



Republic of the Philippines  
Department of Justice  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
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Balara, Quezon City  
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**REQUEST FOR QUOTATION**  
RFQ No. 2024-11-055

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: : **SUPPLY AND DELIVERY OF TEN (10) HEAVY DUTY SCANNERS FOR THE USE OF OGCC LEGAL TEAMS**

Approved Budget for the Contract (ABC) : PhP900,000.00

Mode of Procurement : **Small Value Procurement**  
[Section 53.9, RIRR of RA 9184]

Location : Office of the Government Corporate Counsel  
3rd Floor, MWSS Administration Building, Balara, Katipunan Ave., Quezon City

Delivery Period : Within twenty (20) calendar days (cd) upon receipt of Notice to Proceed (NTP)

End-User Unit : OGCC Records Section

Specifications : Indicated in the Price Quotation Form (PQF)

The details of the schedule of activities are listed as follows:

ACTIVITIES	SCHEDULE
Posting of the Request for Quotation (RFQ)	21 November 2024
Deadline for Submission of Quotation	26 November 2024, 3:00PM
Opening of the Proposal/Quotation	26 November 2024, 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 PQF herein attached.

Submit your duly signed proposal or quotation not later than 26 November 2024, 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 Administration 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 thereby incurring any liability to the affected supplier.

Late submission of 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 (LCRQ) 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 this form.</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 her/his duly authorized representative/s.</li><li>• Suppliers shall be required to indicate the brand of the item offered.</li><li>• Price 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>• In case two or more Suppliers are determined to have submitted the same LCRQ, the OGCC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the winning Supplier 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 of RA 9184, the OGCC shall not require warranty security for this procurement activity.</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 or subject to manufacturer’s standard both for parts and services.</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>

	<ul style="list-style-type: none"> <li>Return and exchange policy for items with patent and latent defects shall be governed by RA 7394 or the Consumer Act of the Philippines.</li> </ul>
<b>II. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION</b>	<ul style="list-style-type: none"> <li>Submit the following eligibility requirements <b><u>together with your quotation:</u></b> <ol style="list-style-type: none"> <li>Valid or Current Mayor's/ Business Permit;</li> <li>PhilGEPS Registration Number;</li> <li>Income/ Business Tax Return;</li> <li>Signed Omnibus Sworn Statement;</li> </ol> <p><i>The OSS submitted with the quotation need not be notarized. Certification of Platinum Membership may be submitted in lieu of documents a and b.</i></p> </li> <li>Additional documentary requirements:           <ol style="list-style-type: none"> <li>Board Resolution or Special Power of Attorney proving that the Supplier's representative is duly authorized to sign the PQF, Notice of Award (NOA), Purchase Order and NTP; and</li> <li>Product brochure with the picture and specifications of the offered item.</li> </ol> </li> </ul>
<b>III. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD</b>	<ul style="list-style-type: none"> <li>Within two (2) working days from receipt of Notice from the BAC Secretariat that the supplier is determined as the one with the LCRQ, the winning supplier shall submit the following as a condition for the award of the contract:           <ol style="list-style-type: none"> <li>Notarized Omnibus Sworn Statement.</li> <li>Original copy of the signed PQF and certified true copies of the eligibility and additional documentary requirements.</li> </ol> </li> <li>Failure to submit the aforementioned requirements shall not entitle the supplier the award of the contract.</li> </ul>
<b>IV. DELIVERY SCHEDULE AND ACCEPTANCE</b>	<ul style="list-style-type: none"> <li>Delivery of items must be completed within twenty (20) cd from receipt of the NTP. Any request for extension must be duly communicated before the lapse of the three (3) 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 items 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> </ul>

	<ul style="list-style-type: none"> <li>The winning supplier shall deliver the goods/items at the given office address below:</li> </ul> <p style="text-align: center;"> <b>Property and Supply Office</b>  <b>OFFICE OF THE GOVERNMENT</b>  <b>CORPORATE COUNSEL</b>            3rd Flr. MWSS Administration Building,            Katipunan Ave., Balara,            Quezon City            (02) 7616 2991         </p>
<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 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- Cashier 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 items 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 price quotation 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>OGCC-Bids and Awards Committee</b>  <b>OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</b>            3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City         </p> </li> <li>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 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 TEN (10) HEAVY DUTY SCANNERS FOR THE USE OF OGCC EMPLOYEES</b></li> <li>The 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> </ol> </li> </ul>

