



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, through its Bids and Awards Committee (BAC) – Main, as duly authorized to conduct **Small Value Procurement** for the procurement of “**1,500 btl. Isopropyl alcohol (500 ml), 200 gallons Isopropyl alcohol (gallon), 150 cans Disinfectant spray (340 grams) and 150 cans Disinfectant spray (510 grams)**” 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 2021-2-0051-OCT**

Name of Project: “**1,500 btl. Isopropyl alcohol (500 ml), 200 gallons Isopropyl alcohol (gallon), 150 cans Disinfectant spray (340 grams) and 150 cans Disinfectant spray (510 grams)**”

Total Approved Budget for the Contract (ABC): **₱534,000.00**

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

Specifications: **Four (4) line items/lots. See attached Annex “A”**

Deadline of submission: **02 November 2021, 2:00 p.m.**

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

Interested bidders/suppliers are required to submit their duly accomplished scanned Price Quotation Forms (Annex A) and documentary requirements on or before the deadline of submission of bids at the BAC Secretariat email ([bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph) and/or [ombbacsecmain@gmail.com](mailto:ombbacsecmain@gmail.com)).

**Bidders/suppliers are required to sign or affix its initials on each page and shall submit the following documentary requirements together with their quotation:**

- 1) Valid and Current Mayor’s / Business Permit 2021;
- 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-Main 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/supplier which complies with the minimum technical specifications (Annex A) and General Terms and Conditions (Annex B).

For further inquiries you may email us at [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph) and/or [ombbacsecmain@gmail.com](mailto:ombbacsecmain@gmail.com).

  
**ADORACION A. AGBADA**

Acting Assistant Ombudsman, OMB-Luzon <sup>28</sup>  
Chairperson, Bids and Awards Committee - Main

**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

Quotation No.	2021-2-0051-OCT
PR No. (s)	PU-21-09-241/PU-21-09-242
APP/SPPMP Code	2021APP-177 and 2021APP-175
Canvass No.	1 <sup>st</sup>
Date:	25 October 2021
Authority:	53.9 (SVP)
Authority No.	RFA 21-2-035
Authority Date:	07 October 2021

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.	PR No./APP Code	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
<b>1</b>	PU-21-09-241 2020APP177	202,500.00	1,500	bottle	<b>ISOPROPYL ALCOHOL, 500 ml.</b> - 70% (strictly a mixture of 30% water with 70% isopropyl alcohol) - for disinfection, sterilization, general antiseptic or hygienic purposes - widely used in hospitals, business establishments and household - being distributed in the local market for at least 50 years			
<b>2</b>	PU-21-09-241 2020APP177	144,000.00	200	gallon	<b>ISOPROPYL ALCOHOL, gallon</b> - 70% (strictly a mixture of 30% water with 70% isopropyl alcohol) - for disinfection, sterilization, general antiseptic or hygienic purposes - widely used in hospitals, business establishments and household - being distributed in the local market for at least 50 years			
<b>3</b>	PU-21-09-242 2020APP175	86,250.00	150	can	<b>DISINFECTANT SPRAY, 340 grams</b> - a product that meet the criteria for use against SARS-Cov-2 virus - kills 99.9% of virus, fungi or bacteria - disinfects surface at home or office - sanitizes commonly touch surfaces - prevents molds and mildew from growing up to a week - internationally recommended as disinfecting spray			

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Date:	25 October 2021
Authority:	53.9 (SVP)
Authority No.	RFA 21-2-035
Authority Date:	07 October 2021

Item No.	PR No./APP Code	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
4	PU-21-09-242 2020APP175	101,250.00	150	can	<b>DISINFECTANT SPRAY, 510 grams</b> -a product that meet the criteria for use against SARS-Cov-2 virus - kills 99.9% of virus, fungi or bacteria - disinfects surface at home or office - sanitizes commonly touch surfaces - prevents molds and mildew from growing up to a week - internationally recommended as disinfecting spray			
<b>GRAND TOTAL</b>								

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Bidder/Supplier's Information:**

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPSReg'n Cert. No.:	
PhilGEPSReg'n valid until:	

