



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 **“118 pcs. Various Publications for the Ombudsman CDC (118 line items)”** 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 2018-0197-SEPT**

Name of Project: **“118 pcs. Various Publications for the Ombudsman CDC (118 line items)”**

Total Approved Budget for the Contract (ABC): **₱ 20,000.00**

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

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

Deadline of submission: **On or before 14 September 2018, 5:00 p.m. (1st extension)**

Delivery period: **Must be within fifteen (15) calendar days after receipt of Purchase Order (PO)**

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 and/or 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 within three (3) working days from receipt of notification.

- 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 and/or bac.ombudsman@hotmail.com.

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

ANNEX A
PRICE QUOTATION FORM

HON. MARIBETH T. PADIOS

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

Quotation No.	2018-0197-SEPT
PR No. (s)	CO-18-08-593
APP/SPPMP Code:	2018APP261
Canvass No.	1 st
Date:	11-Sept-2018
Authority:	53.9 (SVP)
Authority No.	18-241
Authority Date:	28-Aug-2018

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
				Title of Book	Author	Publisher			
1	190.00	1	pc.	Araw ng Kabaligtaran	Jomike Tejido	Tahanan Books / Anvil Publishing			
2	190.00	1	pc.	Si Juan ang Mausisang Pawikan	Jomike Tejido	Tahanan Books / Anvil Publishing			
3	190.00	1	pc.	Si Dong ang Matakaw na Dugong	Jomike Tejido	Tahanan Books / Anvil Publishing			
4	190.00	1	pc.	Si Rico ang Mapaglarong Tamaraw	Jomike Tejido	Tahanan Books / Anvil Publishing			
5	190.00	1	pc.	Si Macky ang Maliksing Paniki	Jomike Tejido	Tahanan Books / Anvil Publishing			
6	190.00	1	pc.	Si Bing ang Munting Butanding	Jomike Tejido	Tahanan Books / Anvil Publishing			
7	190.00	1	pc.	Si Gilas ang Haring Agila	Jomike Tejido	Tahanan Books / Anvil Publishing			
8	190.00	1	pc.	Si Maya, ang gaya-gayang Buwaya	Jomike Tejido	Tahanan Books / Anvil Publishing			
9	160.00	1	pc.	Sino po Sila? Book 1		Anvil Children			
10	160.00	1	pc.	Sino po Sila? Book 2		Anvil Children			
11	160.00	1	pc.	Sino po Sila? Book 3		Anvil Children			
12	160.00	1	pc.	Sino po Sila? Book 4		Anvil Children			
13	160.00	1	pc.	Sino po Sila? Book 5		Anvil Children			
14	150.00	1	pc.	Sakay Na	Kristine Canon	Anvil Early Learning			
15	150.00	1	pc.	Pahingi Po	Kristine Canon	Anvil Early Learning			
16	150.00	1	pc.	Bible 123 Coloring Book (1)	Andy Smith	Hiyas			
17	150.00	1	pc.	Bible 123 Coloring Book (2)	Andy Smith	Hiyas			
18	150.00	1	pc.	Bible Places Activity	Andy Smith	Hiyas			
19	120.00	1	pc.	The ABC's of Jesus Resurrection	Vince Burke	Hiyas			
20	120.00	1	pc.	Coming Home	Grace Chong	Hiyas			
21	120.00	1	pc.	That First Sunday	Grace Chong	Hiyas			
22	100.00	1	pc.	Nico and Alug in Manobland	Harvey Ong	Hiyas			

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Authority:	53.9 (SVP)
Authority No.	18-241
Authority Date:	28-Aug-2018

