



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. 2024-07-027

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

Project Title	:	<b>Supply and Delivery of Purified Drinking Water for the Office of the Government Corporate Counsel (OGCC) for a 12-Month Period</b>
Approved Budget for the Contract (for one (1) year)	:	PhP72,000.00
Mode of Procurement	:	<b>Small Value Procurement</b> <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	:	Within seven (7) calendar days upon receipt of Notice to Proceed (NTP)
End-User Unit	:	OGCC Supply and Property 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	12 July 2024
Deadline for Submission of Quotation	17 July 2024, 2:00 pm
Opening of the Proposal/Quotation	17 July 2024, 2:30 pm

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

Submit your duly signed Price Quotation Form not later than 17 July 2024, 2:00 pm. 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.  
**GCA OWEN M. VIDAD**  
*BAC Vice 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>• Suppliers shall provide correct and accurate information required in the Price Quotation Form (PQF).</li><li>• The use of the PQF is highly encouraged to minimize errors or omissions of the required mandatory provisions.</li><li>• A partial Quotation is not allowed.</li><li>• Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or any of his/her duly authorized representative/s.</li><li>• Suppliers 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) cd from the date of submission which is the date indicated in the PQF.</li><li>• Price Quotations must be denominated in Philippine peso.</li><li>• Price Quotations must include all taxes, delivery charge and other incidental expense.</li><li>• Price Quotations exceeding the Approved Budget for the Contract shall be rejected.</li><li>• Include a picture of sample/item together with the submitted Price Quotation Form, if applicable.</li><li>• In case two or more Suppliers 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 Supplier in accordance with GPPB Circular 06-2005.</li></ul>
II. WARRANTY	<ul style="list-style-type: none"><li>• As permitted under Annex H of the 2016 RIRR, the OGCC shall no longer require a Warranty Security for this procurement.</li><li>• However, the Supplier should ensure that the goods delivered are free from patent and latent defects and all the conditions imposed under the contract have</li></ul>

	<p>been fully met or subject to Manufacturer's Standards.</p> <ul style="list-style-type: none"> <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>
<p><b>III. 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>2024 Mayor's/ Business Permit;</li> <li>PhilGEPS Registration Number;</li> <li>Signed Omnibus Sworn Statement;</li> <li>Board Resolution/ Special Power of Attorney proving that the Supplier's representative is duly authorized to sign the Price Quotation Form, Notice of Award, Contract/ Purchase Order and Notice to Proceed</li> </ul> </li> <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>
<p><b>IV. 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 Supplier is determined as the one with the Lowest Calculated and Responsive Quotation, the winning Supplier 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> <li>b. Original signed Price Quotation Form and certified true copies of the eligibility requirements</li> </ul> </li> <li>Failure to submit the aforementioned requirements shall not entitle the bidder to the award of the contract.</li> </ul>
<p><b>V. DELIVERY SCHEDULE AND ACCEPTANCE</b></p>	<ul style="list-style-type: none"> <li>Goods/services must be delivered within seven (7) cd from receipt of the Notice to Proceed. Any request for extension must be duly communicated within 3 cd before the lapse of the 15-cd delivery period to avoid imposition of liquidated damages and is subject to approval of the OGCC.</li> <li>The goods/services 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/services 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 Supplier shall deliver the goods/services at the given office address below:</li> </ul>

	<p><b>Supply and Property Section</b>  <b>OFFICE OF THE GOVERNMENT</b>  <b>CORPORATE COUNSEL</b>  3<sup>rd</sup> Flr. MWSS Administration Building  Katipunan Ave., Balara, Quezon City</p>
<p><b>VI. 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 thirty (30) cd following the date of receipt of the goods, 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>
<p><b>VII. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION</b></p>	<ul style="list-style-type: none"> <li>• Quotations together with the mandatory requirements may be submitted in a sealed envelope manually or by registered mail to the following address:   <p style="text-align: center;"><b>AGCC KATHRINA MARIA A. REYES</b>  <i>BAC Chairperson</i>  Office of the Government Corporate Counsel  3<sup>rd</sup> Floor, MWSS Building, Administration Building  Katipunan Ave., Balara, Quezon City</p> </li> <li>• Quotations 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 Purified Drinking Water for the OGCC for a 12-Month Period.</b></li> <li>2. The Quotation must be in archive format and password protected;</li> <li>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</li> <li>4. The Supplier’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 17 July 2024, 2:00 pm.</li> </ul>

	<ul style="list-style-type: none"><li>• The OPENING of the Quotation shall be on: 17 July 2024, 2:30 pm.</li><li>• Quotations that are submitted beyond the deadline shall not be accepted.</li></ul>
<b>VIII. RESERVATION CLAUSE</b>	The OGCC reserves the right to accept or reject any Quotation or to cancel the entire procurement process at any time prior to award of the contract without incurring any liability to the affected Supplier.
<b>IX. 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 Purified Drinking Water for the Office of the Government Corporate Counsel (OGCC) for a 12-Month Period (One Lot)**, as follows:

TECHNICAL SPECIFICATIONS	Please check (✓) compliance	Unit Cost	Total Cost
1. Technical Requirements: 1.1 Water Quality: Purified Drinking Water 1.2 Quantity: Minimum of thirty (30) bottles at 5-gallon container weekly 1.3 Bottle content and quality: 5-gallon, shrink-wrap plastic cap seal; single stick peel-off hygienic seal, and non-spill and non-reusable cap. All 5-gallon containers must be thoroughly cleaned and checked prior to delivery to the OGCC. 1.4 Provision of free use of three (3) units of Water Dispenser with options for dispensing Hot and Cold water. 1.5 Latest Microbiological Test Certificate (last 2 months prior to submission of the Price Quotation) from the accredited laboratories of the DOH. 1.6 Latest Physical and Chemical Tests from the accredited laboratories of the DOH.			
2. Delivery Requirements: 2.1 Weekly delivery, every Monday, of the minimum water gallon requirements. Delivery of additional water gallon requirement in excess of the minimum guaranteed number per week shall be based per request of Supply and Property Section (SAPS). Payment shall be made on the actual delivery at the unit price per gallon container.			
3. Other Terms and Conditions: 3.1 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. 3.2 All water dispensers must be cleaned monthly, every 1 <sup>st</sup> Monday of the month (morning). If the cleaning schedule falls on a non-working day, the cleaning shall be done			

<p>on the next working day. Supplier must submit proof of maintenance service, attested by the end-user unit.</p> <p>3.3 The response time to service repair calls must be on the same day or the following day upon receipt of the request. In case the water dispenser needs to be replaced, the replacement of units must be done within 48 hours upon determination of defective units.</p> <p>3.4 Supplier must submit to the SAPS the monthly billing supported by Delivery Receipts and Sales Invoice.</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 sixty (60) calendar days from the date of quotation.
2. If our Quotation is accepted, we undertake to deliver the above goods within seven (7) calendar days from our receipt of the Notice to Proceed (NTP).
3. We understand that payment for delivered goods shall be in the form of a check within thirty (30) calendar days following the date of receipt of the goods, 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	