



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. 2025-03-010

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 Customized Lanyard with Protective Case**
- Approved Budget for the Contract : **PhP50,000.00**
- Mode of Procurement : **Small Value Procurement**  
*[Section 53.9, RIRR of RA 9184]*
- Location : Office of the Government Corporate Counsel  
3<sup>rd</sup> Floor, MWSS Administration Building  
Katipunan Ave., Balara, Quezon City
- Delivery Period : Fifteen (15) calendar days from receipt of Notice to Proceed (NTP)
- End-User Unit : Personnel Section
- Specifications : Please see 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)	13 March 2025
Deadline for Submission of Quotation	17 March 2025, 1:00 pm
Opening of the Proposal/Quotation	17 March 2025, 1:30 pm

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

Submit your duly signed proposal or quotation not later than 17 March 2025, 1:00 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

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.  
**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 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 bid 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 calendar days (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 expenses.</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 PQF, if applicable.</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 permitted under Annex H of the 2016 RIRR, the OGCC shall no longer 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 replace the same at no additional cost to the OGCC.</li> </ul>
<b>III. 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> <ul style="list-style-type: none"> <li>a. Valid or Current Mayor's/ Business Permit;</li> <li>b. PhilGEPS Registration Number;</li> </ul> <p><i>Certification of Platinum Membership may be submitted in lieu of documents a and b.</i></p> </li> <li>Additional documentary requirements: <ul style="list-style-type: none"> <li>c. Board Resolution / Special Power of Attorney/Secretary's Certificate or Authorization proving that the Supplier's representative is duly authorized to sign the PQF, Notice of Award (NOA), Purchase Order and NTP.</li> </ul> </li> </ul>
<b>IV. 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 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. Original copy of the signed PQF and certified true copies of the eligibility and additional documentary requirements.</li> </ul> </li> <li>Failure to submit the aforementioned requirements shall not entitle the supplier the award of the contract.</li> </ul>
<b>V. DELIVERY SCHEDULE AND ACCEPTANCE</b>	<ul style="list-style-type: none"> <li>Delivery of goods must commence within <b>fifteen (15) calendar days</b> from receipt of the NTP.</li> <li>The goods shall be delivered according to the requirements specified in the PQF.</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 supplier shall deliver the goods/items at the given office address below: <p><b>Personnel Section</b>  <b>Office of the Government Corporate Counsel</b>  3<sup>rd</sup> Flr. MWSS Administration Building,  Katipunan Ave., Balara, Quezon City</p> </li> </ul>
<b>VI. 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 <b><u>30 working days</u></b> following the date of receipt of the items, after inspection and acceptance and upon submission of</li> </ul>

	<p>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 for the pick-up of the check.</p> <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 available to it.</li> </ul>
<b>VII. 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: <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 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>1. The email must indicate as subject: <b>Supply and Delivery of Customized Lanyard with Protective Case</b>;</li> <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 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 March 2025, 1:00 pm.</li> <li>• The OPENING of the quotation shall be on: 17 March 2025, 1:30 pm.</li> <li>• <i>Late bids shall not be accepted.</i></li> </ul>
<b>VIII. 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>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 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 Customized Lanyard with Protective Case**, as follows:

Unit	Item/Description	Qty	Unit Cost	Amount
pc.	<ul style="list-style-type: none"><li>• Polyester Lanyard with Metallic Logo Button, G-Hook/Clip</li><li>• Dimensions: 25 mm width, 810 mm length</li><li>• Printing/Design: Full multi-color sublimation with ID Protective Case with blue border that can fit a 2.2" x 3.4" PVC ID</li><li>• Design: Refer to Annex "A"</li><li>• Delivery date: 15 calendar days from the issuance of NTP</li><li>• If requested by the end-user, the winning supplier may be required to submit a sample before the start of production.</li></ul>	200		

**GRAND TOTAL:**

<b>Amount of Quotation in Figures:</b>	
<b>Amount of Quotation in Words:</b>	

1. The above-quoted price is 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 15 calendar days from our receipt of the Notice to Proceed.
3. We understand that payment for items delivered will be made *via* check within 30 working 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 Supplier or the Authorized Representative	
Position/Designation	
Name of Company or Business	
Address	
TIN Number	
Email Address	
Contact Numbers	



*Preferably a darker shade of blue*

