



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
OFFICE OF THE DEPUTY OMBUDSMAN FOR THE VISAYAS
Regional Office No. VIII, Marasbaras, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATIONS

Quotation Number: **2019-03-005**

The Office of the Ombudsman (Visayas), Regional Office No. VIII, Tacloban City, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement** for the **“Procurement for the Delivery of Security Services for One (1) Year Period” (1st canvass)** 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.

Name of Project: **“Procurement for the Delivery of Security Services for One (1) Year Period” (1st canvass)**

Total Approved Budget for the Contract (ABC): **₱ 694,976.06**

Location: **Office of the Ombudsman (Visayas) RO8, Marasbaras, Tacloban City**

Specifications: **See attached Annex “A” & “B2”**

Deadline of submission: **March 27, 2019 at 1:00 p.m.**

Delivery period: **One (1) Year Period**

Interested bidders/suppliers are required to submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids at the BAC Secretariat – 3/F LY Building, Fatima Village, Barangay 77, Marasbaras, Tacloban City. Bidders/suppliers have the option to submit open or sealed quotations in the address given above. Open quotations may be submitted thru email at bacomb17reg8@yahoo.com or thru facsimile at (053) 523-3042/523-4010.

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

- 1) Valid and Current Mayor’s / Business Permit 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-Visayas Regional 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 and responsive bidder which complies with the minimum technical specifications (Annex A), General Terms and Conditions (Annex B1) and Conformity to Technical Specifications (Annex B2).

For further inquiries you may reach us at (053) 523-3042/523-4010/321-7969.

(SGD) CYRENE THERESA Q. DOLINA
BAC Head Secretariat

ANNEX A
PRICE QUOTATION FORM

| | |
|-----------------------|-----------------|
| Quotation No. | 2019-03-005 |
| PR No. (s) | 2019-01-003 |
| APP/SPPMP Code: | A.1.a |
| Canvass No. | 1 st |
| Date: | 20-Mar.-2019 |
| Authority: | Sec. 53.9 (SVP) |
| Authority/Reso. No.: | 2019-02-003 |
| Authority/Reso. Date: | 21-Feb.-2019 |

ATTY. ALFRED YANN G. OGUIB
Chairperson, Bids and Awards Committee
Office of the Ombudsman-Visayas
Regional Office No. VIII
3/F LY Bldg., Fatima Village
Brgy. 77, Marasbaras
6500 Tacloban City

Thru: BAC Secretariat - Tacloban Regional Office

Dear Sir:

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 of Measure | OMBUDSMAN SPECIFICATIONS | Bidder's offer (Tech. spec/brand, if applicable) | Unit Price | Total Price |
|----------|--------------------|------|-----------------|--|--|------------|-------------|
| 1 | 562,698.86 | 3 | Person | <p>PROCUREMENT FOR THE DELIVERY OF SECURITY SERVICES FOR ONE (1) YEAR PERIOD TO OMB RO8, TACLOBAN CITY</p> <p>A. Provide the Office of the Ombudsman (Visayas) Regional Office No. VIII on a daily basis, Sundays, and holidays included, a twenty four-hour (24) Security Guard Contingency for one (1) year, consisting of the following:</p> <p>1. <i>Description:</i></p> <p>a. MALE security guards for seven (7) days a week <i>[Duty is on a daily basis, including Sundays & holidays, eight (8)-hour duty]</i></p> <p>b. FEMALE security guard for five (5) days a week <i>(Duty from Mondays to Fridays only, excluding holidays, 8:00 AM - 12:00NN & 1:00 PM - 5:00 PM only)</i></p> <p>2. Provide various equipment and materials <i>(See attached List of Equipment and Materials to be Provided by the Winning Bidder)</i></p> <p>B. Shall strictly pay the security guards' remuneration in accordance to the latest Wage Order of the RTWPB and legal benefits under the Labor Code and other applicable laws to include but not limited to the following:</p> <ol style="list-style-type: none"> 1. 13th Month Pay 2. Holiday Pay 3. Night Shift Differential 4. SSS Contribution 5. PhilHealth Contribution 6. HDMF (Pag-IBIG) Contribution <p>NOTE:</p> <p>1. <i>Price Quotation/Financial Proposal should be attached with a separate Cost Breakdown for Male and Female Security Guards (see attached Price Schedule).</i></p> | | | |
| | 132,277.20 | 1 | Person | | | | |

| Item No. | Total ABC (in Php) | Qty. | Unit of Measure | OMBUDSMAN SPECIFICATIONS | Bidder's offer (Tech. spec/brand, if applicable) | Unit Price | Total Price |
|--------------------|--------------------|------|-----------------|--|--|------------|-------------|
| | | | | <p>CONTINUATION: (Page 2 of QN No. 2019-03-005)</p> <p>2. Suppliers must submit the following additional documents prior to the deadline of submission of offer/s or quotations:</p> <p>a. Conformity to Technical Specifications (Annex B2) together with Monthly Disposition Report of Licensed Firearms as of December 2018 or latest; List of Communications Devices Owned; and List of Motor Powered Vehicles Owned, as mentioned in E.2 Resources of the attached Supplier's Conformity to Technical Specifications.</p> <p>b. Valid PNP License to Operate per RA No. 5487 and/or Certificate of Under Process</p> | | | |
| GRAND TOTAL | | | | | | | |

