Republic of the Philippines
**OFFICE OF THE OMBUDSMAN**
Sen. Miriam P. Defensor-Santiago Avenue *(formerly Agham Road)*
Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

# REQUEST FOR QUOTATIONS

The Office of the Ombudsman, through its Bids and Awards Committee (BAC) – Main, duly authorized to conduct **Small Value Procurement** for the **"Supply and Delivery of Customized Training Materials on Leadership of accredited Campus Integrity Crusaders (CIC) in NCR for SY 2026-2027"** in accordance with **Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (RA 12009)** [New Government Procurement Act], hereby invites all interested suppliers/bidders to offer their lowest government price.

Quotation Number: **QN 2026-138 Sept (2nd Canvass)**

Name of Project: **Supply and Delivery of Customized Training Materials on Leadership of accredited Campus Integrity Crusaders (CIC) in NCR for SY 2026-2027**

Total Approved Budget for the Contract (ABC): **₱ 178,000.00**

Location: **Office of the Ombudsman, Senator Miriam P. Defensor-Santiago Avenue** (formerly Agham Road), **Diliman, Quezon City**

Specifications: **See attached Annex "A".**

Deadline of submission: **10 November 2026, 2:00 p.m.**

Delivery period/schedule:**Within 15 days from receipt of Purchase Order or similar notice.**

**Interested bidders/suppliers are required to submit their duly accomplished and signed Price Quotation Form and Instructions to Bidders/Suppliers (Annexes A and B), together with the following documentary requirements, on or before the deadline for submission of bids at the Office of the Ombudsman Bids and Awards Committee (BAC) Main, *to wit:***

1) Valid and Current Mayor's / Business Permit 2026;
2) PhilGEPS Registration Number;
3) Income / Business Tax Return (for ABCs above ₱500,000);
4) *For ABCs above ₱50,000.00* - Original NOTARIZED Omnibus Sworn Statement (use the GPPB-prescribed form https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf) with proof of authority, if warranted.
5) For ABCs ₱50,000.00 and below –
    a) For Single Proprietorship – Special Power of Authority, in case the owner is not the signatory of Price Quotation Form and Notice of Award.
    b) For Corporation/Partnership/Joint Venture – Secretary's Certificate authorizing signatory.

The contract shall be awarded to the lowest calculated and responsive bidder/supplier who complies with the minimum technical specifications (Annex A) and General Terms and Conditions (Annex B).

For further inquiries you may email us at bac@ombudsman.gov.ph or call us thru landline no. (02) 5317-8300 local 2206/2207 and thru cellphone no. 0921-6289882.

Original Sgd.
**MARIA JANINA J. HIDALGO**
Assistant Ombudsman, PACPO
Chairperson, Bids and Awards Committee – Main

bm/MBA/JJG

| | |
|---|---|
| Quotation No. | QN 2026-138-Sept |
| PR No. (s) | PU-26-09-177 |
| APP/SPPMP Code | 2026APP-204 |
| Canvass No. | 2nd Canvass |
| Date: | 03 November 2026 |
| Authority: | Section 34 (SVP) of RA 12009 |

# ANNEX A
# PRICE QUOTATION FORM

**HON. MARIA JANINA J. HIDALGO**
Chairperson, Bids and Awards Committee-Main
Office of the Ombudsman
Sen. Miriam P. Defensor-Santiago Avenue
Brgy. Bagong Pag-asa, Diliman, Quezon City

Thru: BAC Secretariat – Main

Dear **Madame:**

***Instruction to Bidder/Supplier***: **Check** ☑ the **"Comply"** box if bidder/supplier complies with the Ombudsman Specifications. A Price Quotation containing unchecked "Comply" boxes would be automatically rated as "FAILED.]

