, we undertake to deliver the above goods or items within twenty (20) calendar days from our receipt of the NTP.
3. 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 No.	