Item No.	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS			Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
				Title of Book	Author	Publisher			
23	100.00	1	pc.	Bully vs. Bully		Hiyas			
24	120.00	1	pc.	The Secret of Samson's Strength		Hiyas			
25	120.00	1	pc.	The Story of How Everyting Began		Hiyas			
26	100.00	1	pc.	So You Want to be Scientist	Elizabeth Ong	Hiyas			
27	100.00	1	pc.	So you want to be Nurse	Elizabeth Ong	Hiyas			
28	100.00	1	pc.	Meet my Super Dad	Maricel Laxa Pangilinan	Hiyas			
29	100.00	1	pc.	Roar (Wow God)		Hiyas			
30	120.00	1	pc.	Flaming Furnace, Fiery Faith		Hiyas			
31	120.00	1	pc.	God's got an Answer for that	Jon Nappa	Hiyas / Harvest House Publishers			
32	250.00	1	pc.	Elisha & God's Heavenly Army	Jojie Wong	Hiyas / Harvest House Publishers			
33	120.00	1	pc.	God of Fire, God of Rain	Yna Reyes	Hiyas / Harvest House Publishers			
34	120.00	1	pc.	What's in Jochebed's Basket	Beng Alba	Hiyas / Harvest House Publishers			
35	120.00	1	pc.	Who's Afraid of Giant Goliath	Jojie Wong	Hiyas / Harvest House Publishers			
36	120.00	1	pc.	One Might Awesome, Incredible	Yna Reyes	Hiyas / Harvest House Publishers			
37	110.00	1	pc.	Bully Saurus Rex	Robert Magruson	Hiyas / Harvest House Publishers			
38	110.00	1	pc.	Ang Paglalakbay ni Butirik	A.C. Balmes	Hiyas / Harvest House Publishers			
39	110.00	1	pc.	Big Brother	Grace Chong	Hiyas / Harvest House Publishers			
40	110.00	1	pc.	The Magic of Apo Mayon	Beth Parrocha	Hiyas / Harvest House Publishers			
41	140.00	1	pc.	Peter & Ahmed	Jojie Wong	Hiyas / Harvest House Publishers			
42	110.00	1	pc.	Signal # 3	Luis P. Gatmaitan	Hiyas / Harvest House Publishers			
43	140.00	1	pc.	Crying Children	Grace Chong	Hiyas / Harvest House Publishers			
44	140.00	1	pc.	Wanted cold, lamok ng Dengue	Luis P. Gatmaitan	Hiyas / Harvest House Publishers			
45	110.00	1	pc.	David and His New Classmates	Jojie Wong	Hiyas / Harvest House Publishers			

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				Title of Book	Author	Publisher			
46	140.00	1	pc.	May Giyera sa katawan ni Mark	Luis P. Gatmaitan	Hiyas/Harvest House Publishers			
47	140.00	1	pc.	Byahe ng mga Ibong Dayo	Luis P. Gatmaitan	Hiyas/Harvest House Publishers			
48	110.00	1	pc.	Aray, Nasugatan Ako!	Luis P. Gatmaitan	Hiyas/Harvest House Publishers			
49	110.00	1	pc.	Hello God Children's Prayers for all Occasion	Grace Chong	Hiyas/Harvest House Publishers			
50	110.00	1	pc.	Hello God Prayer for Every Mood	Grace Chong	Hiyas/Harvest House Publishers			
51	110.00	1	pc.	Hello God Children's Prayers for special People	Grace Chong	Hiyas/Harvest House Publishers			
52	120.00	1	pc.	Birth of Christ		MB Mc Caw			
53	120.00	1	pc.	David and Goliath		MB Mc Caw			
54	120.00	1	pc.	Father Abraham		MB Mc Caw			
55	120.00	1	pc.	Moses		MB Mc Caw			
56	120.00	1	pc.	Samson and Delilah		MB Mc Caw			
57	120.00	1	pc.	Miracle of Christ		MB Mc Caw			
58	120.00	1	pc.	Jonah and the Whale		MB Mc Caw			
59	250.00	1	pc.	Daniel and the Lions		MB Mc Caw			
60	250.00	1	pc.	My Key First Bible		Scandinavia Publishing House			
61	100.00	1	pc.	Bible Stories Coloring Book		Alligator Publishing			
62	130.00	1	pc.	Bible Stories from the Old Testament		Dreamland Publishing House			
63	340.00	1	pc.	My First ABC Book		Brown Watson			
64	210.00	1	pc.	My First Colors Book		Flower Pot Press			
65	210.00	1	pc.	My First Shapes Books		Flower Pot Press			
66	210.00	1	pc.	My First Words Things that Go		Flower Pot Press			
67	210.00	1	pc.	My First Words Things at Home		Flower Pot Press			
68	160.00	1	pc.	Danny the Digger Tell Time		Brown Watson			
69	160.00	1	pc.	I Can Tell the Time		Brown Watson			
70	270.00	1	pc.	Who am I?		The Book Company			
71	250.00	1	pc.	Buzzin Bugs (3-D Movie & Play fun)		The Book Company			
72	210.00	1	pc.	My ABC		Brown Watson			

