



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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E-mail: records@ogcc.gov.ph



REQUEST FOR QUOTATION
RFQ No. 2024-12-063

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 Thirty (30) Toners and Cartridges for the Office of the Government Corporate Counsel
Approved Budget for the Contract	:	PhP105,000.00
Mode of Procurement	:	Shopping [Section 52.1 (b), RIRR of RA 9184]
Location	:	Office of the Government Corporate Counsel 3 rd Floor, MWSS Administration Building Katipunan Ave., Balara, Quezon City
Delivery Period	:	Seven (7) calendar days (cd) from receipt of Notice to Proceed (NTP)
End-User Unit	:	OGCC Supply 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)	18 December 2024
Deadline for Submission of Quotation	23 December 2024, 2:00 PM
Opening of the Quotation	23 December 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 PQF.

Submit your duly signed PQF not later than 23 December 2024, 2:00 pm. Electronic proposals shall be emailed to 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 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 supplier.

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">• 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.• Suppliers shall provide correct and accurate information required in the PQF.• The use of the PQF is highly encouraged to minimize errors or omissions of the required mandatory provisions.• A partial Quotation is not allowed.• 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.• Suppliers shall be required to indicate the brand of the item offered, if applicable.• 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.• Price Quotations must be denominated in Philippine peso.• Price Quotations must include all taxes, delivery charge and other incidental expense.• Price Quotations exceeding the Approved Budget for the Contract shall be rejected.• Include a picture of sample/item together with the submitted PQF, if applicable.• 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.
II. WARRANTY	<ul style="list-style-type: none">• As permitted under Annex H of the 2016 RIRR, the OGCC shall no longer require a Warranty Security for this procurement.• 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 been fully met or subject to Manufacturer’s Standards.

	<ul style="list-style-type: none"> 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.
III. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION	<ul style="list-style-type: none"> Submit the following eligibility requirements <u>together with your quotation:</u> <ul style="list-style-type: none"> a. 2024 Mayor's/Business Permit; b. PhilGEPS Registration Number; Certification of Platinum Membership may be submitted in lieu of a and b. Additional documentary requirements: <ul style="list-style-type: none"> c. Board Resolution or Special Power of Attorney proving that the Supplier's representative is duly authorized to sign the PQF, Notice of Award (NOA), Contract/Purchase Order (PO) and NTP; and d. Manufacturer's Certificate attesting to the authenticity of the products or the authority of the distributor to distribute, sell or re-sell genuine or authentic products.
IV. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD	<ul style="list-style-type: none"> 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"> a. Original signed Price Quotation Form and certified true copies of the eligibility and additional requirements. Failure to submit the aforementioned requirements shall not entitle the supplier to the award of the contract.
V. DELIVERY SCHEDULE AND ACCEPTANCE	<ul style="list-style-type: none"> Items 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 7-cd delivery period to avoid imposition of liquidated damages and is subject to approval of the OGCC. The items shall be delivered according to the requirements herein specified. 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. The winning Supplier shall deliver the goods/services at the given office address below:

	<p>Property and Supply Section OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p>
VI. PAYMENT TERMS AND LIQUIDATED DAMAGES	<ul style="list-style-type: none"> • Advance payment is not allowed. • 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 Finance Section (<i>i.e.</i>, billing statement, sales invoice, etc.). Kindly coordinate with the OGCC-Cashier Section with contact numbers 09178744394 / 02 7616 5936 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.
VII. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION	<ul style="list-style-type: none"> • Quotations together with the eligibility and additional documentary requirements may be submitted in a sealed envelope manually or by registered mail to the following address: <p style="text-align: center;">AGCC KATHRINA MARIA A. REYES <i>BAC Chairperson</i> Office of the Government Corporate Counsel 3rd Floor, MWSS Administration Building Katipunan Ave., Balara, Quezon City</p> • Quotations 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 Supply and Delivery of Thirty (30) Toners and Cartridges for the Office of the Government Corporate Counsel (OGCC). 2. The 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 Supplier's representative/s must disclose the password only during the scheduled opening of Quotations. • The DEADLINE for the submission of Quotation shall be on 23 December 2024, 2:00 pm.

	<ul style="list-style-type: none">• The OPENING of the Quotation shall be on: 23 December 2024, 2:30 pm.• Quotations that are submitted beyond the deadline shall not be accepted.
VIII. RESERVATION CLAUSE	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.
IX. OGCC'S CONTACT DETAILS	02 76172991 / 09178744417

PRICE QUOTATION FORM

Date : _____

OGCC BIDS AND AWARDS COMMITTEE
Office of the Government Corporate Counsel
3rd Floor, MWSS Administration 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 Thirty (30) Toners and Cartridges for the Office of the Government Corporate Counsel** as follows:

Lot	Unit	DESCRIPTION/ SPECIFICATIONS	Quantity	Unit Cost (PhP)	Total Cost (PhP)
1	Cart	ORIGINAL Toner Brother TN-2480, Black; Compatible with Multi-Function Printer Brother DCP-L2550DW	30		

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 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 the 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	