



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
**Bids and Awards Committee – Central Office**  
Agham Road, Diliman, Quezon City 1104

## **REQUEST FOR QUOTATIONS**

The Office of the Ombudsman – Central Office, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement** for **“1 lot Catering Services for the Ombudsman Retirement Program/Celebration to be held on July 25, 2018”** in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

Quotation Number: **QN 2018-0139-JUL**

Name of Project: **“1 lot Catering Services for the Ombudsman Retirement Program/Celebration to be held on July 25, 2018”**

Total Approved Budget for the Contract (ABC): **₱ 375,000.00**

Location: **Office of the Ombudsman, Agham Road, Diliman, Quezon City**

Specifications: **See attached Annex “A”**

Deadline of submission: On or before **20 July 2018, 10:00 a.m.**

Delivery period: **25 July 2018**

Interested bidders/suppliers are required to submit their duly accomplished Price Quotation Forms (Annex A) on or before the deadline of submission of bids at the BAC Secretariat – Central Office, Ground Floor, Ombudsman Main Bldg., Agham Road, Diliman, Quezon City. Bidders/suppliers have the option to submit open or sealed quotations in the address given above. Open quotations may be submitted thru email ([bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph)) and/or ([bac.ombudsman@hotmail.com](mailto:bac.ombudsman@hotmail.com)) or thru facsimile at 479-7300 local 2206.

Bidders/suppliers offering the lowest calculated bid shall be required to submit the following documentary requirements together with their quotation.

- 1) Valid and Current Mayor’s / Business Permit 2018;
- 2) PhilGEPS Registration Number;
- 3) Income / Business Tax Return (for ABCs above ₱500,000);
- 4) For ABCs above ₱50,000.00 – Omnibus Sworn Statement (OSS) “Annex C1/C2/C3”. Bidder/supplier’s OSS shall be valid for six (6) months and may be used for other quotations in the BAC OMB-Central Office thru Alternative Modes of Procurement, unless an updated OSS is required. (Reference: GPPB Resolution No. 21-2017)
- 5) For ABCs ₱50,000.00 and below –
  - a) For Single Proprietorship – Authorization letter/Special Power of Authority, in case the owner is not the signatory of Price Quotation Form and Notice of Award. (“Annex D”)
  - b) For Corporation/Partnership/Joint Venture – Secretary’s Certificate authorizing signatory. (“Annex E”)

Award of contract shall be made to the lowest calculated bidder which complies with the minimum technical specifications (Annex A) and General Terms and Conditions (Annex B).

For further inquiries you may reach us at 479-7300 local 2206 or email us at [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph) and/or [bac.ombudsman@hotmail.com](mailto:bac.ombudsman@hotmail.com).

(Sgd.) **JOSEPHINE VARGAS**  
Head, BAC Secretariat-Central Office

**ANNEX A**  
**PRICE QUOTATION FORM**

Quotation No.	2018-0139-JUL
PR No. (s)	CO-18-07-479
APP/SPPMP Code:	2018SPPMP064
Canvass No.	1 <sup>st</sup>
Date:	13-July-2018
Authority:	53.9 (SVP)
Authority No.	18-191
Authority Date:	13-July-2018

**HON. MARIBETH T. PADIOS**

Chairperson, Bids and Awards Committee-Central Office  
Office of the Ombudsman  
Agham Road, North Triangle  
Diliman, Quezon City

Thru: BAC Secretariat – Central Office

Dear **Madame:**

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Bidders specified in Annex B, hereunder is our quotation/s for the item/s as follows:

Item No.	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
1	375,000.00	1	lot	<p style="text-align: center;"><b>TERMS OF REFERENCE</b> <b>Catering Services for the Ombudsman Retirement Program/Celebration</b></p> <p><b>1. Scope of Service</b> The service provider should be able to provide food and drinks, together with tables and chairs set-up, with the following specifications:</p> <p><b>General Requirements</b></p> <ol style="list-style-type: none"> <li>Price quotation for the catering services for lunch on <b>July 25, 2018</b> for estimated number of persons: <b>1,500 pax.</b></li> <li>Food to be served is <b>Buffet lunch for 100 pax and Packed lunch with drinks for 1,400 pax;</b></li> <li>Inclusive of ten (10) tables with chairs for buffet set-up;</li> <li>Additional of 1,400 chairs only.</li> <li>Must be willing to cater in Quezon City area;</li> <li>Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of 60 calendar days.</li> </ol> <p><b>Specific Requirements:</b></p> <ol style="list-style-type: none"> <li>Complete <b>buffet lunch package</b> with the following: <ul style="list-style-type: none"> <li>Appetizers</li> <li>Steamed Rice</li> <li>Soup</li> <li>Pasta</li> </ul> </li> </ol>			

