

INVITATION TO BID
PROCUREMENT FOR THE
RENTAL OF OFFICE SPACE FOR THE
OFFICE OF THE OMBUDSMAN-REGIONAL OFFICE NO. VIII
TACLOBAN CITY

1. The *Office of the Ombudsman (Visayas), Regional Office No. VIII (OMB RO8)*, Tacloban City, through the *General Appropriations Act (GAA) 2016* intends to apply the sum of **Seven Hundred Forty-Five Thousand Three Hundred Sixty Pesos (PhP745,360.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **one (1) year**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Office of the Ombudsman (Visayas), Regional Office No. VIII, Tacloban City*, now invites bids for the *Rental of Office Space for Office of the Ombudsman (Visayas), Regional Office No. VIII*. Delivery of the Goods is required for *one (1) year period*. Bidders should have completed, within *two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act No. (R.A.) 9184, otherwise known as the “Government Procurement Reform Act.”
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183 and subject to Commonwealth Act No. 138.
5. Interested bidders may obtain further information from *the Bids and Awards Secretariat, of the Office of the Ombudsman (Visayas), Regional Office No. VIII, Tacloban City*, and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m., (*Philippine Standard Time*), Monday to Friday, except Holidays.

A complete set of Bidding Documents may be acquired by interested Bidders starting **May 17, 2016 until June 2, 2016** during office hours from the address below and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *One Thousand Pesos (PhP1,000.00)*, *Philippine Currency*.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The *Bids and Awards Committee of the Office of the Ombudsman, Regional Office No. VIII, Tacloban City*, will hold a Pre-Bid Conference on **May 20, 2016 at 2:00 o'clock in**

the afternoon (*Philippine Standard Time*) at the office address given below, which shall be open only to all interested parties who have purchased the Bidding Documents.

7. Bids must be delivered to the address given below on or before **June 2, 2016 at 1:30 o'clock in the afternoon** (*Philippine Standard Time*). All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Should the bidder opt to post cash as Bid Security, the Office of the Ombudsman Regional Office No. VIII, Tacloban City, will issue a Provisional Acknowledgement Receipt evidencing proof of payment made by the bidders for the Security Bid. Official Receipt for such payment will be issued upon receipt thereof by the Cashier of Office of the Ombudsman Visayas, Cebu City. The Provisional Acknowledgement Receipt will constitute and serve as the cash Bid Security.

Bid opening shall be made on **June 2, 2016 at 2:00 o'clock in the afternoon** (*Philippine Standard Time*) at the *Office of the Ombudsman (Visayas), Regional Office No. VIII, Tacloban City*. Bids will be opened in the presence of the Bidders or his duly authorized representatives who choose to attend at the address below. **Late bids shall not be accepted.**

8. In the event two or more bidders are determined and declared as the Lowest Calculated and Responsive Bidder (LCRB), the procuring entity will use “draw lots” method of chance to break the tie.
9. The *Bids and Awards Committee of Office of the Ombudsman (Visayas), Regional Office No. VIII, Tacloban City*, reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Imelda C. Tangpuz/Julius N. Oballo/Maria Riz I. Padulla

BAC Secretariat

Office of the Ombudsman (Visayas), Regional Office No. VIII

3/F LY Building, Fatima Village, Barangay 77, Marasbaras, Tacloban City 6500

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(SGD) ATTY. JANICE G. GABRITO-AGULLO

BAC Vice-Chairperson