



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 “**Various Office Equipment (Chairs, Tables, Steel Filing Cabinets and Steel Storage Cabinets)**” 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 2019-0006-JAN**

Name of Project: “**Various Office Equipment (Chairs, Tables, Steel Filing Cabinets and Steel Storage Cabinets) (23 items)**”

Approved Budget for the Contract (ABC): **₱ 510,700.00**

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

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

Deadline of submission: On or before **15 January 2019, 5:00 p.m.**

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 shall be required to submit the following documentary requirements together with their quotation:

- 1) Valid and Current Mayor’s / Business Permit 2018 or 2019;
- 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.	2019-0006-JAN
PR No. (s)	Various end-users
APP/SPPMP Code:	Various IAPP Codes
Canvass No.	1 st
Date:	09 -Jan-2019
Authority:	53.9 (SVP)
Authority No.	19-022
Authority Date:	11-Dec-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.	PR No. IAPP Code	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
1	CO-19-12-080 IAPP015 PIAB-C	6,000.00	2	units	Chair, Clerical - Swivel-type with low backrest - With two (2) polyurethane armrest - Leatherette of fabric upholstery, color: black or gray - With tilting adjustable gas lift mechanism and 5-prong star-shape and metal plated chair base with twin-caster rollers			
2	CO-19-12-077 IAPP016 PIAB-C	60,000.00	15	units	Chair, Conference - Swivel-type with high backrest - With two (2) polyurethane armrest - Leatherette of fabric upholstery, color: black or gray - With tilting adjustable gas lift mechanism and 5 prong star-shape and metal plated chair base with twin-caster rollers			
3	CO-19-12-079 IAPP018 PIAB-C	16,500.00	4	units	Chair, Junior Executive - Swivel-type with high backrest (with minimum of 27" H) - With two (2) polyurethane armrest - Leatherette of fabric upholstery, color: black or gray - With tilting adjustable gas lift mechanism and 5 prong star-shape and metal plated chair base with twin-caster rollers			
4	CO-19-12-042 IAPP018 OLA Proper	22,500.00	5	units	Chair, Junior Executive - Swivel-type with high backrest - With two (2) polyurethane armrest - Leatherette or fabric black or gray - With tilting adjustable gas lift mechanism - With five (5) prong star base with twin caster rollers - One (1) year warranty under normal conditions			
5	CO-19-12-059 IAPP018 PIAB-D	48,000.00	8	units	Chair, Junior Executive - Elegant design - Thick Ergo dynamic cushion - Maximum weight capacity: 95 kg - Tilt mechanism - 320mm Nylon Base and Nylon Casters - Pneumatic height adjustment - 360 degrees swivel function			

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6	CO-19-12-060 IAPP018 PIAB-F	7,200.00	4	units	Chair, Junior Executive - Swivel-type with high backrest (with minimum of 27" H) - With two (2) polyurethane armrest - Leatherette or fabric upholstery - color: black or gray - With tilting adjustable gas lift mechanism and 5 prong star-shape and metal plated chair base with twin-caster rollers - One year warranty			
7	CO-19-12-095 IAPP020 PIAB-D	8,000.00	1	unit	Chair, Senior Executive - Elegant design - Thick Ergo dynamic cushion - Maximum weight capacity: 95 kg - Tilt mechanism - 320mm Nylon Base and Nylon Casters - Pneumatic height adjustment - 360 degrees swivel function			
8	CO-19-12-068 IAPP020 PAMO I Proper	6,000.00	1	unit	Chair, Senior Executive - Swivel type with high backrest (with minimum of 27" H) - With two (2) polyurethane armrest - Leatherette or fabric upholstery, color: black or gray - With tilting adjustable gaslift mechanism and 5 prong star-shape and metal plated chair base twin-caster rollers			
9	CO-19-12-051 IAPP021 OODO Proper	50,000.00	20	units	Chair, Stack-up - Black frame – with or without arms - Plastic back - Meets all BIFMA standards - Width: 24" - Depth: 17.5" - BACK: 17" w x 12" h (32.25" overall) - SEAT WIDTH: 17" - SEAT DEPTH: 17.5" - SEAT HEIGHT: 18" - ARM HEIGHT: 9" - WEIGHT (lbs.): 18			
10	CO-19-12-078 IAPP023 PIAB-C	6,000.00	2	units	Chair, Visitors - Swivel-type with low backrest - With two (2) polyurethane armrest - Leatherette or fabric upholstery, color: black or gray - With tilting adjustable gas lif mechanism and 5 prong star-shape and metal plated chair base with twin-caster rollers			