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. | PR No. and APP Code | Total ABC (in Php) | Qty. | unit | OMBUDSMAN SPECIFICATIONS | Statement of Compliance | Unit Price (₱) | Total Price (₱) |
|---|---|---|---|---|---|---|---|---|
| 1 | PU 26-09-177 APP2026-204 CCB, PACPO | 60,000.00 | 1,000 | pcs | **SUPPLY AND DELIVERY OF:**<br><br>**CUSTOMIZED NOTEBOOK**<br>• Size: A5 (148 x 210 mm)<br>• Pages: 50 pages with 80 gsm<br>• Binding: Staple-bound<br>• Cover: Eco-friendly material with CIC logo and theme/slogan (to be provided by the end-user – CCB) | □ Comply<br>□ Comply<br>□ Comply<br>□ Comply | | |
| 2 | | 18,000.00 | 1,000 | pcs | **CUSTOMIZED LANYARD (ID LACE)**<br>• Length: 45cm/18.5 inches<br>• Material: polyester<br>• Color:<br>Blue (500)<br>Maroon (500)<br>• Design: Campus Integrity Crusaders/ logo | □ Comply<br>□ Comply<br>□ Comply<br>□ Comply<br>□ Comply<br>□ Comply | | |
| 3 | | 10,000.00 | 1,000 | pcs | **ID HOLDER**<br>• Size: 3.74 x 2.36<br>• Material: clear plastic<br>• Orientation: horizontal/landscape holder | □ Comply<br>□ Comply<br>□ Comply | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **4** | | **75,000.00** | **1,000** | **pcs** | **TOTE BAG**<br>• Size: 12 x 14 inches (medium)<br>• Material: canvass (ecofriendly material)<br>• Design: CIC Logo with theme | □ Comply<br>□ Comply<br>□ Comply | | |
| **5** | | **15,000.00** | **1,000** | **pcs** | **BUTTON PIN with CIC LOGO**<br>• Size: 2.5 inches (58 mm) – round<br>• Plastic front, with CIC logo design covered with protective film, and back with safety metal pin | □ Comply<br>□ Comply | | |

_____

Printed Name of Supplier's Authorized Representative

_____

Signature

_____

Date Signed

**Bidder/Supplier's Information**

| | |
|---|---|
| Company Name: | |
| Address: | |
| Tel/Fax No.: | |
| Email Address: | |
| PhilGEPSReg'n Cert. No.: | |
| PhilGEPSReg'n valid until: | |

# ANNEX B

## INSTRUCTIONS TO BIDDERS/SUPPLIERS:

**Note**: Failure to follow these instructions will disqualify your entire quotation.

1. **Completely** fill out the **Price Quotation Form** (Annex A), technical specification/brand (if applicable), unit/ total price and Supplier/Bidder's information. Do not forget to sign the Price Quotation Form. The use of this form is **highly encouraged** to minimize errors and omissions of the required mandatory provisions.
2. **All technical specifications and other requirements must be complied with**. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
3. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

## GENERAL TERMS AND CONDITIONS:

1. **BID/PRICE QUOTATION VALIDITY.** Bids/Price Quotations should be valid for **sixty (60)** calendar days counted from the deadline of submission of bids/price quotations;

2. **SAME PRICE QUOTATION:** If two (2) or more suppliers submit the same price quotation and have been post-qualified as the Suppliers with the Lowest Calculated Responsive Quotations, the Office of the Ombudsman shall adopt and employ "draw lots/toss coin" as the tie breaking method to finally determine the single winning bidder. (GPPB Circular No. 04-2026)

3. **PRICE ESCALATION.** All bid prices/price quotations for the goods or services in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

4. **ALTERNATIVE BIDS.** Alternative Bids/Price Quotations shall be rejected. For this purpose, alternative bid/price quotations is an offer made by a Bidder/Supplier in addition or as a substitute to its original bid/price quotation which may be included as part of its original bid/price quotations or submitted separately therewith for purposes of bidding.

5. **TAXES.** The total price quoted is subject to withholding tax and payable check.

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/Supplier. An additional or separate delivery charge in the bid/price quotation 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/price quotation 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 at 1/10 of 1% of each day of delay until such goods are finally delivered and accepted by the procuring entity. In no case shall the total sum of liquidated damages exceed 10% of the total contract price, in which event the procuring entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. (*Annex D (3) of the Updated 2016 Revised Implementing Rules and Regulations of RA No. 9184)*

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.

**CONFORME**:

_____

(*Signature over Printed Name of the Supplier's or Service Provider's Authorized Representative*)

Date Signed: _____

# OMNIBUS SWORN STATEMENT FORM

*[Note: The duly accomplished form shall be submitted with the Price Quotation]*

REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF _____ ) S.S.

## OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of ***[Name of Bidder]***, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **[Project Title]** of the **Office of the Ombudsman** as supported by the attached duly notarized Special Power of Attorney;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **[Project Title]**, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **[Project Title]**, of **the Office of the Ombudsman** as supported by the attached duly notarized Special Power of Attorney ***for authorized representative***;

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; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

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. *Select one, delete the others:*

   - *If sole proprietorship:* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If partnership:* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

   *Select one, delete the rest:*

   - *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

   - *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[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 for the [Project Title].

10. *[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.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Quotation for and behalf of:
*[Insert Bidder's/Supplier's Name]*

*[Affiant's Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of ***[month] [year]*** at ***[place of execution]***, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her ***[insert type of government identification card used]***, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of ***[month] [year]***.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, ***[date issued], [place issued]***
IBP No. __, ***[date issued], [place issued]***

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

# CERTIFICATE*

*(*To be issued by the Corporate Secretary [for Corporation/Cooperative/Joint Venture] or by the Managing Partner or President (for Partnership), attesting the appointment of the supplier's representative)*

## AUTHORITY OF SIGNATORY

I, *[Name of Corporate/Partnership/Cooperative/Joint Venture Secretary or Authorized Representative]*, a duly elected and qualified Secretary of *[Name of Corporation/Partnership/Cooperative/Joint Venture]*, a corporation/Partnership/Cooperative/Joint Venture duly organized and existing under and by virtue of the law of the **Republic of the Philippines** DO HEREBY CERTIFY, that:

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

At the regular/special meeting of the Board of Directors of the said Corporation/Partnership/Cooperative duly convened and held on *[Date of the Board Meeting]* 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 duly authorized and designated in the name of the *[Corporation/Partnership/Cooperative/Joint Venture]* to participate in the procurement activities of the **OFFICE OF THE OMBUDSMAN – MAIN**; to submit a bid/quotation/proposal, make, sign, execute, deliver and receive contract, agreements and any and all documents and other writing of whatever nature or kind, transact with the Office of the Ombudsman, and if awarded the project shall enter into contract with the Office of the Ombudsman; and is/are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent *[Name of Corporation/Partnership/Cooperative/Joint Venture]*.

I hereby certify to the correctness of the foregoing resolution and that the same is existing and has not been suspended, amended, modified or revoked.

**IN WITNESS WHEREOF**, I have hereunder set my hand this _____ day of _____, 20 ____, in the City of _____, Philippines.

_____
Affiant
*[Affiant's Signature over Printed Name]*
*[Position/Designation]*

SUBSCRIBED AND SWORN to before me this _____ day of ***[month] [year]*** at ***[place of execution]***, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her ***[insert type of government identification card used]***, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of ***[month] [year]***.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, ***[date issued], [place issued]***
IBP No. __, ***[date issued], [place issued]***

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

# SPECIAL POWER OF ATTORNEY

(*For Sole Proprietor*)

I, _____, *[Owner/Proprietor/Chief Executive Officer/President/General Manager]* of *[Name of the Company]*, a single or sole proprietorship established and duly registered under the laws of ***[Country]***, with its registered office at ***[Office Address]***, do hereby make, constitute and appoint any or all of the following ***[Name of duly authorized representative(s) position(s)]*** :

| | **Name of the Duly Authorized Representative(s)** | **Position/Designation** | **With Conformity: Signature** |
|---|---|---|---|
| 1 | | | |
| 2 | | | |

To be the true and lawful attoryney(s), for it and its name, place and stead, to submit a bid/quotation/proposal, make, sign, execute, deliver and receive contracts, agreements, and any and all documents and other writings of whatever nature or kind, transact with the Office of the Ombudsman, and execute and perform any and all acts necessary, and/or represent *[Name of the Sole Proprietorship]* in the procurement activities of the Office of the Ombudsman; as fully and effectively as the sole proprietorship might do if personally present with full power of substitution and revocation and hereby confirming all that said representative(s) shall lawfully do or cause to be done by virtue hereof.

**IN WITNESS WHEREOF**, I have hereunder set my hand this _____ day of _____, 20 ____, in the City of _____, Philippines.

_____
Affiant
*[Affiant's Signature over Printed Name]*
*[Position/Designation]*

SUBSCRIBED AND SWORN to before me this _____ day of ***[month] [year]*** at ***[place of execution]***, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her ***[insert type of government identification card used]***, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of ***[month] [year]***.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, ***[date issued], [place issued]***
IBP No. __, ***[date issued], [place issued]***

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.