



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Office of the Deputy Ombudsman for the Military
and Other Law Enforcement Offices
Agham Road, Diliman, Quezon City, 1101

INVITATION TO BID

For the Negotiated Procurement of the Supply and Delivery of Various Information Technology (IT) Equipment and Peripherals - Lot 3 (Printers) for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO)

The Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO), through its Bids and Awards Committee (MOLEO BAC) intends to procure thru Negotiated Procurement (Two Failed Biddings) pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184, the **Supply and Delivery of Various Information Technology (IT) Equipment and Peripherals - Lot 3 (Printers) for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO)** with an approved Budget for the Contract (ABC) of **Five Hundred Fifty-Eight Thousand, Three Hundred and Ninety Three Pesos (₱ 558,393.00)**.

As such, the MOLEO BAC will hold its Negotiation Conference on **26 July 2017 at 2:00 p.m.** at the **PACPB MOLEO Conference Room, Second Floor, Ombudsman Building, Agham Road, Quezon City** which shall be open to all interested parties.

The bidding forms **Ombudsman Bid Form No. 1 (Technical Proposal)** and **Ombudsman Bid Form No. 2 (Financial Proposal)** of the project shall be available during office hours from **21 July 2017 to 04 August 2017** at the OMB-MOLEO BAC Secretariat Office located at the 2nd Floor, Ombudsman Bldg., Agham Road, Diliman, Quezon City.

Bidders should submit their Technical and Financial Proposals (best and final offer) not later than **04 August 2017, 12:00 noon** together with the following documents:

- 1. Valid Certificate of PhilGEPS Registration;**
- 2. Company Profile;**
- 3. List of Clients;**
- 4. SEC/DTI Registration;**
- 5. Valid & Current Mayor's Permit/Municipal License - CY 2017;**
- 6. Income/Business Tax Return;**
- 7. Valid Tax Clearance per Executive Order 398, Series of 2005; and**
- 8. Omnibus Sworn Statement.**

The winning bidder shall submit a Performance/Security Bond within **ten (10) calendar days** from receipt of Notice of Award (NOA). Delivery Period shall be within **fifteen (15) calendar days after receipt of the Notice to Proceed.**

The OMB MOLEO-BAC 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.

For any clarification, you may contact Ms. Ludy L. Capuyan at telephone no. (02) **479-7300 loc. 5235**, or via email at llcapuyan@ombudsman.gov.ph.

(Sgd.) **ALAN R. CAÑARES**
Acting Director, PACPB
Chairman, Bids and Awards Committee

IMPORTANT: A bidder who submits a sealed quotation /proposal is required to download this Invitation to Bid from the PhilGEPS website before the closing date: Prices and specifications for the bid shall be valid for 120 days. Term of Payment: CHARGED ACCOUNT. The total price quoted shall be subject to VAT, withholding tax and payable in check.

OMBUDSMAN BID FORM NO. 1 - TECHNICAL PROPOSAL

ATTY. ALAN R. CAÑARES

Chairperson, Bids and Awards Committee
 Office of the Deputy Ombudsman for the MOLEO
 2nd Floor, Ombudsman Building, Agham Road,
 North Triangle, Diliman, Quezon City

Sir:

Herewith is our **TECHNICAL PROPOSAL** for your office requirement:
 (INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing **unchecked “Comply” boxes** would be automatically **rated as “FAILED”**.)