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11	CO-19-12-039 IAPP026 MISS	10,000.00	1	unit	Lateral Steel Cabinet (3 Layers) <ul style="list-style-type: none"> - Lateral, gauge 22; - 3 layers with double railing and recessed handle; - Full extension ball bearing drawer slides; provision for vertical and horizontal filing; 1 vertical steel divider per drawer; - Size: H42" x W36" x D20"; - Finishing: powder-coated, smooth; - Color: Gray - With lock 			
12	CO-19-12-061 IAPP030 PIAB-F	18,000.00	4	units	Steel File Cabinet <ul style="list-style-type: none"> - Made of all steel, gauge 22 - Finishing: powder coated – gray - <u>52" x 28.5"W x 18.5"D</u> - Provided with four (4) vertical type drawers - Each drawer is equipped with a detachable divider, roller bearings gliding on steel railings - With metal cardholder - With built-in handle - All drawers controlled by a centralized key lock - With a provision for bar lock with flat bar - One year warranty 			
13	CO-19-12-044 IAPP034 OMB Security	13,000.00	1	unit	Shelves, Steel Open Type <ul style="list-style-type: none"> - 5 layer - High quality cold-rolled steel - Slotted Upright Frames: 2.0mm x 1.5" x 1.5" - Gauge No. 22 for shelving - Adjustable shelves - With triangular bracing for anti-sway purposes - 100 kilograms maximum load per shelf - Powder coated finish: Smooth Beige or Gray color 			
14	CO-19-12-062 IAPP035 PIAB-F	5,000.00	1	unit	Steel Storage Cabinet <ul style="list-style-type: none"> - All steel, gauge 22, provided with 5 adjustable shelves - 72 inches H x 36 inches W x 18 inches D - Complete with lock and duplicate key - With two swing type doors - Finishing: powder coated - Color: gray - One year warranty 			

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15	CO-19-12-043 IAPP030 OLA Proper	24,000.00	3	units	Steel Storage Cabinet, 2-Door - All steel gauge 22, provided with 5 adjustable shelves - Complete with lock and duplicate key - With two swign type doors - Finishing: enamel paint - Color: gray - One year warranty			
16	CO-19-12-075 IAPP036 PIAB-C	15,000.00	2	units	Table, Clerical - Melamine - With two (2) mobile drawer			
17	CO-19-12-094 IAPP037 PIAB-D	24,000.00	8	units	Table, Computer - Tower type with 3 layers - Wooden black - Heavy duty base with roller			
18	CO-19-12-063 IAPP037 PIAB-F	8,000.00	4	units	Table, Computer - Sleek-type - 3-layers			
19	CO-19-12-069 IAPP038 PMB	35,000.00	5	units	Table, Junior Executive - Ergonomic design - With side drawers on both sides and center drawer with lock - Melamine top board scratch proof and has ducknose edge for safety - Color: Mahogany brown - Size: Length: 48 inch; Depth: 24 inch; Height: 30 inch			
20	CO-19-12-052 IAPP038 OODO Proper	57,500.00	5	units	Table, Junior Executive, Melamine Two (2) detached mobile - Brand new; - Rectangular shaped desk made of melamine faced chipboard; - Panel type with attached center drawer with key lock; - Supplied with two (2) detached mobile pedestal drawers with key lock; and - With dimensions of 1600mmW x 700mmD x 740mmH.			
21	CO-19-12-064 IAPP038 PIAB-F	30,000.00	4	units	Table, Junior Executive - Brand new; - Rectangular shaped desk made of melamine faced chipboard; - Panel type with attached center drawer with key lock; - Supplied with two (2) detached mobile pedestal drawers with key lock; - Size: 1600mmW x 700mmD x 740mmH - One year warranty			

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22	CO-19-12-076 IAPP038 PIAB-C	30,000.00	4	units	Table, Junior Executive - Melamine - With two (2) mobile drawer				
23	CO-19-12-093 IAPP039 PIAB-D	11,000.00	1	unit	Table, Senior Executive - Rectangular shape - Laminated melamine face chipboard - Panel type with attached centre drawer with keylock - Supplies with two (2) detachable mobile pedestal drawers with key lock - Size: 1600mmW x 700mmD x 740mmH - Warranty: 1 year warranty on service and parts under normal conditions				
GRAND TOTAL									

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

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