



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

## REQUEST FOR QUOTATION

To: \_\_\_\_\_

Contact No(s): \_\_\_\_\_

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 February 15, 2019:

**Name of Project/Item: Lease of Venue with Food and Accommodation for OMB-Luzon Finance and Administrative Bureau Operational Planning on 14-15 March 2019 (Preferably Subic, Angeles/ Pampanga)**

### Terms of Reference:

#### I. TECHNICAL SPECIFICATIONS:

Qty.	Unit	Specifications	Unit Price	Total Price	Remarks
35	pax	<b>FUNCTION ROOM:</b> Can accommodate 35 pax (well-lighted function room), sound system, at least 2 microphone, projector with screen, whiteboard, comfortable tables and chairs 35 pax (2 days) with free flowing coffee and drinking water (hot/cold) <b>FOODS: (Inclusive)</b> <i>DAY 1:</i> AM Snack/ Lunch/ PM Snack/ Dinner (35 pax) (with at least 2 viands, fish, meat, vegetable, soup, dessert, juice/soda)		PhP120,000.00	

	<p>DAY 2: Breakfast/ AM Snack/ Lunch/ PM Snack (35 pax) (with at least 2 viands, fish, meat, vegetable, soup, dessert, juice/soda)</p>			
	<p><b>ACCOMMODATION:</b> Can accommodate 35 pax for an overnight stay on March 14, 2019 with bathroom, toiletries, and beddings.  <ul style="list-style-type: none"> <li>• Regular Rooms for 12 Males and 20 Females</li> <li>• 1 Room for Guest</li> <li>• 1 Room for VIP</li> </ul> </p>			
	<p>With reserved and secured parking for at least ten (10) vehicles</p>			

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is PhP120,000.00.

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. New suppliers/bidders whose name is not yet included in the PhilGEPS Certificate of Registration or

Membership or has no record in this Office's BAC database shall submit a copy of its PhilGEPS Registration Certificate, Mayor's or Business Permit, Income or Business Tax Return and Notarized Omnibus Sworn Statement (for ABC's above Php50,000.00) upon submission of their Quotation.

Please see sample Omnibus Sworn Statement attached as Annex "A."

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.

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, 3<sup>rd</sup> Floor Ombudsman Building, Agham Road, Diliman, Quezon City or through electronic mail at [bacsecluzon@gmail.com](mailto: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]

## 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]



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]