Signature Over Printed Name of Proprietor/
Authorized Representative

Date

Bidder/Supplier's Information:

| | |
|-------------------------------|--|
| Company Name: | |
| Address: | |
| Tel/Fax No.: | |
| Email Address: | |
| PhilGEPS Reg'n No./Cert. No.: | |
| PhilGEPS Reg'n valid until: | |

ANNEX B1

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.** Must be within the contract period.
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. **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.
9. **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 A), 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 B2

CONFORMITY TO TECHNICAL SPECIFICATIONS

Suppliers must in their Statement of Compliance state either “*Comply*” or “*Not Comply*” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Supplier’s Bid/Offer and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid/Offer under evaluation liable for rejection.

| Item | Specification | Statement of Compliance |
|---|---|-------------------------|
| A. Scope of Work or Services to be Rendered: | | |
| <p>The Security Agency shall provide the following specific services to guard, patrol, protect and keep watch of office premises, officials and employees, properties and records in accordance with existing laws within the tour of duty:</p> | | |
| A.1 | Protect the general interest of the Procuring Entity (PE). | |
| A.2 | Guard and secure all property of the PE or its officers/employees within its area of responsibility. | |
| A.3 | Strictly implement standing rules, regulations, guidelines and policies prescribed by the PE. | |
| A.4 | Prevent the commission of any unlawful or illegal acts within the assigned PE’s premises or its area of responsibility. | |
| A.5 | Report and provide assistance in cases of any sign of disorder, riots, strike or any serious violation of the law. | |
| A.6 | Protect PE or government property from theft, robbery, pilferage or damage. | |
| A.7 | Report and provide assistance in cases of any emergency situations, such as fire, typhoon, or natural calamities. | |
| A.8 | Perform their task in accordance with the Eleven General Orders, Code of Ethics and Code of Conduct of Security Guards as stated in Republic Act No. 5487 (Act Governing the Organization and Management of Private Security Agencies). | |
| B. Manpower Qualifications | | |
| <p>The Security Guards and Guard Supervisors to be posted and fielded to the PE shall have the following qualifications:</p> | | |
| On Security Guards: | | |
| B.1 | Of good moral character and reputation, courteous, alert and without criminal or police record; | |
| B.2 | Physically and mentally fit; | |
| B.3 | Not less than 21 nor more than 50 years of age; | |
| B.4 | At least 5 feet and 4 inches in height; | |
| B.5 | Duly licensed and properly screened and cleared by the Philippine National Police, National Bureau of Investigation, and other government offices issuing clearances for employment; | |
| B.6 | In proper uniform and with other security paraphernalia as indicated below; | |

| Item | Specification | Statement of Compliance |
|---|--|-------------------------|
| B.7 | Armed with firearms with sufficient ammunition indicated below at all times during hours of duty; | |
| B.8 | Must have passed the Neuro-Psychiatric Exam; and | |
| B.9 | In possession of such other qualifications required by RA No. 5487, as amended. | |
| On Guard Supervisors: | | |
| B.10 | College graduate; | |
| B.11 | Must have at least three (3) years security related experience; | |
| B.12 | Possess a valid driver's license; and | |
| B.13 | Must have a Security Officer License issued by PNP. | |
| C. Obligations and Responsibility of the Security Agency | | |
| The Security Agency shall comply with the following obligations and responsibilities: | | |
| C.1 | Assume all losses in their areas of responsibility due to negligence/pilferages and negligence of their security guards. | |
| C.2 | Assume full responsibility for the acts of its SGs during performance of their duties. | |
| C.3 | Cooperate with the PE's official investigation of any suspected criminal activity or in case of theft or similar incidents in their assigned area. | |
| C.4 | Be responsible for the safety of their SGs in the performance of their duties in providing security services to the PE. | |
| C.5 | Provide the total number of guards required in the assigned area every shift per attached Schedule of Requirement. | |
| C.6 | Provide the SG on posts with the following security firearm, equipment and paraphernalia: | |
| C.6.1 | Minimum Provisions of Allowable Firearms (Licensed): - One (1) 9mm Pistol; and - One (1) 12 Gauge (Shotgun) | |
| C.6.2 | Two (2) Units, Handheld Radio & its Accessories | |
| C.6.3 | One (1) Piece, Storage Cabinet for equipment and materials/paraphernalia of SGs | |
| C.6.4 | One (1) Unit, Metal Detector - Handheld | |
| C.6.5 | One (1) Unit, Emergency Lamp for each security guard on duty | |
| C.6.6 | One (1) Piece, Nightstick for each security guard on duty | |
| C.6.7 | Office supplies for guards such as logbook, incident report form, leave form and other security and/or administrative forms | |
| C.6.8 | Other security paraphernalia as deemed necessary | |
| C.7 | Be responsible for the repair and maintenance of the items listed in No. C.6 hereof without cost to the PE. | |
| C.8 | Shall conduct a physical security survey and inspection prior to the posting of the guards to define the areas, buildings and other structures considered critical and vulnerable. | |
| C.9 | The Security Agency shall not change or replace the SG without prior notice and approval by the PE. | |