LOT 3 PRINTERS		
Item / Qty	OMBUDSMAN TECHNICAL SPECIFICATIONS	BIDDER’S SPECIFICATIONS
38 UNITS PRINTER (MONOCHROME LASER)	<i>Manufacturer’s Certification:</i> ISO 9001 compliant for at least 10 years	<input type="checkbox"/> Comply
	<i>Print technology/ method:</i> Laser	<input type="checkbox"/> Comply
	<i>Memory:</i> 128 MB or higher	<input type="checkbox"/> Comply
	<i>Processor:</i> 750Mhz or higher	<input type="checkbox"/> Comply
	<i>Speed:</i> 25 ppm or higher for A4(normal)	<input type="checkbox"/> Comply
	<i>Monthly Duty Cycle:</i> 30,000 pages per month (A4) or higher	<input type="checkbox"/> Comply
	<i>Recommended monthly page volume:</i> up to 2,000 pages or higher	<input type="checkbox"/> Comply
	<i>Input capacity:</i> - At least 250-sheet adjustable main tray or higher - with multiple-sheet multi-purpose/priority feed/bypass tray	<input type="checkbox"/> Comply
	<i>Output Capacity:</i> 150-sheet or higher	<input type="checkbox"/> Comply
	<i>First Page Out (ready):</i> as fast as eight (8) seconds or faster	<input type="checkbox"/> Comply
	<i>Interface:</i> At least USB 2.0 or latest , at least Ethernet 10/100	<input type="checkbox"/> Comply
	<i>Paper Size:</i> For at least: Letter, A4, Executive, Legal, A5, Envelope, 8.5”x13”	<input type="checkbox"/> Comply
	<i>Compatible operating systems:</i> For 32 and 64 bit: Microsoft® Windows® XP, Vista, XP Professional, Windows 7, Windows 8 / 8.1, Windows 10, Mac OS, Linux	<input type="checkbox"/> Comply
	<i>Toner page yield:</i> 2,000 pages or higher	<input type="checkbox"/> Comply
	<i>Features:</i> Energy saver with auto-on, auto-off / sleep capability/function. Photo-conductive drum unit and toner in one cartridge/incorporated. With LCD graphic display.	
<i>Accessories:</i> Power Cable (Phil. Standard), USB Cable, toner cartridge with incorporated drum unit, Driver and User Manual	<input type="checkbox"/> Comply	
<i>Other Requirements:</i> <ul style="list-style-type: none"> • All equipment and components should be original, branded (not clone or assembled) and brand new • Availability of parts and consumables in local market by local distributor • At least one (1) year next business day on-site (NBDOS) warranty on parts and labor • Includes hardware setup, installation, configuration and warranty maintenance, if needed • The supplier must have been in IT business for at least five (5) years and is an authorized service partner and reseller of the 	<input type="checkbox"/> Comply	

	<p>product/unit being offered.</p> <ul style="list-style-type: none"> • Delivery period within 30 days upon receipt of Notice to Proceed. 	
	<p><i>Equipment After Sales Support:</i></p> <ul style="list-style-type: none"> • Monday to Friday, office hours nationwide technical support/ after sales service • With Customer Service division/section of at least 5 years experience in IT business and after-sales service and support. • With official website and capable of receiving request for technical support / service by phone and by official corporate email account. • Capable of providing technical service/assistance within 24 hours OR next business day on-site (NBDOS) warranty. • With reliable ticketing/monitoring system/procedure capable of monitoring all received service request based on issued report/incident number for proper monitoring and tracing. • Under warranty coverage: If unrepairable within 24 hours, a free service backup unit (1:1) of the same or higher specification must be provided by the supplier until defective unit is considered repaired. 	<input type="checkbox"/> Comply
Item / Qty	OMBUDSMAN TECHNICAL SPECIFICATIONS	BIDDER'S SPECIFICATIONS
2 UNITS PRINTER (COLOR LASER)	<i>Manufacturer's Certification:</i> ISO 9001 for at least 10 years	<input type="checkbox"/> Comply
	<i>Memory:</i> 1 GB or higher	<input type="checkbox"/> Comply
	<i>Processor Speed:</i> 1.2GHz or higher	<input type="checkbox"/> Comply
	<i>Print Speed (Normal):</i> 33 ppm or higher - both for black and color	<input type="checkbox"/> Comply
	<i>First Page out (black / color):</i> 7 seconds or faster	<input type="checkbox"/> Comply
	<i>Monthly Duty Cycle (A4):</i> Up to 80,000 pages or higher	<input type="checkbox"/> Comply
	<i>Recommended Monthly Printing Volume:</i> 6,000 pages or higher	<input type="checkbox"/> Comply
	<i>Interface:</i> For at least: USB 2.0 or latest; fast ethernet network port or faster	<input type="checkbox"/> Comply
	<i>Display:</i> At least 4-line LCD with keypad	<input type="checkbox"/> Comply
	<i>Paper Size:</i> For at least: Letter, A4, Legal, Envelope, Folio (8.5"x13")	<input type="checkbox"/> Comply
	<i>Paper Input Tray:</i> 500 sheets or higher for input tray, 100 sheets or higher for adjustable multipurpose tray (optional third paper tray)	<input type="checkbox"/> Comply
	<i>Media Output Tray Capacity:</i> At least 250 sheets	<input type="checkbox"/> Comply
	<i>Other Requirement/s:</i> With auto-on /auto-off / standby function. Photo-conductive drum unit and toner in one cartridge/incorporated for each color (print ISO yield of 5,000 pages or higher for each cartridge). Energy star certified.	<input type="checkbox"/> Comply
	<i>Compatible operating systems:</i> For 32 and 64 bit: Microsoft® Windows® XP Home, Vista, XP Professional, Windows 7, Windows 8 / 8.1, Win 10, Mac OS, Linux	<input type="checkbox"/> Comply
	<i>Accessories:</i> Power Cord (Phil. Standard), USB Cable, individual toner cartridges with incorporated drum unit, Driver and User Manual	
<p><i>Other Requirements:</i></p> <ul style="list-style-type: none"> • All equipment and components should be original, branded (not clone or assembled) and brand new • Availability of parts and consumables in local market by local distributor • At least one (1) year next business day on-site (NBDOS) warranty on parts and labor • Includes hardware setup, installation, configuration and warranty maintenance, if needed • The supplier must have been in IT business for at least five (5) years and is an authorized service partner and reseller of the product/unit being offered. • Delivery period within 30 days upon receipt of Notice to Proceed. 	<input type="checkbox"/> Comply	

