



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 **“One (1) lot Supply, Delivery and Installation of Accessories and Furniture and Fixtures for the Research and Special Studies Bureau (RSSB)”** 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 2019-0057-APR**

Name of Project: **“One (1) lot Supply, Delivery and Installation of Accessories and Furniture and Fixtures for the Research and Special Studies Bureau (RSSB)”**

Total Approved Budget for the Contract (ABC): **₱ 345,822.00**

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

Specifications: **See attached Annex “A”, Annex “A-1” (Terms of Reference), Annex “A-2” (Sample 3-D Layout of Work Stations) and Annex “A-3” (RSSB Floor Plan)**

One-Time Ocular Inspection: **26 April 2019, 10:00 a.m.**

Deadline of submission: On or before **03 May 2019, 5:00 p.m.**

Delivery period: **Must be within thirty (30) calendar days from the issuance of Purchase Order (PO) by the Office of the Ombudsman and receipt by the contractor/supplier;**

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](mailto:bac@ombudsman.gov.ph) and/or [bac.ombudsman@hotmail.com](mailto:bac.ombudsman@hotmail.com)) or thru facsimile at 479-7300 local 2206.

Bidders/suppliers offering the lowest calculated bid shall be required to submit the following documentary requirements within three (3) working days from receipt of notification.

- 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-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).

The contractor/supplier, within ten (10) calendar days upon signing of Notice of Award, shall submit a Performance Security to guarantee the faithful performance of its obligations in accordance with Section 39 of the Revised IRR of RA 9184, and shall remain valid until issuance of Final Certificate of Acceptance of the project by the Head of the Procuring Entity and/or its duly authorized representative.

For further inquiries you may reach us at 479-7300 local 2206 or email us at [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph) and/or [bac.ombudsman@hotmail.com](mailto:bac.ombudsman@hotmail.com).

(Sgd.) **JOSEPHINE VARGAS**  
Head, BAC Secretariat-Central Office

## ANNEX A

## PRICE QUOTATION FORM

Quotation No.	2019-0057-APR
PR No. (s)	CO-19-02-143
APP/SPPMP Code:	2019APP128, 2019SPPMP018
Canvass No.	1 <sup>st</sup>
Date:	24-Apr-2019
Authority:	53.9 (SVP)
Authority No.	19-083
Authority Date:	02-Apr-2019

**HON. MARIBETH T. PADIOS**

Chairperson, Bids and Awards Committee-Central Office  
Office of the Ombudsman  
Agham Road, North Triangle  
Diliman, Quezon City

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. APP Code	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
<b>1</b>	CO-19-02-143 2019APP128 2019SPPMP018 RSSB	345,822.00	1	lot	<p><b>Supply, Delivery and Installation of Accessories and Furniture and Fixtures for the Research and Special Studies Bureau (RSSB) with the following technical specifications:</b></p> <p><b>a. <u>11 units</u> Mobile Pedestal Cabinet with Three (3) Drawers</b></p> <ul style="list-style-type: none"> <li>- Fabricated in high quality cold-rolled steel plate, gauge # 22</li> <li>- Material/finish: steel with powder coating (with anti-rust protection)</li> <li>- With built in handle</li> <li>- With central lock, pen tray, file divider and 5 castors</li> <li>- Normal type</li> <li>- Approximate dimension: 400mm (W) x 500mm (D) x 650mm (H)</li> <li>- Color: gray (<i>see color of the partitions for reference</i>)</li> </ul> <p><b>b. <u>11 units</u> Lateral Cabinet with Two (2) Drawers</b></p> <ul style="list-style-type: none"> <li>- Fabricated in high quality cold-rolled steel plate, gauge # 22</li> <li>- Material/finish: steel with powder coating (with anti-rust protection)</li> <li>- With sliding door – with full extension 3-section ball bearing rail</li> <li>- With centralized key-lock mechanism</li> <li>- With anti-tilt mechanism</li> <li>- With file hangers</li> <li>- Approximate dimension: 900mm (W) x 450mm (D) x 720mm (H)</li> <li>- Color: gray (<i>see color of the partitions for reference</i>)</li> </ul>			

Quotation No.	2019-0057-APR
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Item No.	PR No. APP Code	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
					<p><b>c. 10 units Hanging Cabinet</b></p> <ul style="list-style-type: none"> <li>- Fabricated in high quality cold-rolled steel plate, gauge # 22</li> <li>- Material/finish: steel with powder coating (with anti-rust protection)</li> <li>- With key-lock mechanism</li> <li>- Approximate dimension: 1200mm (W) x 400mm (D) x 400mm (H)</li> <li>- Color: gray (<i>see color of the partitions for reference</i>)</li> </ul> <p><b>Note: To comply with attached Terms of Reference (Annex "A-1").</b></p>			
<b>GRAND TOTAL</b>								