| Item | Specification | Statement of Compliance |
|---|---|-------------------------|
| C.10 | Have the SG changed or replaced at any time upon request of the PE for justifiable reasons within a period of one (1) week upon receipt of such request. | |
| C.11 | The agency shall not during the existence of its services or anytime thereafter disclose to any person or entity any information concerning the affairs of the Office of the Ombudsman which the agency may have acquired by reason of its services. | |
| <p>D. Satisfactory Level of Performance</p> <p>The Service Provider/Supplier shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include among others, the following:</p> <ol style="list-style-type: none"> a. Quality of service delivered b. Time management c. Management and suitability of personnel d. Contract administration and management e. Provision of regular progress reports | | |
| <p>E. Additional Set of Technical Parameters</p> | | |
| E.1 | Stability | |
| E.1.1 | Years of Experience – at least two (2) years in security operations. | |
| E.1.2 | Liquidity of Contractor – should have a current ratio (current assets/current liabilities) of 2:1. | |
| E.1.3 | Organizational Set-up – must be compliant to RA No. 5487 | |
| E.1.4 | Must have a main and/or branch office located in Tacloban City/Palo, Leyte. | |
| E.1.5 | <p>Have an ongoing and/or completed contracts to at least three (3) government agencies and two (2) private entities within the year 2017 to present in Region VIII.</p> <p>The Security Agency shall submit a Statement of All Ongoing Contracts including Contracts Awarded but not yet Started and Statement of Bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid (<i>See attached sample forms</i>).</p> | |
| E.2 | Resources | |
| E.2.1 | <p>a) No. of Licensed Firearms – one (1) firearm for every three (3) security guards in the Security agency’s employ or compliance/submission of Monthly Disposition Report as of December 2018 or latest showing the abovementioned ratio.</p> | |
| E.2.2 | <p>No. & Kind of Communication Devices – The Security Agency shall provide List of Communications Devices Owned.</p> | |
| E.2.3 | <p>No. & Kind of Motor Powered Vehicles – The Security Agency shall provide List of Motor Powered Vehicles Owned.</p> | |
| E.2.4 | No. of Licensed Guards – at least 50 Security Guards | |

| Item | Specification | Statement of Compliance |
|-------|---|-------------------------|
| E.3 | Security Plan The Security Agency shall provide a detailed Security Plan for the PE. | |
| E.4 | Other factors | |
| E.4.1 | Completeness of Uniforms and Other Paraphernalia – Guards shall be neat and clean in appearance and shall wear the prescribed uniforms with the appropriate identification cards, required paraphernalia and firearm during their tour of duty. | |

Reminder: The supplier shall only state “**COMPLY**” or “**NOT COMPLY**” against each of the individual parameters of each Specification stating the corresponding performance parameter.

[Name & Signature of Supplier or Authorized Representative]

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 (VISAYAS), Regional Office No. VIII, Marasbaras, Tacloban City;
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 _____, 2019 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 (VISAYAS), Regional Office No. VIII, Marasbaras, Tacloban City 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 _____, 2019 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 (VISAYAS), Regional Office No. VIII, Marasbaras, Tacloban City 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 there in 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 _____, 2019 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 (VISAYAS) - REGIONAL OFFICE NO. VIII, TACLOBAN CITY** 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 _____,
2019, at _____.

Affiant

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 (VISAYAS) - REGIONAL OFFICE NO. VIII, TACLOBAN CITY**; 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 _____, 2019 affiant exhibited to me his/her _____ issued on _____ at _____, Philippines.

Notary Public

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