



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 – Alternative Method of Procurement (BAC-AMP), as duly authorized to conduct **Shopping** for **“Procurement of 4,000 reams Bookpaper, long, 8.5” x 13”, 80-85 gsm. white”** in accordance with **Section 52.1.b (Shopping)** 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 2018-0019-OCT (GAO)**

Name of Project: **“Procurement of 4,000 reams Bookpaper, long, 8.5” x 13”, 80-85 gsm. White”**

Total Approved Budget for the Contract: **₱960,000.00**

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

Specifications: See attached Annex “A”

Deadline of submission: **On or before November 6, 2018, 2:00 pm**

Delivery period: Within fifteen (15) calendar days upon receipt of Purchase Order


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-AMP Secretariat – Central Office, Second Floor, Ombudsman Annex 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_ampsec@ombudsman.gov.ph or thru facsimile at 926-8786.

Bidders/suppliers shall be required to submit the following documentary requirements.

- 1) Valid and Current Mayor's / Business Permit 2018;
- 2) PhilGEPS Registration Number.

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 1243 or 1238 or email us at bac_ampsec@ombudsman.gov.ph.


JULITA S. MAÑALAC-CALDERON *11/27*
Acting Director, Public Assistance Bureau/
Chairperson, BAC-AMP

**ANNEX A
PRICE QUOTATION FORM**

Quotation No.	QN-2018-0019-OCT (GAO)
PR No. (s)	CO-18-09-625 (GAO)
	2018APP 003
Canvass No.	1st
Date:	October 29, 2018
Authority:	52.1.b (Shopping)
Authority No.	BACRESO No. 17-2018
Authority Dates:	October 15, 2018

JULITA S. MAÑALAC-CALDERON
 Chairperson, Bids and Awards Committee-
 Alternative Method of Procurement
 Office of the Ombudsman
 Agham Road, North Triangle
 Diliman, Quezon City

Thru: BAC-AMP 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	P960,000.00	4,000	rms	Bookpaper, Long, 8.5" x 13", 80-85 gsm, white (Pls submit minimum of 10 sheets as sample, marked with company name and/or signed by the proprietor or company's representative, and current DOST Certificate (Substance Test Results of Bookpaper)			

Deadline of Submission: On or before November 6, 2018, 2:00 pm

 Name of Authorized Representative

 Signature

 Date

Bidder/Supplier's Information:

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPSReg'n Cert. No.:	
PhilGEPSReg'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).