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				Title of Book	Author	Publisher			
73	210.00	1	pc.	My First Phonics		Brown Watson			
74	210.00	1	pc.	My 123		Brown Watson			
75	500.00	1	pc.	My First Word Book About School		Usborne Publishing LTD			
76	210.00	1	pc.	Look and Find Around the Town		Wimbledon Publishing Co. LTD			
77	210.00	1	pc.	Look and Find by the River		Wimbledon Publishing Co. LTD			
78	100.00	1	pc.	Let's Learn Science (Our 5 Senses)		Tru Copy Publishing House			
79	100.00	1	pc.	Professor Honesty		The Clever Factory Inc			
80	100.00	1	pc.	Captain Kindness		The Clever Factory Inc			
81	100.00	1	pc.	Mighty Helper		The Clever Factory Inc			
82	100.00	1	pc.	Great Listener		The Clever Factory Inc			
83	100.00	1	pc.	Mega Manners		The Clever Factory Inc			
84	100.00	1	pc.	Super Sharer		The Clever Factory Inc			
85	180.00	1	pc.	My First Book of Fruits and Vegetables		Sterling Publishing Limited			
86	180.00	1	pc.	My First Book of Animals and Birds		Sterling Publishing Limited			
87	180.00	1	pc.	My First Book of My Body		Sterling Publishing Limited			
88	580.00	1	pc.	Baby's Big Busy Book	Karren Kate	Simon & Schuster Children's Publishing Division			
89	300.00	1	pc.	My First Bible Stories		Brown Watson			
90	150.00	1	pc.	My First Board Book of Flowers		Apple Publishing International Ltd.			
91	150.00	1	pc.	My First Board Book of Birds		Apple Publishing International Ltd.			
92	150.00	1	pc.	My First Board Book of Vehicles		Apple Publishing International Ltd.			
93	150.00	1	pc.	My First Board Book of Colours		Apple Publishing International Ltd.			
94	150.00	1	pc.	My First Board Book of Fruits		Apple Publishing International Ltd.			
95	150.00	1	pc.	My First Board Book of Vegetables		Apple Publishing International Ltd.			
96	150.00	1	pc.	My First Board Book of Animals		Apple Publishing International Ltd.			

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				Title of Book	Author	Publisher			
97	150.00	1	pc.	My First Board Book of Stationary		Apple Publishing International Ltd.			
98	150.00	1	pc.	Hansel and Gretel					
99	150.00	1	pc.	Puss in Boots					
100	400.00	1	pc.	Rumpelstilskin					
101	120.00	1	pc.	Ugly Duckling					
102	120.00	1	pc.	The Jungle Book					
103	120.00	1	pc.	The Bell					
104	150.00	1	pc.	Jack and the Beanstalk					
105	120.00	1	pc.	Robinhood					
106	120.00	1	pc.	The Adventure of Tom Sawyer					
107	120.00	1	pc.	Beauty and the Beast		Children's Reading www.bjain.com			
108	130.00	1	pc.	Sleeping Beauty		Children's Reading www.bjain.com			
109	110.00	1	pc.	Cinderella		Children's Reading www.bjain.com			
110	110.00	1	pc.	Snow White and the 7 Dwarfs		Children's Reading www.bjain.com			
111	110.00	1	pc.	Rapunsel		Children's Reading www.bjain.com			
112	110.00	1	pc.	The Frog Prince		Children's Reading www.bjain.com			
113	300.00	1	pc.	The Golden Goose					
114	110.00	1	pc.	The Elves and the Shoemaker					
115	110.00	1	pc.	The Ant and the Grasshopper					
116	120.00	1	pc.	Math Workbook for Kindergarden Book 1		E&G Trading			
117	120.00	1	pc.	Math Workbook for Kindergarden Book 2		E&G Trading			
118	1,600.00	1	set	Guinness Book of World's Record 2017					
GRAND TOTAL								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

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Page No. _____
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Series of _____