



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. 2024-02-009

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 Long Multicopy Paper, Size 8.5x13 inches, 80gsm for the Office of the Government Corporate Counsel</b>
Approved Budget for the Contract	:	<b>PhP79,000.00</b>
Mode of Procurement	:	Shopping [ <i>Section 52.1 (b), RIRR of RA 9184</i> ]
Location	:	Office of the Government Corporate Counsel 3rd Floor, MWSS Administration Building Katipunan Ave., Balara, Quezon City
Delivery Period	:	Seven (7) calendar days from receipt of Notice to Proceed (NTP)
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	7 February 2024
Deadline for Submission of Quotation	12 February 2024, 2:00 pm
Opening of the Proposal/Quotation	12 February 2024, 2:30 pm

This RFQ is subject to the Terms and Conditions herein provided. Please submit your best offer for the items described herein using the attached Price Quotation Form.

Submit your duly signed proposal or quotation not later than 12 February 2024 at 2:00pm. 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  
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"><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 the Price Quotation 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>• A 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>• Bidders shall be required to indicate the brand of the item offered, if applicable.</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 Quotations must be denominated in Philippine peso.</li><li>• Price Quotations must include all taxes, delivery charge and other incidental expense/s.</li><li>• Price Quotations exceeding the Approved Budget for the Contract shall be rejected.</li><li>• Include a picture of the product together with the submitted Price Quotation Form.</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 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><li>• The 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 within seven (7) days from notice.</li></ul>

<p><b>II. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION</b></p>	<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. 2024 Mayor's/Business Permit;</li> <li>b. PhilGEPS Registration Number;</li> <li>c. Signed Omnibus Sworn Statement; and</li> </ul> </li> <li>• The OSS submitted with the quotation need not be notarized.</li> <li>• PhilGEPS Certificate of Platinum Membership may be submitted in lieu of the 2024 Mayor's Permit and PhilGEPS Registration Number, provided that it already reflects the 2024 Mayor's Permit.</li> </ul>
<p><b>III. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD</b></p>	<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 OSS, if the one submitted with the quotation was not notarized.</li> </ul> </li> <li>• Failure to submit the aforementioned requirement shall not entitle the bidder to the award of the contract.</li> </ul>
<p><b>IV. DELIVERY SCHEDULE AND ACCEPTANCE</b></p>	<ul style="list-style-type: none"> <li>• Goods/Items must be delivered within seven (7) calendar days from receipt of the NTP. Any request for extension must be duly communicated before the lapse of the 7 cd 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 cd 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>
<p><b>V. PAYMENT TERMS AND LIQUIDATED DAMAGES</b></p>	<ul style="list-style-type: none"> <li>• Advance payment is not allowed.</li> <li>• Payment shall be made <i>via</i> check within 30 cd 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> </ul>

	<ul style="list-style-type: none"> <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</b>  <b>OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</b>  3<sup>rd</sup> Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</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>The email must indicate as subject: <b>Quotation for the Supply and Delivery of Long Multicopy Paper, Size 8.5x13 inches, 80gsm for the Office of the Government Corporate Counsel;</b></li> <li>The proposal or price quotation must be in archive format and password protected;</li> <li>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>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: 12 February 2024, 2:00 pm.</li> <li>The OPENING of the quotation shall be on: 12 February 2024, 2:30 pm.</li> <li><i>Late bids shall not be accepted.</i></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. OGCC'S CONTACT DETAILS</b>	02 76172991 / 09178744417

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 Long Multicopy Paper, Size 8.5x13 inches, 80gsm for the Office of the Government Corporate Counsel** as follows:

LOT No	ITEM DESCRIPTION	QTY	UNIT	UNIT COST (PhP)	TOTAL COST (PhP)
1	Long Multicopy Paper, Size 8.5x13 inches, 80gsm, 500 sheets per ream  Brand _____ offered:	316	reams		

**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 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	