Quotation No.	2018-0139-JUL
PR No. (s)	CO-18-07-479
APP/SPPMP Code:	2018SPPMP064
Canvass No.	1 <sup>st</sup>
Date:	13-July-2018
Authority:	53.9 (SVP)
Authority No.	18-191
Authority Date:	13-July-2018

Item No.	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
				<ul style="list-style-type: none"> <li>• Courses: Beef, Chicken, Fish and Vegetables</li> <li>• Two (2) kinds of desserts</li> <li>• Refillable juice or drinks</li> </ul> <p>2. <b>NO PORK</b> in any of the courses or dishes;</p> <p>3. Purified drinking water and ice cubes for beverages and drinks;</p> <p>4. Proposed menu shall be submitted upon request by the Office of the Ombudsman with free food taste for three (3) persons;</p> <p>5. Actual Menu shall be subject to the approval of the Office of the Ombudsman;</p> <p>6. <b>Buffet tables</b> with elegant centerpiece arrangement;</p> <p>7. Round tables with fresh flowers centerpiece, floor length tablecloth and linen overlay toppings for guests (10 tables only);</p> <p>8. Regular dressed-up chairs for guests;</p> <p>9. Tiffany chairs for at least four (4) round tables for VIPs;</p> <p>10. Complete dining set – silver, glass and flat wares</p> <p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>a. With services of trained and uniformed waiters and buffet attendants;</li> <li>b. Menu tags.</li> </ol> <p><b>II. Payment Scheme:</b> The payment will be done through send bill arrangement, to be processed after the provision of the final Statement of Account addressed to the Office of the Ombudsman.</p>			

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Bidder/Supplier's Information:**

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPS Reg'n Cert. No.:	
PhilGEPS Reg'n valid until:	

## ANNEX B

### **GENERAL TERMS AND CONDITIONS:**

1. **BID VALIDITY.** Bids should be valid for **sixty (60)** calendar days counted from the deadline of submission of bids;
2. **PRICE ESCALATION.** All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.
3. **ALTERNATIVE BIDS.** Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding.
4. **TAXES.** The total price quoted is subject to withholding tax and payable check.
5. **DELIVERY PERIOD.** Delivery period should be within **fifteen (15)** calendar days upon receipt of Purchase Order;
6. **INCIDENTAL CHARGES AND SERVICES.** The cost of transportation, insurance, and other costs incidental to delivery of the Goods shall be included in the price quoted per item by the Bidder. An additional or separate delivery charge in the bid shall be treated as non-responsive and shall be rejected.
7. **TERM OF PAYMENT.** Payment shall be CHARGED ACCOUNT, unless specified. Cash on Delivery (COD) shall not be allowed, unless accepted during bid evaluation.
8. **RETENTION MONEY.** The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof; Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met; (*GPPB Resolution No. 30-2017 dated 30 May 2017*)
9. **LIQUIDATED DAMAGES.** No payment shall be made until full delivery of item/s is/are completed. Delay in the delivery shall be subject to liquidated damages by way of penalty @ 1/10 of 1% of each day of delay.
10. **ALTERATION OF TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS.** Altering and/or amending the technical specifications and Terms and Condition(s) may be considered non-responsive / non-compliant.

### **INSTRUCTIONS TO BIDDERS:**

1. Completely fill out the Price Quotation Form (Annex B), technical specification/brand (if applicable), unit / total price and Supplier/Bidder's information. Do not forget to sign the Price Quotation Form.
2. Download this Form from the PhilGEPS website before the closing date for inclusion in the PhilGEPS Document Request List (DRL).