\_\_\_\_\_  
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 A-1

### TERMS OF REFERENCE

#### SUPPLY, DELIVERY AND INSTALLATION OF ACCESSORIES AND FURNITURE AND FIXTURES FOR THE RESEARCH AND SPECIAL STUDIES BUREAU

##### 1. OBJECTIVE

This project aims to provide hanging and filing cabinets, including accessories, furniture and fixtures for the Research and Special Studies Bureau located at the 2<sup>nd</sup> Floor Office of the Ombudsman Annex Building, Agham Road, Diliman, Quezon City.

##### 2. SCOPE OF WORK

The work includes supply, delivery and installation of hanging, lateral and filing cabinets, for the abovementioned office, per approved layout plan (Annex “A”).

##### 3. TECHNICAL SPECIFICATIONS

Supply, delivery and installation of hanging, lateral and filing cabinets consisting of the following:

Technical Specifications	Quantity
<p><b>a. Mobile Pedestal Cabinet with Three (3) Drawers</b></p> <ul style="list-style-type: none"> <li>- fabricated in high quality cold-rolled steel plate, gauge # 22</li> <li>- material/finish: steel with powder coating (with anti-rust protection)</li> <li>- with built in handle</li> <li>- with central lock, pen tray, file divider and 5 castors</li> <li>- normal type</li> <li>- approximate dimension: 400mm (W) x 500mm (D) x 650mm (H)</li> <li>- color: <i>gray (see color of the partitions for reference)</i></li> </ul>	<b>11</b>
<p><b>b. Lateral Cabinet with Two (2) Drawers</b></p> <ul style="list-style-type: none"> <li>- fabricated in high quality cold-rolled steel plate, gauge # 22</li> <li>- material/finish: steel with powder coating (with anti-rust protection)</li> <li>- with sliding door – with full extension 3-section ball bearing rail</li> <li>- with centralized key-lock mechanism</li> <li>- with anti-tilt mechanism</li> <li>- with file hangers</li> <li>- approximate dimension: 900mm (W) x 450mm (D) x 720mm (H)</li> <li>- color: <i>gray (see color of the partitions for reference)</i></li> </ul>	<b>11</b>
<p><b>c. Hanging Cabinet</b></p> <ul style="list-style-type: none"> <li>- fabricated in high quality cold-rolled steel plate, gauge # 22</li> <li>- material/finish: steel with powder coating (with anti-rust protection)</li> <li>- with key-lock mechanism</li> <li>- approximate dimension: 1200mm (W) x 400mm (D) x 400mm (H)</li> <li>- color: <i>gray (see color of the partitions for reference)</i></li> </ul>	<b>10</b>

##### 4. MAINTENANCE REQUIREMENTS

The contractor/supplier shall provide the manpower whose undertaking includes maintaining the cleanliness of the Ombudsman areas, such that scraps/parts and other materials in the work areas and/or the materials that are no longer needed therein be immediately removed from the work place. The contractor/supplier shall also provide that necessary uniforms, identification tags and safety gears to its personnel while working.

##### 5. CONTRACT PERIOD

The contract period for procurement and/or service as described above shall be **thirty (30) calendar days, from the issuance of Purchase Order (PO) by the Office of the Ombudsman and receipt by the contractor/supplier**, inclusive of the period for them to secure government permits from the concerned agencies, unless otherwise agreed in the contract or whenever applicable.

## 6. MATERIALS, STANDARD AND MISCELLANEOUS PROVISIONS

The contractor/supplier shall be responsible for the delivery of all materials, tools and/or equipment to the correct workstation. All materials used shall be brand new and durable. All work for any installation shall be executed according to the approved layout plans. The quality of material or workmanship that is not to the satisfaction of the Procuring Entity and/or its duly authorized representative shall be rectified at the cost of contractor/supplier without additional cost to the Office of the Ombudsman.

In order to avoid disruption of office work, installation works should be made after office hours during weekdays, and whole day during weekends and holidays. The contractor shall accordingly advise this Office at least three (3) days prior to the scheduled work activities.

## 7. TERMS AND CONDITIONS

1. Failure to deliver the item(s) within the specified delivery period shall authorize the Office of the Ombudsman to impose a penalty of 1/10 of 1% of the Total Value of the undelivered item(s) for every day of non-delivery.
2. Goods are considered defective when they are unfit for the use for which they are intended, or the fitness for such is diminished.
3. The Office of the Ombudsman shall have the right to reject and require the replacement of the items and/or cancel the corresponding contract, if goods delivered are found defective.