	<p><i>Equipment After Sales Support:</i></p> <ul style="list-style-type: none"> Monday to Friday, office hours nationwide technical support/ after sales service With Customer Service division/section of at least 5 years experience in IT business and after-sales service and support. With official website and capable of receiving request for technical support / service by phone and by official corporate email account. Capable of providing technical service/assistance within 24 hours OR next business day on-site (NBDOS) warranty. With reliable ticketing/monitoring system/procedure capable of monitoring all received service request based on issued report/incident number for proper monitoring and tracing. 	<input type="checkbox"/> Comply
Item / Qty	OMBUDSMAN TECHNICAL SPECIFICATIONS	BIDDER'S SPECIFICATIONS
2 UNITS NETWORK PRINTER (HEAVY DUTY)	<i>Manufacturer's Certification:</i> ISO 9001 compliant for at least 10 years	<input type="checkbox"/> Comply
	<i>Print technology/ method:</i> Laser	<input type="checkbox"/> Comply
	<i>Memory:</i> 512 MB or higher	<input type="checkbox"/> Comply
	<i>Print quality (best):</i> Up to 1200x1200 dpi or higher	<input type="checkbox"/> Comply
	<i>Processor:</i> 1.2GHz or higher	<input type="checkbox"/> Comply
	<i>Print speed (Letter):</i> 50 ppm or higher (<i>measured using ISO/IEC standard</i>)	<input type="checkbox"/> Comply
	<i>Monthly Duty Cycle (letter, image):</i> Up to 175,000 pages or higher	<input type="checkbox"/> Comply
	<i>Recommended Monthly Page Volume:</i> Up to 13,000 pages or higher	<input type="checkbox"/> Comply
	<i>Input capacity:</i> 500-sheet input tray or higher and 100-sheet multi-purpose tray or higher	<input type="checkbox"/> Comply
	<i>Output Capacity:</i> 500-sheet or higher	<input type="checkbox"/> Comply
	<i>Interface:</i> at least 1 Hi-Speed USB 2.0 or latest and built-in Gigabit Ethernet or latest	<input type="checkbox"/> Comply
	<i>Paper Size:</i> For at least: Letter, A4, Executive, Legal, A5, Envelope, 8.5"x13"	<input type="checkbox"/> Comply
	<i>Compatible operating systems:</i> For 32 and 64 bit: Microsoft® Windows® XP Home, Vista, XP Professional, Windows 7, Windows 8 / 8.1, Window 10, Mac OS, Linux	<input type="checkbox"/> Comply
	<p><i>Features:</i></p> <ul style="list-style-type: none"> with auto-on/ off / sleep capability/function Photo-conductive drum unit and toner in one cartridge/incorporated with 4-line LCD display for status and menu navigation with average cartridge yield of 10,500 pages or higher 	<input type="checkbox"/> Comply
	<i>Accessories:</i> Power Cable (Phil. Standard), USB Cable, toner cartridge with incorporated drum unit, Driver and User Manual	
<p><i>Other Requirements:</i></p> <ul style="list-style-type: none"> All equipment and components should be original, branded (not clone or assembled) and brand new Availability of parts and consumables in local market by local distributor At least one (1) year next business day on-site (NBDOS) warranty on parts and labor Includes hardware setup, installation, configuration and warranty maintenance, if needed The supplier must have been in IT business for at least five (5) years and is an authorized service partner and reseller of the product/unit being offered. Delivery period within 30 days upon receipt of Notice to Proceed. 	<input type="checkbox"/> Comply	
<p><i>Equipment After Sales Support:</i></p> <ul style="list-style-type: none"> Monday to Friday, office hours nationwide technical support/ after sales service With Customer Service division/section of at least 5 years 	<input type="checkbox"/> Comply	

