



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. 2023-12-093

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 ONE HUNDRED FIFTY-FIVE (155) PIECES OF CORPORATE JACKETS FOR THE OGCC EMPLOYEES</b>
Approved Budget for the Contract	:	PhP186,000.00
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	:	Thirty (30) calendar days from receipt NOA/PO/NTP
End-User Unit	:	OGCC LND Committee
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	18 December 2023
Deadline for Submission of Quotation	22 December 2023, 3:00PM
Opening of the Proposal/Quotation	22 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 Price Quotation Form herein attached.

Submit your duly signed proposal or quotation not later than 22 December 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 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](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>• Bidders shall include product brochure of picture/illustration of the jackets to help the end-user in the evaluation of the offer.</li><li>• Bidders/Suppliers shall provide measurement table of standard sizes.</li><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 the bidder’s duly authorized representative/s.</li><li>• Quotations must be valid for a period of sixty (60) calendar days (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. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION	<ul style="list-style-type: none"><li>• Submit the following eligibility requirement <b><u>together with your quotation:</u></b><ul style="list-style-type: none"><li>a. 2023 Mayor’s/Business Permit;</li><li>b. PhilGEPS Registration Number;</li><li>c. Signed Omnibus Sworn Statement (need not be notarized)</li></ul></li><li>• Certification of Platinum Membership may be submitted in lieu of documents a and b.</li></ul>
III. WARRANTY	<ul style="list-style-type: none"><li>• As allowed under Annex H of the 2016 RIRR, the OGCC shall not require warranty security for this procurement.</li><li>• However, the supplier should ensure that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.</li></ul>

	<ul style="list-style-type: none"> <li>OGCC shall return items which do not conform with the specifications required and the supplier shall reprint or replace the same at no additional cost to the OGCC.</li> </ul>
<b>IV. DELIVERY SCHEDULE AND ACCEPTANCE</b>	<ul style="list-style-type: none"> <li>If requested by the end-user, a sample corporate jacket shall have to be presented to the end-user before production. Final list of the sizes will be provided by the end-user before the start of production.</li> <li>Delivery of items must be completed within thirty (30) calendar days from receipt of the Notice of Award (NOA) and/or Contract/Purchase Order (PO) / Notice to Proceed (NTP). Any request for extension must be duly communicated three (3) calendar days before the lapse of the 30-day 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 items/ 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>LEARNING AND DEVELOPMENT COMMITTEE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</b>  3rd Flr. MWSS Administration  Building, Katipunan Ave., Balara,  Quezon City  (02) 7616 2991</li> </ul>
<b>V. 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>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 OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</b>  3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City  1. 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</li> </ul>

	<p>their quotation electronically must indicate as subject: <b>SUPPLY AND DELIVERY OF ONE HUNDRED FIFTY-FIVE (155) PIECES OF CORPORATE JACKETS FOR THE OGCC EMPLOYEES;</b></p> <ol style="list-style-type: none"> <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> <ul style="list-style-type: none"> <li>• Quotation must be submitted via email on or before 22 December 2023 at 3:00PM:</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. NON-DISCLOSURE</b>	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.
<b>IX. OGCC’S CONTACT DETAILS</b>	<p>02 76172991 / 09178744417 / 09178720543</p> <p>Email: <a href="mailto:bac@ogcc.gov.ph">bac@ogcc.gov.ph</a></p>

PRICE QUOTATION FORM

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

LEARNING AND DEVELOPMENT COMMITTEE  
Office of the Government Corporate Counsel  
3<sup>rd</sup> Floor, MWSS Building, Balara,  
Katipunan Ave., 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 ONE HUNDRED FIFTY-FIVE (155) PIECES OF CORPORATE JACKETS FOR THE OGCC EMPLOYEES** as follows:

Qty	Item and Specifications	Unit Cost	Total Cost
155	Corporate Jacket <ul style="list-style-type: none"><li>- Design: Bomber Jacket</li><li>- Color options: Black, Dark Gray, and Blue</li><li>- With sizing options: S to 6XL</li><li>- Made with water repellant material</li><li>- With plastic or Rustproof Zipper</li><li>- With lining</li><li>- With knitted collar, hemband and cuffs that are the same color as the jacket</li><li>- With two side pockets</li><li>- With embroidered OGCC logo: Size: 2.5 inch in diameter Color: Silver/ metallic white Placement: Left breast</li></ul>		
	TOTAL		

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 30 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 sixty (60) calendar days from our receipt of the NOA and/or Contract/PO/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	
Contact No.	