



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

REQUEST FOR QUOTATIONS

The Office of the Ombudsman – Main, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement** for the procurement of **“One (1) unit Electric Typewriter”** 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 2020-0046-DEC**

Name of Project: **“One (1) unit Electric Typewriter”**

Total Approved Budget for the Contract (ABC): **₱ 10,000.00**

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

Specifications: **One (1) line item. See attached Annex “A”**

Deadline of submission: **16 December 2020, 12:00 p.m.**

Delivery period: **Within fifteen (15) calendar days from receipt of Purchase Order;**

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 – Main, 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 and/or bac.ombudsman@hotmail.com) or thru facsimile at 8479-7300 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 2020;
- 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 8479-7300 local 2206 or email us at bac@ombudsman.gov.ph and/or bac.ombudsman@hotmail.com.


ATTY. ALMA G. CAGAT-CAGAT
Head, BAC Secretariat-Main 12/9/2020

Quotation No.	2020-0046-DEC
PR No. (s)	CO-20-10-110
APP/SPPMP Code:	2020APP050
Canvass No.	2 nd
Date:	09-Dec-2020
Authority:	53.9 (SVP)
Authority No.	20-057
Authority Date:	20-Oct-2020

**ANNEX A
PRICE QUOTATION FORM**

HON. ADORACION A. AGBADA

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

Thru: BAC Secretariat – Main

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
1	10,000.00	1	unit	<p>ELECTRIC TYPEWRITER</p> <ul style="list-style-type: none"> - LCD Display: 16 Characters LCD display allows user to make corrections on the display, before printing on the paper - Carriage: 12.87" - Typing Width: 9" - Typing Pitch: 10, 12 and 15 pitch typing (Pica, Elite and Micron) - Typing Speed: 12 characters per second - Line Spacing: 1, 1.5, 2 - Keyboard: 96 characters - Copy Capacity: Original plus four (carbon copy) - Keyboard Memory Correction: 1 Line up to 65 characters correction memory - Correction Systems: "Word-Out" and "Line-Out" correction system erases a single word at the touch of a button - Caps Lock: Yes - Line indent: Yes - Dimensions (W x D x H): 417 x 384 x 135 mm) - Weight: 4.5kg - Linguistic Features: "Word-Spell" 78,000 word dictionary with error-locating FIND feature make typing faster and easier and more accurate 			

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.** Within fifteen (15) calendar days from 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 – 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 – MAIN;
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 – MAIN 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 – MAIN 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 – MAIN**
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 – MAIN**; 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 _____