## ANNEX C1

**OSS Form A**  
**Omnibus Sworn Statement for SOLE PROPRIETORSHIP (NOTARIZED)**

**Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)**

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, \_\_\_\_\_ (*Name of Affiant*) of legal age, \_\_\_\_\_ (*Civil Status*), \_\_\_\_\_ (*Nationality*), and residing at \_\_\_\_\_

\_\_\_\_\_ (*Address of Affiant*), after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of \_\_\_\_\_ (*Name of Bidder*) with office address at \_\_\_\_\_ (*address of Bidder*);
2. As the owner and sole proprietor of \_\_\_\_\_ (*Name of Bidder*), I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding at the OFFICE OF THE OMBUDSMAN – CENTRAL OFFICE;
3. \_\_\_\_\_ (*Name of Bidder*) is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. \_\_\_\_\_ (*Name of Bidder*) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. \_\_\_\_\_ (*Name of Bidder*) complies with existing labor laws and standards;
8. \_\_\_\_\_ (*Name of Bidder*) is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and
9. \_\_\_\_\_ (*Name of Bidder*) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 (*Bidder's Representative/Authorized Signatory*)

[JURAT]

## ANNEX C2

## OSS Form B

## Omnibus Sworn Statement for PARTNERSHIP OR COOPERATIVE (NOTARIZED)

Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, \_\_\_\_\_ (Name of Affiant) of legal age, \_\_\_\_\_ [Civil Status], \_\_\_\_\_ [Nationality], and residing at \_\_\_\_\_

\_\_\_\_\_  
[Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of \_\_\_\_\_ [Name of Bidder] with office address at \_\_\_\_\_ [address of Bidder];
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the \_\_\_\_\_ [Name of Bidder] in the bidding at the OFFICE OF THE OMBUDSMAN – CENTRAL OFFICE as shown in the attached \_\_\_\_\_ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];
3. \_\_\_\_\_ [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. \_\_\_\_\_ [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members of \_\_\_\_\_ [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. \_\_\_\_\_ [Name of Bidder] complies with existing labor laws and standards;
8. \_\_\_\_\_ [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and
9. \_\_\_\_\_ [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Bidder's Representative/Authorized Signatory]  
[JURAT]

## ANNEX C3

## OSS Form C

## Omnibus Sworn Statement for CORPORATION OR JOINT VENTURE (NOTARIZED)

Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, \_\_\_\_\_ (Name of Affiant) of legal age, \_\_\_\_\_ [Civil Status], \_\_\_\_\_ [Nationality], and residing at \_\_\_\_\_

\_\_\_\_\_  
[Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of \_\_\_\_\_  
\_\_\_\_\_ [Name of Bidder], with office address at \_\_\_\_\_  
\_\_\_\_\_  
[address of Bidder];
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the \_\_\_\_\_ [Name of Bidder] at the OFFICE OF THE OMBUDSMAN – CENTRAL OFFICE as shown in the attached \_\_\_\_\_  
\_\_\_\_\_ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];
3. \_\_\_\_\_ [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. \_\_\_\_\_ [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of \_\_\_\_\_ [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. \_\_\_\_\_ [Name of Bidder] complies with existing labor laws and standards;
8. \_\_\_\_\_ [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and
9. \_\_\_\_\_ [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Bidder's Representative/Authorized Signatory]  
[JURAT]

**ANNEX D**

---

Office of the Ombudsman  
(For Single Proprietorship only)  
**Authority of Signatory**

**AUTHORIZATION LETTER**

I, \_\_\_\_\_, Owner/Proprietor of \_\_\_\_\_  
[company name], a single proprietorship registered under the laws of \_\_\_\_\_,  
with its registered office at \_\_\_\_\_  
[address of bidder], has made, constituted and appointed \_\_\_\_\_ [authorized  
representative] true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and  
all acts necessary, participate and/or represent \_\_\_\_\_  
[company name] in the bidding (under alternative mode of procurement) at the **OFFICE OF THE  
OMBUDSMAN – CENTRAL OFFICE** as fully and effectively as owner/proprietor might do if personally  
present with full power of substitution and revocation and hereby confirming all that said representative shall  
lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_,  
201\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Affiant



**ANNEX E**

Office of the Ombudsman  
(For Corporation/Partnership/Joint Venture)  
**Authority of Signatory**

**SECRETARY’S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_ [company name], a corporation duly organized and existing under and by virtue of the law of the \_\_\_\_\_ DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that \_\_\_\_\_ [authorized representative] be, as it hereby is, authorized to participate in the bidding (under alternative mode of procurement) at the **OFFICE OF THE OMBUDSMAN – CENTRAL OFFICE**; that if awarded the project shall enter into contract with the Office of the Ombudsman; and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ [company name] in the bidding.

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_ this \_\_\_\_\_.

\_\_\_\_\_  
(Corporate Secretary)

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_day of \_\_\_\_\_, 20\_\_ affiant exhibited to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_