



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Bids and Awards Committee – Central Office
Agham Road, Diliman, Quezon City 1104

SUPPLEMENTAL / BID BULLETIN NO. 1

QN 2019-0035-MAY: “Procurement of One Year Quarterly Preventive Maintenance of X-Ray Baggage Machine and One Year Preventive Maintenance of 375KVA & 75KVA Generator Set (1 Line Item)

AMENDMENT TO THE REQUEST FOR QUOTATION
30 May 2019

The BAC-AMP hereby issues the following amendments to the Price Quotation Form in QN 2019-0035-MAY:

PARTICULARS	ORIGINAL	BE AMENDED / MODIFIED TO:
Annex “A” PRICE QUOTATION FORM	One (1) Year Preventive Maintenance of 375KVA and 75KVA Generator Set.	One (1) Year Preventive Maintenance of 375KVA and 75KVA Generator Set. Technical Specifications for the One (1) Year Preventive Maintenance of 375KVA and 75KVA Generator Sets Scopes of Works: 1.) Provide qualified technician with right tools and equipment to conduct the monthly required maintenance period at specified place and would be on call 24/7 in case of breakdown. 2.) Perform suitable minor repair/adjustment to be undertaken on site requiring labor only provide total man-hours (Maintenance checkup and minor repair/adjustment time) does not exceed eight (8) hours. 3.) Provide assistance to the end-user or any authorized representative in accomplishing standard maintenance log sheets and records to accurately monitor maintenance activities. 4.) Provide services and checkup reports immediately upon completion of services rendered. 5.) Provide technical services to the end-user regarding latest product improvement and give recommendation for the owner's action. 6.) Conduct Quarterly performance of the unit/s so that any deviation from the factory standard and specification shall be brought to the owner's attention for correction. 7.) Perform inspection of the units on site and clean external parts of the engine and other related accessories. Preventive Maintenance Schedule (PMS): 1.) Check Oil 2.) Check Air Cleaner 3.) Check coolant level 4.) Check and inspect radiator hoses, fitting and champs 5.) Check fuel, oil and coolant leaks 6.) Check batteries voltage, including cables and terminals 7.) Check fuel level 8.) Check charging alternator & Belt / Fan Belt 9.) Check radiator water lever and cap Test Run Generator without load and check the condition of the following: - Engine oil pressure - Water Temperature - Voltage - Frequency - Hour Meter Protective Device shut down such as: - Low Oil Pressure - High Water Temp - Over Speed/Under Speed - Emergency Shutdown switch


Interested bidders/suppliers are required to submit the duly accomplished **Annex "A" Amended Price Quotation Forms** (herein attached) on or before the deadline of submission of bids at the BAC-AMP Secretariat – Central Office, Second Floor, Ombudsman Annex 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_ampsec@ombudsman.gov.ph) or thru facsimile at 926-8786.

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 2018;
- 2) PhilGEPS Registration Number;
- 3) Income / Business Tax Return (for ABCs above P500,000);
- 4) Omnibus Sworn Statement (OSS) "Annex C1/C2/C3" (for ABCs above P50K).
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.

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 1243 or 1238 or email us at bac_ampsec@ombudsman.gov.ph.


JULITA S. MAÑALAC-CALDERON
 Acting Director, Public Assistance Bureau
 Chairperson, BAC-AMP

**NOTE: KINDLY USE OMB
OFFICIAL QUOTATION FORMS
AND SUBMIT THE REQUIRED
DOCUMENTS. OTHERWISE, YOUR
BID WILL NOT BE CONSIDERED.**

ANNEX
AMENDED PRICE QUOTATION FORM

JULITA S. MAÑALAC-CALDERON
Chairperson, Bids and Awards Committee-
Alternative Method of Procurement
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Quotation No.	QN-2019-0035-MAY (GAO)
PR No. (s)	CO-19-04-065 (GAO) and CO-19-04-073 (GAO)
APP:	APP287 and APP289
Canvass No.	1 st
Date:	May 30, 2019
Authority:	53.9 (Small Value Procurement)
Authority No.	BACAMP-19-035
Authority Dates:	April 16, 2019

Thru: BAC-AMP 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.	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
2.	200,000.00	1	Lot	One (1) Year Preventive Maintenance of 375KVA and 75KVA Generator Set.			

Technical Specifications for the One (1) Year Preventive Maintenance of 375KVA and 75KVA Generator Sets

Scopes of Works:

- 1.) Provide qualified technician with right tools and equipment to conduct the monthly required maintenance period at specified place and would be on call 24/7 in case of breakdown.
- 2.) Perform suitable minor repair/adjustment to be undertaken on site requiring labor only provide total man-hours (Maintenance checkup and minor repair/adjustment time) does not exceed eight (8) hours.
- 3.) Provide assistance to the end-user or any authorized representative in accomplishing standard maintenance log sheets and records to accurately monitor maintenance activities.
- 4.) Provide services and checkup reports immediately upon completion of services rendered.
- 5.) Provide technical services to the end-user regarding latest product improvement and give recommendation for the owner's action.
- 6.) Conduct Quarterly performance of the unit/s so that any deviation from the factory standard and specification shall be brought to the owner's attention for correction.
- 7.) Perform inspection of the units on site and clean external parts of the engine and other related accessories.

Quotation No.	QN-2019-0035-MAY (GAO)
PR No. (s)	CO-16-04-065 (GAO) and CO-19-04-073 (GAO)
APP:	APP287 and APP289
Canvass No.	1 st
Date:	May 31, 2019
Authority:	53.9 (Small Value Procurement)
Authority No.	BACAMP-19-035
Authority Dates:	April 16, 2019

Preventive Maintenance Schedule (PMS):

- 1.) Check Oil
- 2.) Check Air Cleaner
- 3.) Check coolant level
- 4.) Check and inspect radiator hoses, fitting and champs
- 5.) Check fuel, oil and coolant leaks
- 6.) Check batteries voltage, including cables and terminals
- 7.) Check fuel level
- 8.) Check charging alternator & Belt / Fan Belt
- 9.) Check radiator water lever and cap

Test Run Generator without load and check the condition of the following:

- Engine oil pressure
- Water Tempereture
- Voltage
- Frequency
- Hour Meter

Protective Device shut down such as:

- Low Oil Pressure
- High Water Temp
- Over Speed/Under Speed
- Emergency Shutdown switch

Deadline of Submission: **On or before June 06, 2019 at 2:00 pm**

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 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 fifteen (15) calendar days upon receipt of Purchase Order;
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 – (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 – _____;
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 – (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 – _____ 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 – (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 – _____ 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** – _____ 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** – _____; 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 _____