## 8. PERFORMANCE SECURITY

The contractor/supplier, within ten (10) calendar days upon signing of Notice of Award, shall submit a Performance Security to guarantee the faithful performance of its obligations in accordance with Section 39 of the Revised IRR of RA 9184, and shall remain valid until issuance of Final Certificate of Acceptance of the project by the Head of the Procuring Entity and/or its duly authorized representative.

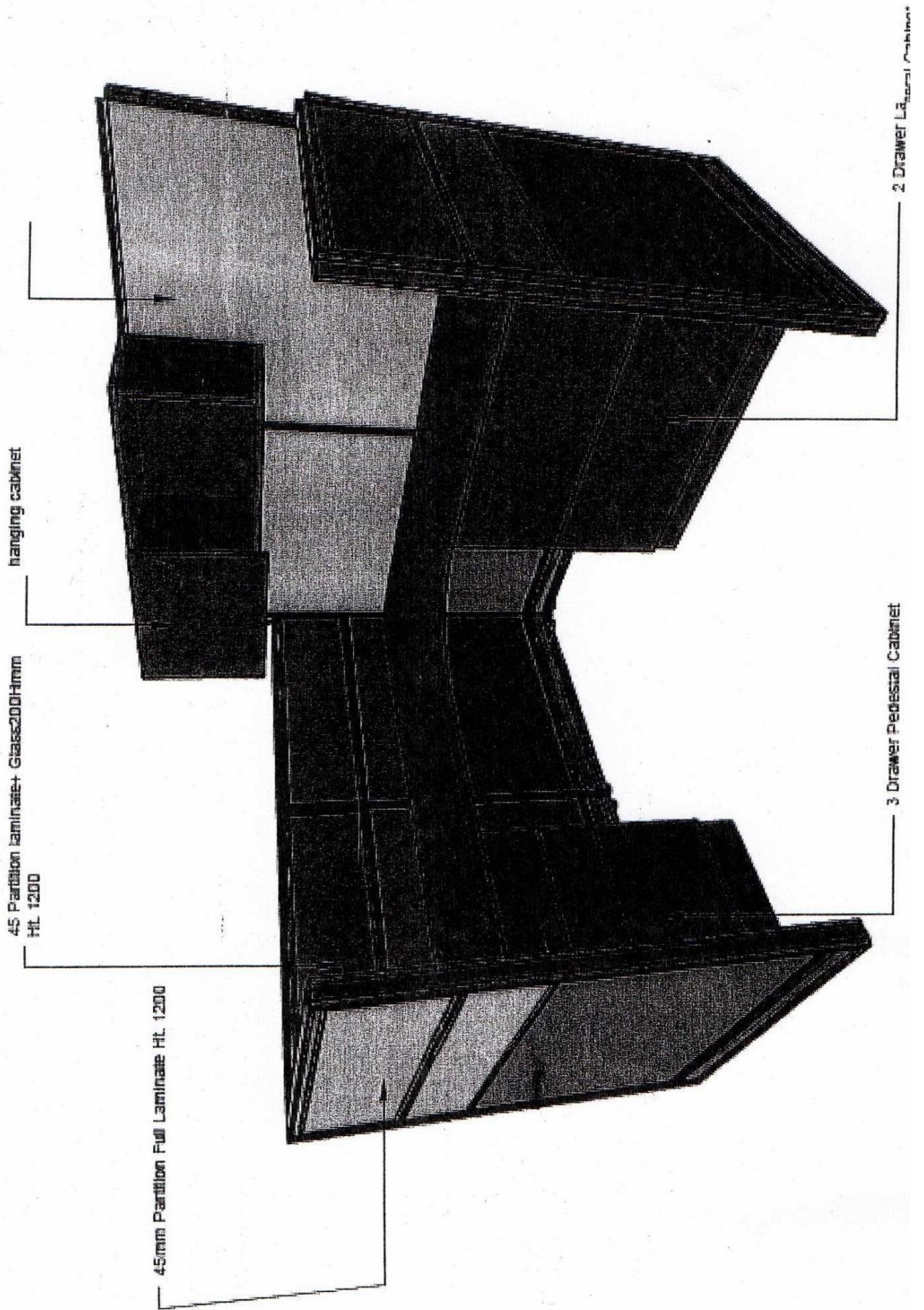
## 9. WARRANTY

The Warranty Period shall be one (1) year from the date of acceptance of delivered products/items as duly recommended by the Technical Inspection and Acceptance Committee (TIAC) and approved by the Head of the Procuring Entity (HOPE) or its duly authorized representative.

