



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. 2023-12-094

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:	:	ONE (1) YEAR SUBSCRIPTION TO A DIRECT LINE INTERNET CONNECTION FOR THE OGCC
Approved Budget for the Contract	:	PhP890,000.00
Mode of Procurement	:	Small Value Procurement <i>[Section 53.9, RIRR of RA 9184]</i>
Location	:	Office of the Government Corporate Counsel 3rd Floor, MWSS Building, Balara, Katipunan Ave., Quezon City
Delivery Period	:	Commences within ten (10) calendar days from receipt of Notice to Proceed (NTP) and covers the period 6 January 2024 to 6 January 2025
End-User Unit	:	OGCC IT 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	20 December 2023
Deadline for Submission of Quotation	27 December 2023, 3:00PM
Opening of the Proposal/Quotation	27 December 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 attached Price Quotation Form.

Submit your duly signed proposal or quotation not later than 27 December 2023, 3:00PM. Electronic proposals shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be sent to the address indicated below:

AGCC KATHRINA MARIA A. REYES
BAC, Chairperson
OGCC-Bids and Awards Committee
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 contract award without incurring any liability to the affected bidder.

For any clarification, you may contact Ms. Rosemie G. Tejano at telephone no. (02) 7617 2991/0917 8744417 or email address at 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">• 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.• A partial bid is not allowed.• Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or any of her/his duly authorized representative/s.• 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.• 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.• 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 winning bidder in accordance with GPPB Circular 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 three (3) months from issuance of the Certificate of Inspection and Acceptance.• The obligation for the warranty shall be covered by either a retention money or a special bank guarantee equivalent to one percent (1%) 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.
II. DOCUMENTARY REQUIREMENTS	<ul style="list-style-type: none">• Submit the following eligibility requirements <u>together with your quotation:</u>

<p>TO BE SUBMITTED TOGETHER WITH THE QUOTATION</p>	<ul style="list-style-type: none"> a. Valid or Current Mayor's/ Business Permit; b. PhilGEPS Registration Number; c. Income/ Business Tax Return; and d. Signed Omnibus Sworn Statement <ul style="list-style-type: none"> • Certification of Platinum Membership may be submitted in lieu of documents a and b.
<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. Notarized Omnibus Sworn Statement. • 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"> • Provision of the service must commence within ten (10) calendar days upon receipt of the NTP and must cover the period 6 January 2024 to 6 January 2025. Any request for extension must be duly communicated three (3) calendar days before 6 January 2024 to avoid imposition of liquidated damages and is subject to the OGCC's approval. • The service shall be delivered according to the requirements herein specified. • The OGCC shall have the right to inspect and/or to test the service to confirm its conformity with the specifications. The supplier shall, within 3 calendar days from notice, correct the non-conformance found at no cost to the OGCC. • The winning bidder/supplier shall notify the OGCC through mail upon performance of the required services at the given address below: <p style="text-align: center;"> Property and Supply Office OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City (02) 7616 2991 </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 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. • 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.

<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>OGCC-Bids and Awards Committee OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p> <ul style="list-style-type: none"> • 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 ONE (1) YEAR SUBSCRIPTION TO A DIRECT LINE INTERNET CONNECTION 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. • Quotation must be submitted via email on or before 27 December 2023 at 3:00PM: <p>bac@ogcc.gov.ph</p> <ul style="list-style-type: none"> • <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. NON-DISCLOSURE</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>IX. OGCC'S CONTACT DETAILS</p>	<p>02 76172991 / 09178744417 / 09178720543 Email: bac@ogcc.gov.ph</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 **ONE (1) YEAR SUBSCRIPTION TO A DIRECT LINE INTERNET CONNECTION FOR THE OGCC** as follows:

Lot	Item and Specifications	Total (PhP)
1	<p>ONE (1) YEAR SUBSCRIPTION TO A DIRECT LINE INTERNET CONNECTION FOR THE OGCC</p> <p><i>Minimum Requirements:</i></p> <ul style="list-style-type: none">• Subscription type - Dedicated Internet Connection• Speed: 600-660 Mbps• Contract term - 12 months covering the period 6 January 2024 to 6 January 2025• Installation site- OGCC Law Library, 3F MWSS Building, Katipunan Avenue, Balara, Quezon City• One time charge - Waived• Inclusive of /29 IP block or 5 usable IP• With free MRTG-Bandwidth Graphing Tool access• 24/7 Support:<ul style="list-style-type: none">○ Mean Time to Respond (MTTR) - 5 hrs at most○ Service provider must apprise customer of the report every hour upon opening of a trouble ticket <p><i>Inclusive of all installation and setup fees as well as all additional costs associated with them, such as any necessary labor, cables, equipment, proprietary software, and peripherals. (If applicable)</i></p>	

GRAND TOTAL:

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

1. The above-quoted prices are inclusive of all installation and setup fees as well as all additional costs associated with them, such as any necessary labor, cables, equipment, proprietary software, and peripherals.

2. 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.
3. If our quotation or bid is accepted, we undertake to commence the provision of the service within ten (10) calendar days from our receipt of the 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,

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