



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Office of the Deputy Ombudsman for Luzon
Agham Road, Diliman, Quezon City 1104

REQUEST FOR QUOTATION

The Office of the Deputy Ombudsman for Luzon (OMB-LUZON), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers/distributors to quote their lowest price on the item/s listed below subject to the General Conditions stated herein and submit the same duly signed by their authorized representatives not later than 23 January 2019, to wit:

Name of Project/Item: **LEASE OF VENUE WITH FOOD
AND SOUND SYSTEM**

Terms of Reference:

I. TECHNICAL SPECIFICATIONS:

pax	LEASE OF VENUE WITH FOOD AND SOUND SYSTEM	650/pax
	I. USE OF VENUE FOR THREE (3) DAYS	
	(February 7, February 21 and March 7, 2019)	
	Can accommodate at least:	
	a) 86 pax on February 7, 2019 @ 8am – 4:30pm	
	b) 87 pax on February 21, 2019 @ 8am – 4:30pm	
	c) 87 pax on March 7, 2019 @ 8am – 4:30pm	
	With use of the following:	
	a) Sound system with at least 2 microphones	
	b) With use of projector and projector screen	
	c) With chairs and	

X-----X

	tables (skirting included)	
	d) With spacious area for indoor or covered space for activities	
	e) Located in Urdaneta or Villasis or Rosales or Binalonan	
	II. FOOD	
	a) For 86 pax on February 7, 2019	₱55,900.00
	b) For 87 pax on February 21, 2019	₱56,550.00
	c) For 87 pax on March 7, 2019	₱56,550.00
	-Must include AM/PM Snacks (sandwich or pasta or native delicacies, soda, bottled water)	
	-Lunch (rice, 2 variants dish, dessert, soda, bottled water)	
	Others: Amenities (managed buffet, free flowing coffee and milo, purified water)	
	Please indicate other seminar amenities to be offered for free if necessary	
	CIC Leadership Training on February 7, February 21 and March 7, 2019	

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is Php169,000.00.

x-----x

III. SCHEDULE OF DELIVERY

For goods and services, delivery shall be made within ten (10) working days upon receipt of the Purchase Order to OMB-Luzon.

IV. REMUNERATION AND TERMS OF PAYMENTS

1. The supplier shall be paid in check in its full amount subject to deduction of applicable withholding taxes upon OMB-LUZON's issuance of the corresponding Certificate of Acceptance.
2. Payment shall be CHARGED ACCOUNT, unless specified.

V. GENERAL CONDITIONS

1. PhilGEPS Registration Number, Mayor's or Business Permit, Income or Business Tax Return and Notarized Omnibus Sworn Statement (for ABC's above Php50,000.00) shall be attached upon submission of the Quotation.
2. All quotations shall be valid for 45 days from the deadline of submission and considered as fixed prices and not subject to price escalation during the contract implementation.

Please see sample Omnibus Sworn Statement.

For further inquiries, please coordinate with Atty. Joyful Josette T. Kiamzon at (02) 4797300 local 4357. Interested bidders/suppliers may submit their quotations on or before the deadline of submission of price quotations to the OMB-LUZON BAC Secretariat, 3rd Floor Ombudsman Building, Agham Road, Diliman, Quezon City or through electronic mail at bacsecluzon@gmail.com, and/or through facsimile at (02) 920-3389.



ADORACION A. AGBADA

Bids and Awards Committee Chairperson
Office of the Deputy Ombudsman for Luzon

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]