



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](http://www.ogcc.gov.ph)  
E-mail: [records@ogcc.gov.ph](mailto:records@ogcc.gov.ph)



**REQUEST FOR QUOTATION**  
RFQ No. 2023-12-079

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	:	<b>Supply and Delivery of Purified Drinking Water of the Employees of the OGCC for the Period January 1, 2024 - December 31, 2024</b>
Approved Budget for the Contract	:	PhP72,000.00
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	:	Within seven (7) calendar days from receipt of Notice to Proceed (NTP) or as indicated in the Price Quotation Form
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 (RFQ)	15 December 2023
Deadline for Submission of Quotation	20 December 2023, 1:00pm
Opening of the Proposal/Quotation	20 December 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 attached Price Quotation Form.

Submit your duly signed proposal or quotation not later 20 December 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:

**AGCC KATHRINA MARIA A. REYES**  
*BAC 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.  
**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 the bidder or any of his/her duly authorized representative/s.</li> <li>• Quotations must be valid for a period of sixty (60) calendar days 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>• As allowed under Annex H of the 2016 RIRR, the OGCC shall <b><u>not</u></b> require warranty security for this procurement.</li> <li>• However, the supplier shall comply with the warranty and requirements provided under the Price Quotation Form.</li> <li>• OGCC shall return items which do not conform with the specifications required and the supplier shall replace the same at no additional cost to the OGCC.</li> </ul>
III. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED	<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>

TOGETHER WITH THE QUOTATION	<p>b. PhilGEPS Registration Number; and c. Signed Omnibus Sworn Statement (GPPB format)</p> <ul style="list-style-type: none"> <li>• The OSS submitted with the quotation need not be notarized.</li> <li>• Certification of Platinum Membership may be submitted in lieu of documents a and b.</li> </ul>
IV. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD	<ul style="list-style-type: none"> <li>• Within two (2) 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:  - Notarized OSS, if the one submitted with the quotation was not notarized.</li> <li>• Failure to submit the foregoing requirement shall not entitle the bidder to the award of the contract.</li> </ul>
V. DELIVERY SCHEDULE AND ACCEPTANCE	<ul style="list-style-type: none"> <li>• Goods/Items must be delivered within seven (7) calendar days from receipt of the NTP or as indicated in the Price Quotation Form. Any request for extension must be duly communicated 3cd before the lapse of the 7 calendar days delivery period 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:  <b>Property and Supply Section</b> <b>OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</b> 3<sup>rd</sup> Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</li> </ul>
VI. 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 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</li> </ul>

	<p>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.</p>
<p><b>VII. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION</b></p>	<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 private courier to the following address: <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> </li> <li>• 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"> <li>1. The email must indicate as subject: <b>Quotation for the Supply and Delivery of Purified Drinking Water of the Employees of the OGCC for the Period January 1, 2024 - December 31, 2024;</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 bidder's 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: 20 December 2023, 1:00 pm.</li> <li>• The OPENING of the quotation shall be on: 20 December 2023, 1:30 pm</li> <li>• <b><i>Late bids shall not be accepted.</i></b></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. OGCC'S CONTACT DETAILS</b></p>	<p>02 76172991 / 09178744417</p>

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

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 Purified Drinking Water of the Employees of the OGCC for the Period January 1, 2024 - December 31, 2024** as follows:

ITEM DESCRIPTION	Qty	Unit	Pls. Check Compliance	Unit Cost	Total Cost
<p><u>Technical Specifications:</u></p> <ol style="list-style-type: none"><li>1. Water Quality: Purified Drinking Water</li><li>2. Bottle content and quality: 5-gallon, new, presentable and round containers.</li><li>3. Price: P45.00 per bottle</li><li>4. Contract Period: 1-year Supply and Delivery to start on 1 January 2024 to 31 December 2024</li><li>5. Quantity: 30 bottles per week or as requested</li><li>6. Schedule of Delivery: Weekly or as requested</li><li>7. Place of Delivery:</li></ol> <p>Supply and Property Section Office of the Government Corporate Counsel 3<sup>rd</sup> Floor, MWSS Admin.Bldg. Katipunan Avenue, Balara, Quezon City</p> <ol style="list-style-type: none"><li>8. Inclusion: Free Use of three (3) units of Brand New or not more than 2-years Water Dispenser with options for dispensing Hot and Cold water.</li></ol> <p><u>Terms and Conditions:</u></p> <ol style="list-style-type: none"><li>1. The water supplier must be PhilGEPS registered.</li><li>2. The water supplier must deliver the required quantity in the given office address stated above.</li><li>3. The water supplier must submit to the Property and Supply Section (PASS) a list of the number of deliveries prior to distribution at the designated areas of the East and West Wings of the OGCC. Itinerary / Distribution Report duly acknowledged by in-charged Admin Staff shall likewise be submitted to PASS as attachment to the Sales Invoice for payment processing.</li><li>4. The water supplier shall provide three (3) units of water dispenser as stated above in good running condition for the designated areas of the East and West wings, free of charge. Dispensers shall be</li></ol>	1	lot			

<p>returned to the supplier upon contract completion.</p> <p>5. Manual monthly cleaning of the hot and cold dispensers every last Saturday of the month.</p> <p>6. The water supplier must be able to deliver a total of 120 units of round 5-gallon bottled containers per month and shall be monitored by PASS.</p> <p>7. Water supplier must submit a certification that it has passed all the stages of water treatment as required.</p> <p>8. The water supplier must submit a monthly Microbiological Water Test Laboratory Certificate and Semi-Annual submission of Chemical and Physical Water Test Laboratory Certificate from a water testing laboratory duly accredited by DOH or FDA.</p> <p>9. The water supplier must submit its company profile and all the necessary permits required for a water refilling station such as, valid and updated PhilGEPS reg, mayor's permit, sanitary and business permit, tax clearance.</p> <p>10. Any bottle found with leak, seal tampered or its contents adulterated shall be immediately returned by OGCC upon delivery.</p> <p>11. All 5-gallon bottles must be thoroughly cleaned and checked prior to delivery to the OGCC.</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 60 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 seven (7) 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 Numbers	