	<p>experience in IT business and after-sales service and support.</p> <ul style="list-style-type: none"> • With official website and capable of receiving request for technical support / service by phone and by official corporate email account. • Capable of providing technical service/assistance within 24 hours OR next business day on-site (NBDOS) warranty. • With reliable ticketing/monitoring system/procedure capable of monitoring all received service request based on issued report/incident number for proper monitoring and tracing. • Under warranty coverage: If unrepairable within 24 hours, a free service backup unit (1:1) of the same or higher specification must be provided by the supplier until defective unit is considered repaired. 	
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Very truly yours,

Signature over printed name

Position

Company

Telephone Nos.

Date: _____



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Agham Road, Diliman, Quezon City, 1101

OMBUDSMAN BID FORM NO. 2 - FINANCIAL PROPOSAL

SEALED CANVASS

COMPANY NAME: _____
ADDRESS: _____
TEL. NO. _____
FAX NO. _____

Quotation No. QN-2017-07-17
Purchase Request No.: 17-076
APP Code: 2017-APP-0072/0073/0074
Canvass No. 1st Negotiation
Date: _____
Authority: 53.1 Nego (Two Failed Biddings)
Authority No. BAC Reso M-PB-2017-07-02
Authority Date: 17 July 2017

Attention: **ATTY. ALAN R. CAÑARES**
Chairperson, Bids and Awards Committee
Office of the Deputy Ombudsman for the MOLEO
2nd Floor, Ombudsman Building, Agham Road,
North Triangle, Diliman, Quezon City

Dear Sir:

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to bid for the **“Supply and Delivery of Various Information Technology Equipment and Peripherals for the Office of the Deputy Ombudsman for the MOLEO-Lot 3”**, in conformity with the said Bidding Documents for the sum of _____ (_____) [*total Bid amount in words and figures*], with **attached Price Schedule (Schedule 1)**:

Unit	Qty	Item Description	Unit Price	Total Price (Should be 12% VAT inclusive)
One (1) Lot	Lot 3 - Printers	38 units Printer, monochrome, laser	/unit	
		2 units Printer, color, laser	/unit	
		2 units Network Printer, heavy-duty	/unit	
Grand Total				

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Technical Proposal.

If our Bid is accepted, we undertake to provide a **performance security** in the form, amounts, and within the applicable periods provided by the 2016 Implementing Rules and Regulations of R.A. 9184.

We agree to abide by this Bid for the Bid Validity Period of **120 calendar days** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

Dated this _____ day of _____, 2017.

(signature over printed name)

(position)

Duly authorized to sign Bid for and on behalf of:

Company Name: _____

Address: _____

Telephone Nos. _____