Consistent with Paragraph 2, Section 62.1 of the Revised IRR of RA 9184, a Warranty Security shall be applied to the supplier, by way of Retention Money, equivalent to five percent (5%) of the Total Contract Price, which shall only be released after the lapse of one year Warranty Period.

ANNEX A-2

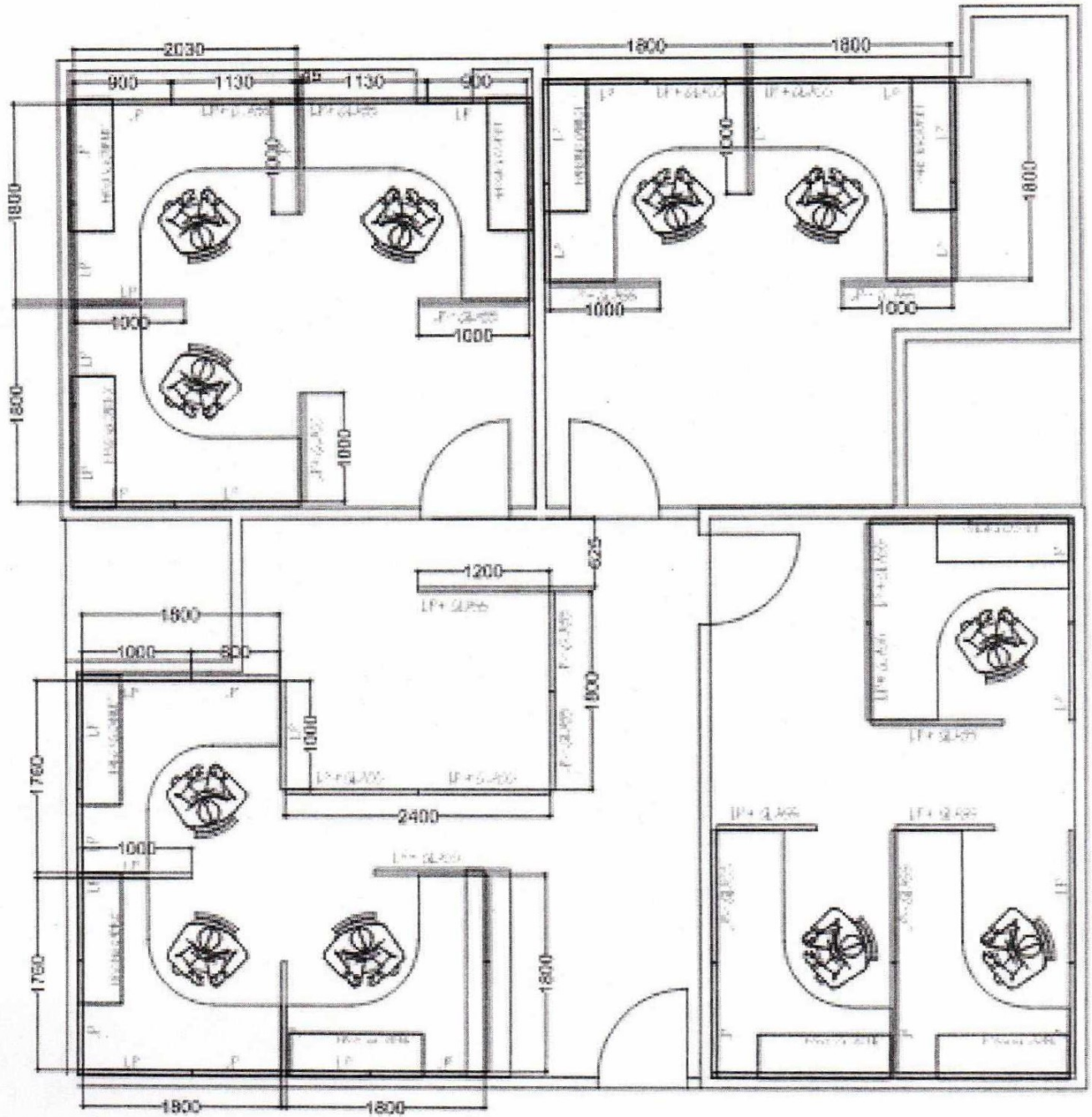
SAMPLE 3-D LAYOUT OF WORK STATIONS



### ANNEX A-3

### RSSB FLOOR PLAN

Research and Special Studies Bureau Floor Plan



## 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 thirty (30) calendar days from the issuance of Purchase Order (PO) by the Office of the Ombudsman and receipt by the contractor/supplier.**
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

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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 \_\_\_\_\_