



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: **2019-06-009**

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 Janitorial Services with Supplies and Messengerial Services for One (1) Year Period” (1<sup>st</sup> 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 Janitorial Services with Supplies and Messengerial Services for One (1) Year Period” (1<sup>st</sup> canvass)**

Total Approved Budget for the Contract (ABC): **₱ 317,927.08**

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

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

Deadline of submission: **June 13, 2019 at 5:00 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 & B3).

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

**(SGD) CYRENE THERESA Q. DOLINA**  
Head, BAC Secretariat

**ANNEX A**  
**PRICE QUOTATION FORM**

Quotation No.	2019-06-009
PR No. (s)	2019-03-008
APP/SPPMP Code:	A.1.a
Canvass No.	1 <sup>st</sup>
Date:	6-June-2019
Authority:	Sec. 53.9 (SVP)
Authority/Reso. No.:	2019-03-006
Authority/Reso. Date:	29-Mar.-2019

**ATTY. ALFRED YANN G. OGUIS**

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	158,963.54	1	Person	<p><b>PROCUREMENT FOR THE DELIVERY OF JANITORIAL SERVICES WITH SUPPLIES AND MESSENGERIAL SERVICES FOR ONE (1) YEAR PERIOD</b></p> <p>1. Description:</p> <p><b>A. MALE Utility</b> [Duty from Mondays to Fridays only, eight (8)-hour duty]</p> <p><b>1. Provide janitorial supplies and equipment:</b> (See attached List of Required Janitorial Supplies and Equipment)</p>	<input type="checkbox"/> comply			
2	158,963.54	1	Person	<p><b>B. MALE Messengerial Personnel</b> (Work schedule from Mondays to Fridays, excluding holidays, 8:00 AM - 12:00NN &amp; 1:00 PM - 5:00 PM only)</p> <p>- Shall strictly pay the janitor and messengers' 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"> <li>1. 13th Month Pay</li> <li>2. Holiday Pay</li> <li>3. SSS Contribution</li> <li>4. PhilHealth Contribution</li> <li>5. HDMF (Pag-IBIG) Contribution</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Price Quotation/Financial Proposal should be attached with a Cost Breakdown.</li> <li>2. The winning bidder for janitorial services must submit a Housekeeping Plan for the office prior to the contract signing.</li> </ol>	<input type="checkbox"/> comply			
<b>GRAND TOTAL</b>								

\_\_\_\_\_  
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 **ninety (90)** 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

The \_\_\_\_\_, with business and postal  
(Name of Supplier/Bidder-Agency)  
address at \_\_\_\_\_ hereby states its compliance  
(Address of Supplier/Bidder-Agency)  
with the technical specifications enumerated hereunder:

### SCOPE OF WORKS AND SPECIFICATIONS

#### HOUSEKEEPING

Qualifications:

1. At least high school level of education;
2. Minimum of one (1) year experience in housekeeping;
3. Must have a valid Police/NBI Clearance; and
4. Must submit a latest Barangay Clearance issued by the Barangay Chairman.

<b>Item</b>	<b>SPECIFICATIONS</b> <b>Must be able to perform the following duties and responsibilities:</b>
1	<b>DAILY Maintenance</b> <ul style="list-style-type: none"><li>- Sweeping, mopping and polishing of floors and spot scrubbing of areas where human traffic occurs to maintain cleanliness at all times;</li><li>- Dusting and cleaning of all glass tops, doors, window ledges, air vents and partitions, furniture and fixtures that require specialized maintenance;</li><li>- Cleaning and sanitizing of toilets and washrooms which include the use of special cleaning and sanitizing agents in the wash basin and toilet bowls;</li><li>- Disposal of trash, rubbish and garbage from the premises to receptacles provided for such purpose;</li><li>- Dusting and cleaning of office equipment, table tops, horizontal and vertical surfaces;</li><li>- Fogging of toilets and certain areas with deodorant and air fresheners;</li><li>- Care, watering and cultivation of indoor and outdoor plants located inside the rooms, halls and lobbies and other plants within the premises or area of the office;</li><li>- Reporting of all breakage, electrical malfunction and other breakdown of facilities and equipment that require immediate attention.</li><li>- Perform other functions as may be assigned by his/her immediate supervisor.</li></ul>
2	<b>WEEKLY Maintenance - General Cleaning of All Areas every Friday</b> <ul style="list-style-type: none"><li>- Washing and cleaning of inside glass windows and doors;</li><li>- Scrubbing of tiles with soap/cleaning agent and rinsing the same.</li></ul>
3	<b>MONTHLY Maintenance - Every 2<sup>nd</sup> Friday of the month</b> <ul style="list-style-type: none"><li>- Thorough general cleaning by way of scrubbing, spot checking of damaged tiles, removal of stains and others;</li><li>- Thorough cleaning and washing of inside walls and ceilings;</li><li>- Thorough cleaning, sanitizing and disinfecting of all washrooms and toilet fixtures;</li><li>- Washing and cleaning occasionally light diffusers, venetian blinds, screens, outside walls, ceilings etc.</li></ul>
4	The bidder is required to provide 2 sets of complete uniforms.

**Note:** Any reliever for Housekeeping shall be subject to prior screening.

\_\_\_\_\_  
[Name & Signature of Supplier or Authorized Representative]

## ANNEX B3

### CONFORMITY TO TECHNICAL SPECIFICATIONS

The \_\_\_\_\_, with business and postal  
(Name of Supplier/Bidder-Agency)  
address at \_\_\_\_\_ hereby states its compliance  
(Address of Supplier/Bidder-Agency)  
with the technical specifications enumerated hereunder:

### SCOPE OF WORKS AND SPECIFICATIONS

#### MESSENGER

Qualifications:

1. At least high school level of education;
2. Must be knowledgeable in the streets/locations of Tacloban City and nearby municipalities;
3. Minimum of one (1) year experience in messengerial services;
4. Must have a valid Police/NBI Clearance; and
5. Must submit a latest Barangay Clearance issued by the Barangay Chairman.

Item	<b>SPECIFICATIONS</b> <b>Must be able to perform the following duties and responsibilities:</b>
1	Perform messengerial functions such as mailing, delivery/pick-up of outgoing and incoming communications to and from other offices/agencies.
2	Deliver inter-office communications, circulars, memoranda and other related official documents.
3	Perform emergency purchase to nearby stores if needed.
4	Perform other functions as may be assigned by his/her immediate supervisor.
5	The bidder is required to provide at least 2 sets of complete uniforms.

**Note:** Any reliever for Messenger shall be subject to prior screening.

\_\_\_\_\_  
[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

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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 (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 \_\_\_\_\_