## ANNEX B

### GENERAL TERMS AND CONDITIONS:

1. **BID/PRICE QUOTATION VALIDITY.** Bids/Price Quotations should be valid for **sixty (60)** calendar days counted from the deadline of submission of bids/price quotations;
2. **SAMEPRICE QUOTATION:** If two (2) or more suppliers submit the same price quotation and have been post-qualified as the suppliers with the Lowest Calculated Responsive Quotations, the Office of the Ombudsman shall adopt and employ “draw lots/toss coin” as the tie breaking method to finally determine the single winning bidder. (GPPB Circular No. 06-2005)
3. **PRICE ESCALATION.** All bid prices/price quotations for the goods or services in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.
4. **ALTERNATIVE BIDS.** Alternative Bids/Price Quotations shall be rejected. For this purpose, alternative bid/price quotations is an offer made by a Bidder/Supplier in addition or as a substitute to its original bid/price quotation which may be included as part of its original bid/price quotations or submitted separately therewith for purposes of bidding.
5. **TAXES.** The total price quoted is subject to withholding tax and payable check.
6. **DELIVERY PERIOD.** Within **fifteen (15) calendar days** from receipt of Purchase Order;
7. **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/Supplier. An additional or separate delivery charge in the bid/price quotation shall be treated as non-responsive and shall be rejected.
8. **TERM OF PAYMENT.** Payment shall be CHARGED ACCOUNT, unless specified. Cash on Delivery (COD) shall not be allowed, unless accepted during bid/price quotation evaluation.
9. **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)
10. **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 at 1/10 of 1% of each day of delay.
11. **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/SUPPLIERS:

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 (Revised) (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, **by itself or by relation, membership, association, affiliation,  
or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform  
Guidelines on Blacklisting;**
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.

**10) In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Bidder's Representative/Authorized Signatory]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 by \_\_\_\_\_ with Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC

My commission expires Dec. 31, 20\_\_\_\_\_

Doc. No.\_\_\_\_.;  
Page No.\_\_\_\_;  
Book \_\_\_\_\_;  
Series of \_\_\_\_.

## 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 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] 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
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.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Bidder's Representative/Authorized Signatory]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 by \_\_\_\_\_ with Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC

My commission expires Dec. 31, 20\_\_\_\_\_

Doc. No.\_\_\_\_.;  
Page No.\_\_\_\_.;  
Book \_\_\_\_\_;  
Series of \_\_\_\_.



## ANNEX C3

## OSS Form C

**Omnibus Sworn Statement for CORPORATION OR JOINT VENTURE (Revised) (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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
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.
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Bidder's Representative/Authorized Signatory]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 by \_\_\_\_\_ with Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC

My commission expires Dec. 31, 20\_\_\_\_\_

Doc. No.\_\_\_\_.;  
Page No.\_\_\_\_;  
Book \_\_\_\_\_;  
Series of \_\_\_\_\_.

**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 – 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 \_\_\_\_\_, 202\_\_, 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

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) SS.

BEFORE ME, a Notary Public for and in the (Province/City/Municipality) of \_\_\_\_\_, personally appeared \_\_\_\_\_ with \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ \known to me and to me known to be the same persons who executed the foregoing instrument which he/she acknowledged to me to be his/her free and voluntary act and deed, consisting of only \_\_\_\_\_ () page/s, including this page in which this Acknowledgement is written, duly signed by him/her and his/her instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.



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

**MEMORANDUM**

**FOR :** HON. WARREN REX H. LIONG  
Overall Deputy Ombudsman

**FROM :** BIDS AND AWARDS COMMITTEE – MAIN

**DATE :** 07 October 2021

**SUBJECT :** REQUEST FOR AUTHORITY TO RESORT TO ALTERNATIVE  
MODE OF PROCUREMENT UNDER SECTION 53.9 (SVP) OF  
THE 2016 REVISED IRR OF RA 9184

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As per approved **Annual Procurement Plan for 2021 (APP Codes: 2021APP-175 and 2021APP-177)**, the Bids and Awards Committee – Main respectfully requests for authority to resort to **Negotiated Procurement (Small Value Procurement)**, as an alternative method of procurement for the goods to be directly procured from suppliers of known qualifications.

Specifically, the procurement pertains to **Purchase Request Nos. PU-21-09-242 and PU-21-09-241** (both dated **12 July 2021** and received on **16 September 2021**) for the procurement of **“1,500 btls. Isopropyl alcohol (500 ml), 200 gallons Isopropyl alcohol (gallon), 150 cans Disinfectant spray (340 grams) and 150 cans Disinfectant spray (510 grams)”** for the use of **Various Offices**.

The total estimated cost for the purchase is **Five Hundred Thirty-Four Thousand Pesos (₱534,000.00)**, which does not exceed One Million Pesos (P1,000,000.00), the threshold prescribed in Annex H of the 2016 Revised Implementing Rules and Regulation of RA 9184.

This request is in accordance with the provisions of **Section 53.9** of the 2016 Revised IRR of RA 9184, and this acquisition does not result in splitting of contracts as prohibited by Section 54 of the same law.