	<p>4. The Supplier’s representative/s must disclose the password only during the scheduled opening of quotations.</p> <ul style="list-style-type: none"><li>• Quotation must be submitted via email on or before 26 November 2024 at 3:00PM:</li></ul> <p><a href="mailto:bac@ogcc.gov.ph">bac@ogcc.gov.ph</a></p> <ul style="list-style-type: none"><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 supplier.
<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>	02 76172991 / 09178744417 / 09178720543 Email: <a href="mailto:bac@ogcc.gov.ph">bac@ogcc.gov.ph</a>

PRICE QUOTATION FORM

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

OGCC BIDS AND AWARDS COMMITTEE

Office of the Government Corporate Counsel  
3rd Floor, MWSS Administration 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 **SUPPLY AND DELIVERY OF TEN (10) HEAVY DUTY SCANNERS FOR THE USE OF OGCC EMPLOYEES** as follows:

Lot	Item and Specifications	Qty	Total (PhP)
1	<p><b>Heavy Duty Scanner</b> <i>(Minimum technical requirements)</i></p> <ul style="list-style-type: none"><li>• Plug and play or comes with installers of all (Windows 10-11 compatible) necessary drivers, installers and software.</li><li>• Scanning type:<ul style="list-style-type: none"><li>○ Flat Bed</li><li>○ Automatic Document Feeder</li><li>○ Single-pass duplex scanning</li><li>○ Colored and Monochrome/Grayscale</li></ul></li><li>• Maximum Resolution:<ul style="list-style-type: none"><li>○ At least 600DPI</li></ul></li><li>• Maximum Supported Sizes:<ul style="list-style-type: none"><li>○ Flatbed: 8.5 x 14"</li><li>○ ADF: 8.5 x 14"</li></ul></li><li>• ADF Capacity:<ul style="list-style-type: none"><li>○ At least 100 sheets</li></ul></li><li>• Scan speed:<ul style="list-style-type: none"><li>○ At least 50 PPM</li></ul></li><li>• Daily duty cycle:<ul style="list-style-type: none"><li>○ At least 8,000 pages (ADF)</li></ul></li><li>• Supported operating system:<ul style="list-style-type: none"><li>○ Windows 10 – 11</li></ul></li><li>• Connectivity/interface:<ul style="list-style-type: none"><li>○ At least USB 3.0</li><li>○ Ethernet 10/100/1000</li><li>○ WiFi 802.11 b/g/n</li></ul></li><li>• Power/voltage requirements:<ul style="list-style-type: none"><li>○ Compatible to Philippine standards</li></ul></li><li>• Product must weigh between 5.7 to 6.5 kg</li><li>• Energy Star Certified</li><li>• EPEAT Silver Registered</li><li>• TWAIN Ver. 2.4 Support</li><li>• Control Panel is Manufacturer’s Standard</li><li>• Must have an Optical Character Recognition (OCR), Scan to USB Function and Detection for Blank Pages and Multi Feeds.</li></ul>	10	

	<ul style="list-style-type: none"> <li>Inclusive of manufacturer’s standard USB connector, power adaptor and other accessories (applicable to the model).</li> </ul> <p><i>Non-type A plug devices must come with adaptors to Type A (Three-pronged to two-pronged A plug).</i></p> <p><i>Must have a service center in Metro Manila and inclusive of at least 1-2 year warranty on parts and services.</i></p>		
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GRAND TOTAL:

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

- The above-quoted prices are inclusive of all incidental costs and applicable taxes and shall be binding upon us for a period of 60 cd from the date of this quotation.
- If our quotation is accepted, we undertake to deliver the above items within 20 cd from our receipt of the NTP.
- We understand that payment for items delivered will be made *via* 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.

Very truly yours,

Name and Signature of the Supplier or the Authorized Representative	
Name of Company or Business	
Address	
Tin Number	
Email Address	
Contact No.	