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 Meals for the participants of "Training of Trainers for ITAPS Facilitators"(1 batch @ 20 pax/batch: May 27-28, 2019"** 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 2019-0063-MAY**

Name of Project: **"One (1) lot Meals for the participants of "Training of Trainers for ITAPS Facilitators"(1 batch @ 20 pax/batch: May 27-28, 2019"**

Total Approved Budget for the Contract (ABC): **₱ 20,000.00**

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

Specifications: **See attached Annex "A"**

Deadline of submission: On or before **20 May 2019, 9:00 a.m.**

Delivery period: **May 27-28, 2019**

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 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 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. for:) **JOSEPHINE VARGAS**
Head, BAC Secretariat-Central Office

Quotation No.	2019-0063-MAY
PR No. (s)	CO-19-05-276
APP/SPPMP Code:	2019APP227
Canvass No.	1st
Date:	17-May-2019
Authority:	53.9 (SVP)
Authority No.	19-089
Authority Date:	16-May-19

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

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
1	CO-19-05-276 2019APP227 OMB-Proper, NIC	20,000.00	1	lot	**TERMS OF REFERENCE** **Catering Services for the Conduct of "*Training of Trainers for ITAPS Facilitators*"** **I. Scope of Service** The service provider should be able to provide food and drinks, together with table and chairs set-up, with the following specifications: **General Requirements** 1. Price quotation for the catering services for whole day event on 27-28 May 2019 for 20 pax 2. Food to be served are AM Snacks, Lunch, and PM snacks with flowing coffee for the whole day event; 3. Inclusive of tables and chairs set-up; 4. Must be willing to cater in Quezon City; 5. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of three hundred sixty (360) calendar days. **Specific Requirements** The service provider shall provide the following meal requirements for noted estimated number of persons per event date in General Requirements #1.			

Quotation No.	2019-0063-MAY
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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
					1. Plated AM snacks – to be served at 9:30am; heavy snacks; 2. Buffet Lunch – to be served at 11:30am; must include soup, rice, appetizer, vegetable viand and two (2) meat viands (e.g. seafood, pork, beef, chicken), dessert, and one round of drinks; 3. Plated PM snacks – to be served at 3pm; light snacks 4. Free flowing coffee with provision for water station, throughout the function. 5. Proposed menu shall be submitted upon request by the Office of the Ombudsman; 6. Actual menu shall be subject to the approval of the Office of the Ombudsman. **II. Payment Scheme** The payment will be done through send bill arrangement, to be processed after the provision of the Statement of Account addressed to the Office of the Ombudsman.			
							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 **three hundred sixty (360)** 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. May 27-28, 2019**;

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 _____