



Republic of the Philippines  
**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: 2021-7 MARCH
Address:	PR No: 20-09-068 dated 28 September 2020
	Remarks: 1st Canvass
Tel. No.	Date: March 4, 2021

**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
1	₱ 360,000.00	Annual (12 months)	Lease of photocopier for Ombudsman – Mindanao Office to be assigned to the following sections:  CREMEB – 2 PACPO – 1 Admin. – 1 FIU – 1 Clearance Section – 1 DO's Office – 1 PIAP-B – 1 PIAP-A – 1 PMB – 1  (Lease charges to be based on the number of copies reproduced per month at an estimated volume of 75,000 copies per month x 12 months) 900,000 copies/year)	<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

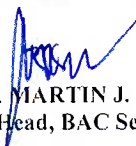
**Deadline of Submission:** \_\_\_\_\_ **TOTAL PRICE:** \_\_\_\_\_

\*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**

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

Note:

Please state your PhilGeps Number: \_\_\_\_\_

Canvassed by: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 ₱50,000.00)
- 3) Income / Business Tax Return (for ABCs above ₱500,000);
- 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.