For your Honor’s consideration.

**BIDS AND AWARDS COMMITTEE – MAIN**

  
**CORINNE JOIE M. GARILLO**  
Member

  
**CHRISTIAN L. TARCE**  
Member

The dispositive portion reads as follows:

*"This request is in accordance with the provisions of Section 53.9 of the 2016 Revised IRR of RA 9184, and this acquisition does not result in splitting of contracts as prohibited by Section 54 of the same law.*

*For your Honor's consideration."*



**RICHARD D. VALLEJO**  
Member



**JULIEVER ROQUE LAMUG**  
Member



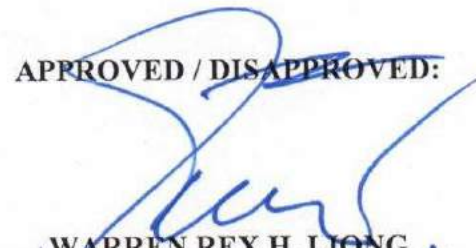
**NELLIE P. BOGUEN-GOLEZ**  
Member

 10/12/2021

**ADORIE T. CORNITO**  
Vice-Chairperson

  
**ADORACION A. AGBADA**  
Chairperson

**APPROVED / DISAPPROVED:**

  
**WARREN REX H. LIONG**  
Overall Deputy Ombudsman

**PURCHASE REQUEST**  
**OFFICE OF THE OMBUDSMAN**  
Agham Road, Diliman, Quezon City

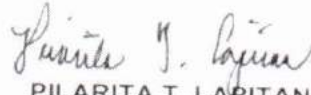


Department Section VARIOUS OFFICES

PR No: PU-21-09-241  
SAI No: \_\_\_\_\_

Date: JULY 12, 2021  
Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Estimated Cost
	Bottle	<b>ISOPROPYL ALCOHOL, 500 mL</b> <ul style="list-style-type: none"> <li>- 70 % (strictly a mixture of 30% water with 70% isopropyl alcohol)</li> <li>- for disinfection, sterilization, general antiseptic or hygienic purposes</li> <li>- widely used in hospitals, business establishments and household</li> <li>- Being distributed in the local market for at least 50 years</li> </ul>	1,500	135.00	202,500.00
	Gallon	<b>ISOPROPYL ALCOHOL, gallon</b> <ul style="list-style-type: none"> <li>- 70 % (strictly a mixture of 30% water with 70% isopropyl alcohol)</li> <li>- for disinfection, sterilization, general antiseptic or hygienic purposes</li> <li>- widely used in hospitals, business establishments and household</li> <li>- Being distributed in the local market for at least 50 years</li> </ul>	200	720.00	144,000.00
					346,500.00

Purpose: for official use of the staff and employees of the Office of the Ombudsman re. disinfecting supplies against COVID-19

Signature: Printed Name: Designation:	Requested by  <b>PILARITA T. LAPITAN</b> Assistant Ombudsman, OMB-PROPER	Approved by  <b>WARREN REX H. LIONG</b> Overall Deputy Ombudsman	GSD PR CONTROL NO.  <u>302-09-21</u>
			

INCLUDED IN 2021 APP (2021APP-177)

Office of the Ombudsman  
BAC - Central Office

**RECEIVED**

By: junie  
Date: 9/16/2021 Time: 11:52Am

**RECEIVED**

**PURCHASE REQUEST**

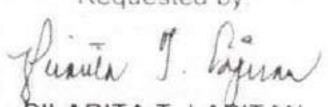

OFFICE OF THE OMBUDSMAN  
Agham Road, Diliman, Quezon City

By: June  
Date: 9/16/2021 Time: 11:52AM

Department: VARIOUS OFFICES PR No.: PU-21-09-242 Date: JULY 12, 2021  
Section: \_\_\_\_\_ SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Estimated Cost
	Can	<b>DISINFECTANT SPRAY, 340 grams</b> <ul style="list-style-type: none"> <li>- A product that meet the criteria for use against SARS-CoV-2 virus</li> <li>- Kills 99.9% of virus, fungi, or bacteria</li> <li>- Disinfects surface at home or office</li> <li>- Sanitizes commonly touch surfaces</li> <li>- Prevents molds and mildew from growing up to a week</li> <li>- Internationally recommended as disinfecting spray</li> </ul>	150	575.00	86,250.00
	Can	<b>DISINFECTANT SPRAY, 510 grams</b> <ul style="list-style-type: none"> <li>- A product that meet the criteria for use against SARS-CoV-2 virus</li> <li>- Kills 99.9% of virus, fungi, or bacteria</li> <li>- Disinfects surface at home or office</li> <li>- Sanitizes commonly touch surfaces</li> <li>- Prevents molds and mildew from growing up to a week</li> <li>- Internationally recommended as disinfecting spray</li> </ul>	150	675.00	101,250.00
					187,500.00

