



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. 2025-04-015

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	:	Procurement of Diesel and Gasoline Fuels, Lubricants and Other Services under Fuel Fleet Card System for the OGCC
Approved Budget for the Contract (ABC)	:	PhP840,000.00 (inclusive of all taxes and fees)
Mode of Procurement	:	Small Value Procurement <i>[Section 53.9, RIRR of RA 9184]</i>
Duration of the Contract	:	The allocation of fuel must be utilized for a period of one (1) year from the execution of the contract or upon utilization of the total budget allotted, whichever comes first, subject to GPPB Guidelines on Renewal and Recurring Services.
Location	:	Office of the Government Corporate Counsel 3 rd 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	:	Motorpool Unit, Administrative Management Division
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 April 2025
Deadline of the Submission of Quotation	28 April 2025, 1:00pm
Opening of the Submission of Quotation	28 April 2025, 1:30pm

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 28 April 2025, 1:00pm. 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 (LCRQ) 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 ABC shall be rejected.• 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 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 services delivered complies with all the terms and

	<p>conditions imposed under the contract/purchase order.</p>
<p>III. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION</p>	<ul style="list-style-type: none"> • Submit the following eligibility requirements <u>together with your quotation:</u> <ul style="list-style-type: none"> a. 2025 Mayor's/ Business Permit; b. PhilGEPS Registration Number; c. Signed Omnibus Sworn Statement (GPPB Format); and d. Latest Income/ Business Tax Return <p><i>The OSS submitted with the quotation need not be notarized.</i></p> • Certification of Platinum Membership may be submitted in lieu of (a) and (b). • Additional documentary requirements: <ul style="list-style-type: none"> e. Board Resolution or Special Power of Attorney or Secretary's Certificate proving that the Supplier's representative is duly authorized to sign the PQF, Notice of Award (NOA), Contract/Purchase Order (PO) and NTP;
<p>IV. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD</p>	<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 LCRQ, 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 PQF, Notarized Omnibus Sworn Statement 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.
<p>V. DELIVERY SCHEDULE AND ACCEPTANCE</p>	<ul style="list-style-type: none"> • Services must be delivered within 15 cd from receipt of the NTP. 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. • The services shall be delivered according to the requirements herein specified. • The OGCC shall have the right to inspect and/or to test the services to confirm their conformity to the specifications. • The winning Supplier shall deliver the services at the given office address below: <p>Motorpool Unit, Administrative Mngt. Division OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</p>

	3 rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City
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 Diesel and Gasoline Fuels, Lubricants and Other Services under Fuel Fleet Card System for the 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 28 April 2025, 1:00pm. • The OPENING of the Quotation shall be on: 28 April 2025, 1:30pm.

	<ul style="list-style-type: none">• 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 **Diesel and Gasoline Fuels, Lubricants and Other Services under Fuel Fleet Card System for the Office of the Government Corporate Counsel (OGCC)** as follows:

DESCRIPTION/SPECIFICATIONS	STATEMENT OF COMPLIANCE																						
<ul style="list-style-type: none">Gasoline Quantity (liters) per month: 530 liters of gasoline per monthDiesel Quantity (liters) per month: 165 liters of diesel per month																							
<ul style="list-style-type: none">Fuels to be supplied must conform to the Euro IV-PH Specifications by the Philippine National Standards in compliance with the Biofuels Acts of 2006.																							
<ul style="list-style-type: none">Supplier shall provide Fleet cards for the following vehicle/plate number specific for the following:<table><tr><th>Vehicle and Type of Engine</th><th>Type of Engine and Monthly Minimum Allocation</th></tr><tr><td>a. Hiace 2.8 Commuter Deluxe; Plate KA332A</td><td>60 liters diesel</td></tr><tr><td>b. Hiace 2.8 Commuter Deluxe; Plate DX257A</td><td>60 liters diesel</td></tr><tr><td>c. Mitsubishi Xpander; Plate SNA 4494</td><td>60 liters gasoline</td></tr><tr><td>d. Mistubishi Xpander; Plate SNA 4495</td><td>90 liters gasoline</td></tr><tr><td>e. Suzuki Ertiga; Plate SNJ 1343</td><td>60 liters gasoline</td></tr><tr><td>f. Toyota Innova; Plate SLG 617</td><td>320 liters gasoline</td></tr><tr><td>g. Toyota Coaster; Plate NGB 8217</td><td>45 liters diesel</td></tr><tr><td>h. Honda Click 125i v3 Motorcycle; Plate No. 216SQA</td><td>25 liters gasoline</td></tr><tr><td>i. Honda Click 125i v3 Motorcycle; Plate No. 217SQA</td><td>2.0 liters gasoline</td></tr><tr><td>j. Honda Click 125i v3 Motorcycle; Plate No. 217SQA</td><td>2.0 liters gasoline</td></tr></table> <p>Total minimum allocation gasoline: 559 liters Total minimum allocation diesel: 165 liters</p>	Vehicle and Type of Engine	Type of Engine and Monthly Minimum Allocation	a. Hiace 2.8 Commuter Deluxe; Plate KA332A	60 liters diesel	b. Hiace 2.8 Commuter Deluxe; Plate DX257A	60 liters diesel	c. Mitsubishi Xpander; Plate SNA 4494	60 liters gasoline	d. Mistubishi Xpander; Plate SNA 4495	90 liters gasoline	e. Suzuki Ertiga; Plate SNJ 1343	60 liters gasoline	f. Toyota Innova; Plate SLG 617	320 liters gasoline	g. Toyota Coaster; Plate NGB 8217	45 liters diesel	h. Honda Click 125i v3 Motorcycle; Plate No. 216SQA	25 liters gasoline	i. Honda Click 125i v3 Motorcycle; Plate No. 217SQA	2.0 liters gasoline	j. Honda Click 125i v3 Motorcycle; Plate No. 217SQA	2.0 liters gasoline	
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<p><i>Scope of Services</i></p> <ul style="list-style-type: none"> • The Supplier shall provide and guarantee availability of fuel, lubricants, and other related supplies and service requirements of the OGCC service vehicles at their authorized gasoline stations nationwide using the fleet card system. • The Supplier shall provide specific fleet card to ensure that only authorized vehicle can access fuel, lubricants and other supplies and services. It must ensure that the fleet card technology is protected from duplication and fraud. • The Supplier shall submit monthly billing for payment including the transaction details such as odometer reading, vehicle plate number, time and date of transaction, amount and liters consumed, and other related data. • A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other services given. The supplier shall ensure that the fleet card transaction slip accurately reflects the purchases charged on the fleet card. • Payment shall be made based on actual consumption or fuel withdrawals based on pump price and within the cut-off date. The cut-off date shall be on the last day of the month. • The Supplier shall issue receipt or any proof of transaction for every request made and should correspond with the Statement of Account. • The Supplier shall provide additional fuel cards, if necessary, upon written request of the OGCC under the same terms and conditions. • In case the fleet card unit has reached or for any changes in the limit that may be approved, a request for change limit may be forwarded by OGCC to adjust the limit accordingly. 	
<p><i>Delivery Schedule</i></p> <ul style="list-style-type: none"> • Delivery of fuel fleet cards and orientation for the designated drivers/personnel is required within fifteen (15) calendar days from receipt of Notice of Proceed (NTP) • The allocation of fuel must be utilized for a period of one (1) year from the execution of the contract or upon utilization of the total budget allotted, whichever comes first. 	

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 services within 15 cd 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	