



Office of the Ombudsman

MINDANAO

Corner Earth and Libra Streets, GSIS Heights, Matina, Davao City

Website: www.ombudsman.gov.ph/www.philgeps.net.ph

REQUEST FOR QUOTATION

The Office of the Ombudsman – Mindanao Office, through its Bids and Awards Committee (BAC), as duly authorized to conduct Small Value Procurement/Shopping in accordance with Sections 53.9 and 52 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.

Supplier:	Quotation No: 2019-100 OCTOBER
Address:	PR No: 19-10-133, dated 1 October 2019
	Remarks: 1st Canvass
Tel. No.	Date: October 21, 2019

ATTY. MARIA ILUMINADA S. LAPID-VIVA

Chairperson, Bids and Awards Committee.

Office of the Deputy Ombudsman for Mindanao

Earth corner Libra Streets, GSIS Heights,

Matina, Davao City

Dear Sir/Madam:

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.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
	P 550,000.00	1 lot	VARIOUS OFFICE SUPPLIES			
1			120 btl., ALCOHOL, ethyl, 68%-70%, 500 ml (-5ml)	<input type="checkbox"/> Comply		
2			10 btl., STAMP PAD INK, purple or violet, 50mL	<input type="checkbox"/> Comply		
3			20 pads. NOTE PAD, stick on, 50mm x 76mm (2"x3") min	<input type="checkbox"/> Comply		
4			20 pads. NOTE PAD, stick on, 76mm x 100mm (3"x4") min	<input type="checkbox"/> Comply		
5			20 pads. NOTE PAD, stick on, 76mm x 76mm (3"x3") min	<input type="checkbox"/> Comply		
6			20 bks., NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	<input type="checkbox"/> Comply		
7			550 rms., PAPER, Multi-Purpose (COPY), A4, 70 gsm	<input type="checkbox"/> Comply		
8			1,550 rms., PAPER, Multi-Purpose (COPY), Legal, 70 gsm	<input type="checkbox"/> Comply		
9			10 rolls. PAPER, THERMAL, 55gsm, size: 215mm±1mm x 30m-0.3m	<input type="checkbox"/> Comply		
10			32 bks., RECORD BOOK, 300 pages, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
11			30 bks., RECORD BOOK, 500 pages, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
12			10 pcks., BATTERY, dry cell, AA, 2 pieces per blister pack	<input type="checkbox"/> Comply		
13			60 bxs., STAPLE WIRE, STANDARD (26/6) - Bronze	<input type="checkbox"/> Comply		
14			5 rolls. TAPE, ELECTRICAL, 18MM x 16m MIN.	<input type="checkbox"/> Comply		
15			113 rolls. TAPE, PACKAGING, width: 48mm (±1mm)	<input type="checkbox"/> Comply		
16			20 pcs., FLASH DRIVE, 16GB capacity	<input type="checkbox"/> Comply		
17			5 bxs., ENVELOPE, MAILING, white, XXX	<input type="checkbox"/> Comply		
18			110 bxs., FASTENER, METAL, 70mm between prongs	<input type="checkbox"/> Comply		
19			2 bxs., ENVELOPE, DOCUMENTARY, for A4 size document, 500's	<input type="checkbox"/> Comply		
20			2 bxs., FOLDER, expanding, Kraftboard, Legal (PINK) 100's	<input type="checkbox"/> Comply		

21			2 bxs., FOLDER, EXPANDING, Legal (GRAY), 100's	<input type="checkbox"/> Comply		
22			48 bxs., PAPER CLIP, metallic, length: 32mm min	<input type="checkbox"/> Comply		
23			63 bxs., PAPER CLIP, metallic, length: 48mm min	<input type="checkbox"/> Comply		
24			20 pcs., MARKER, PERMANENT, bullet type, black	<input type="checkbox"/> Comply		
25			13 pcs., MARKER, PERMANENT, bullet type, blue	<input type="checkbox"/> Comply		
26			25 pcs., MARKER, PERMANENT, broad type, black	<input type="checkbox"/> Comply		
27			18 pcs., MARKER, PERMANENT, broad type, blue	<input type="checkbox"/> Comply		
28			30 bxs., RUBBER BAND (JUMBO)	<input type="checkbox"/> Comply		
29			10 pcs., STAPLE REMOVER, PLIER-TYPE	<input type="checkbox"/> Comply		
30			250 pcs., SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	<input type="checkbox"/> Comply		
31			150 pcs., SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	<input type="checkbox"/> Comply		
32			50 pcs., SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	<input type="checkbox"/> Comply		
33			10 pcs., DATER, Rubber Stamp with RECEIVED Label	<input type="checkbox"/> Comply		
34			100 bxs., STAPLE WIRE, No. 10	<input type="checkbox"/> Comply		
35			10 pcs., STAPLER, Standard type, No. 10	<input type="checkbox"/> Comply		
36			20 btls., STAMP PAD INK, Black	<input type="checkbox"/> Comply		
37			5 btls., STAMP PAD INK, red	<input type="checkbox"/> Comply		
38			60 pcs., PEN, Ballpoint (black)	<input type="checkbox"/> Comply		
39			50 pcs., PEN, Ballpoint (blue)	<input type="checkbox"/> Comply		
40			20 pcs., PEN, Ballpoint (red)	<input type="checkbox"/> Comply		
41			5 bxs., PUSH PINS	<input type="checkbox"/> Comply		
42			70 pcs., SIGN PEN, BLACK, liquid/gel ink, 1.0 mm needle tip	<input type="checkbox"/> Comply		
43			50 pcs., SIGN PEN, BLUE, liquid/gel ink, 1.0 mm needle tip	<input type="checkbox"/> Comply		
44			30 pcs., SIGN PEN, BLACK, liquid/gel ink, 0.7 mm needle tip	<input type="checkbox"/> Comply		
45			30 pcs., SIGN PEN, BLUE, liquid/gel ink, 0.7 mm needle tip	<input type="checkbox"/> Comply		
46			30 pcs., TAPE, Adhesive, Double-Sided	<input type="checkbox"/> Comply		
47			10 pcs., FINGER TIP MOISTENER	<input type="checkbox"/> Comply		

In compliance with GPPB Resolution No. 30-2017, a warranty retention money equivalent to the following shall be imposed:

- 1% for Expendable Supplies and to be release after 3 months period;
 3% for Non-expendable Supplies and to be release after 1 year period

Deadline of Submission: _____ TOTAL PRICE: _____

*Important matters/General Terms and Conditions please see at the back

SUPPLIER'S REPRESENTATIVE
(Printed Name)

Signature/Date

BY THE AUTHORITY OF THE
BIDS AND AWARDS COMMITTEE

ARIZONA MARTIN J. BOISER
AGIO III/Head, BAC Secretariat

Note:

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%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (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.
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).

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

- 1) Valid and Current Mayor's / Business Permit 2018; (photocopy)
- 2) PhilGEPS Registration Number; (if ABC is above P50,000.00)
- 3) Income / Business Tax Return (for ABCs above P500,000);
- 4) For ABCs above P50,000.00 – 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 P50,000.00 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 221-3431 to 33, local 2207.