Purpose: for official use of the staff and employees of the Office of the Ombudsman re: disinfecting supplies against COVID-19

Signature Printed Name Designation:	Requested by  <b>PILARITA T. LAPITAN</b> Assistant Ombudsman, OMB-PROPER	Approved by:  <b>WARREN REX H. LIONG</b> Overall Deputy Ombudsman	GSD PR CONTROL NO. <u>709-09-21</u>
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INCLUDED IN 2021 APP (2021APP-175)



OFFICE OF THE OMBUDSMAN - CENTRAL, MOLO, LUZON AND OSP  
ANNUAL PROCUREMENT PLAN FOR FY 2021

Schedule for Each Procurement

APP CODE	Procurement Program/Project	PMO/End-User	Mode of Proc't	Schedule for Each Procurement					Source of Funds	Estimated Budget (Php)		CO
				Ads / Post of IB / RFI	Sub / Open of Bids	Award	Contract Signing	Amount		MOOE		
2021APP-156	Lot 1 Laboratory Supplies and materials	Medical Clinic	Sec 53.9	2nd 3rd Qtr	2nd 3rd Qtr	2nd 3rd Qtr	2nd 3rd Qtr	RAB	78,400.00	78,400.00		
<b>J. Medical / Laboratory Equipment/Tools/Apparatus/Furniture</b>												
2021APP-157	Lot 1 Repair and parts replacement of Laboratory Equipment & Others	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	30,000.00	30,000.00		
2021APP-158	lot 1 Refill of Oxygen Tank	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	3,000.00	3,000.00		
2021APP-159	pos 10 BP bulb lamp, with air release screw	Medical Clinic	Sec 53.9	2nd 3rd Qtr	2nd 3rd Qtr	2nd 3rd Qtr	2nd 3rd Qtr	RAB	1,000.00	3,000.00		
2021APP-160	pos 10 BP cuff with inflation bag, single tube PVC (Adult size)	Medical Clinic	Sec 53.9	2nd 3rd Qtr	2nd 3rd Qtr	2nd 3rd Qtr	2nd 3rd Qtr	RAB	4,500.00	4,500.00		
2021APP-161	pos 2 Bulb aspirator, rubber	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	200.00	200.00		
2021APP-162	unit 1 Digital Stopwatch Timer, 24hours countdown/UP	Medical Clinic	Sec 53.9	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	RAB	1,500.00	1,500.00		
2021APP-163	unit 1 3rd Blood Tester	Medical Clinic	Sec 53.9	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	RAB	4,000.00	4,000.00		
2021APP-164	unit 1 Pulse Oximeter	Medical Clinic	Sec 53.9	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	RAB	5,000.00	5,000.00		
2021APP-165	pos 2 Smallzer Dispenser (compartment)	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	1,600.00	1,600.00		
2021APP-166	pc 1 Multi Purpose utility tray	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	1,500.00	1,500.00		
2021APP-167	unit 1 BP Apparatus, Stand Type w/ Wheel, and Basket	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	12,000.00	12,000.00		
2021APP-168	unit 1 BP Apparatus, Well/Desk Mounted Type, with Backer	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	2,000.00	2,000.00		
2021APP-169	unit 1 ECG Machine	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	50,000.00	50,000.00		
2021APP-170	Units 216 Personal Protective Equipment (PPE) COVERALL, non-sterile, protective, medical grade	Medical Clinic	Sec 53.9	1st Qtr	1st Qtr	1st Qtr	1st Qtr	RAB	180,480.00	180,480.00		
2021APP-171	unit 1 Medical Sealer	Medical Clinic	Sec 53.9	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	RAB	20,000.00	20,000.00		
2021APP-172	Units 1 Automated external defibrillator	Medical Clinic	Sec 53.9	1st Qtr	1st Qtr	1st Qtr	1st Qtr	RAB	153,900.00	153,900.00		
2021APP-173	Units 1 Spine board stretcher	Medical Clinic	Sec 53.9	1st Qtr	1st Qtr	1st Qtr	1st Qtr	RAB	4,000.00	4,000.00		
2021APP-174	lot 1 Digital thermal scanners	GAD-GSD	Sec 53.9	Quarterly	Quarterly	Quarterly	Quarterly	RAB	48,000.00	48,000.00		
2021APP-175	lot 1 Disinfectant spray	GAD-GSD	Sec 53.9	Quarterly	Quarterly	Quarterly	Quarterly	RAB	304,200.00	304,200.00		
2021APP-176	lot 1 Disposable facemask	GAD-GSD	Sec 53.9	Quarterly	Quarterly	Quarterly	Quarterly	RAB	396,000.00	396,000.00		
2021APP-177	lot 1 Alcohol, 70% Isopropyl	GAD-GSD	Sec 53.9	Quarterly	Quarterly	Quarterly	Quarterly	RAB	915,840.00	915,840.00		
<b>K. Medical Medicines</b>												
2021APP-178	lot 1 1st Quarter Medical Medicines	Medical Clinic	Sec 53.9	1st Qtr	1st Qtr	1st Qtr	1st Qtr	RAB	148,609.00	148,609.00		
2021APP-179	lot 1 2nd Quarter Medical Medicines	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	148,609.00	148,609.00		
<b>L. Medical/Laboratory Supplies &amp; Materials</b>												
2021APP-180	lot 1 2nd Quarter Laboratory Supplies & Materials	Medical Clinic	Sec 53.9	2nd Qtr	2nd Qtr	2nd Qtr	2nd Qtr	RAB	79,347.50	79,347.50		
2021APP-181	lot 1 3rd Quarter Laboratory Supplies & Materials	Medical Clinic	Sec 53.9	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	RAB	79,347.50	79,347.50		
2021APP-182	pos 150 Cervical Cancer Vaccine	Medical Clinic	Sec 53.9	1st Qtr	1st Qtr	1st Qtr	1st Qtr	RAB	465,000.00	465,000.00		

