



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 **Shopping** for **“Nine (9) pcs. Puncher”** in accordance with **Section 52.1.b** 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 2018-0226-OCT**

Name of Project: **“Nine (9) pcs. Puncher”**

Total Approved Budget for the Contract (ABC): **₱ 13,500.00**

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

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

Deadline of submission: On or before **15 October 2018, 5:00 p.m. (2<sup>nd</sup> 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](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 within three (3) working days from receipt of notification.

- 1) Valid and Current Mayor’s / Business Permit 2018;
- 2) PhilGEPS Registration Number;
- 3) 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**

**HON. MARIBETH T. PADIOS**

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

Quotation No.	2018-0226-OCT
PR No. (s)	CO-18-03-083
APP/SPPMP Code:	2018APP099
Canvass No.	2 <sup>nd</sup>
Date:	02-Oct-2018
Authority:	52.1.b (Shopping)
Authority No.	18-074
Authority Date:	22-March-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
1	13,500.00	9	pcs.	<b>PUNCHER</b> <ul style="list-style-type: none"> <li>➤ Punches up to 100 sheets of bond paper at one time</li> <li>➤ 2-hole puncher with hole diameter of 9/32 inch</li> <li>➤ With ruler guide, chip tray &amp; non-skid base</li> </ul>			

\_\_\_\_\_  
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 D**

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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 \_\_\_\_\_