**INVENTORY OF COVID-19 SUPPLIES AS OF JULY 12, 2021**

FACEMASK	470 BOXES
ALCOHOL, 500 ML.	256 BOTTLES
ALCOHOL, GALLON	75 GALLON
LYSOL DISINFECTANT SPRAY, 340GM	38 CANS
LYSOL DISINFECTANT SPRAY, 510GM	86 CANS
NON-SURGICAL GLOVES	523 BOXES

**QUARTERLY REQUIREMENT OF THE OFFICE**

ITEM		AMOUNT
FACEMASK	500 BOXES	70,000.00
ALCOHOL, 500 ML.	1,500 BOTTLES	202,500.00
ALCOHOL, GALLON	200 GALLON	144,000.00
LYSOL DISINFECTANT SPRAY, 340GM	150 CANS	86,250.00
LYSOL DISINFECTANT SPRAY, 510GM	150 CANS	101,250.00
DIGITAL THERMAL SCANNER, WITH STAND	4 UNITS	10,000.00
DIGITAL THERMAL SCANNER, GUN- TYPE	4 UNITS	10,000.00
CONCENTRATE DISINFECTANT LIQUID	50 BOTTLES	22,000.00
CONCENTRATE DISHWASHING LIQUID	50 POUCH	8,500.00
BOTTLE SPRAY	100 BOTTLES	11,000.00
<b>TOTAL</b>		<b>665,500.00</b>



APPROVAL	PARTICIPANT	PROCURED	AMOUNT
2021 APR - 174	Digital Thermal Scanner <sup>48,000.00</sup>	PO No 2021-04-010A	7,952.00
2021 APR - 175	Disinfectant Spray <sup>204,200.00</sup>	PO No 2021-04-011A	37,573.00 18,000.00
2021 APR - 176	Disposable Face Mask <sup>796,000.00</sup>	PO No 2021-04-012A	49,000.00
2021 APR - 177	Medical Goggles <sup>483,500.00</sup>	PO No 2021-04-013A	37,974.00 74,750.00

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 TIME: 2:24  
 JUL 19 2021  
 OMB-Proprietary  
 OFFICE OF THE OMBUDSMAN  
 3334

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 BY: [Signature]  
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 JUL 23 2021  
 OMB-Proprietary  
 OFFICE OF THE OMBUDSMAN



Republic of the Philippines  
OFFICE OF THE OMBUDSMAN

PC NO.

Date

7/19/21

Ref./Case No.

- FOR INFO/APPROPRIATE ACTION  
 REFER TO EVALUATORS  
 FOR COMMENT/RECOMMENDATION  
 FOR REPLY TO WRITER  
 CC OMB-PROPER

SUBJECT:

Mr. Willy O. Nisa  
Admin. Officer I

Respectfully returning to your office the PRs on face masks, alcohol, disinfectant spray and thermal scanners. Per BAC, for the 1st quarter, only the ff. amounts were concerned:

- a) face masks - ₱49,000 (APP - ₱396,000.00)
- b) alcohol - ₱162,654 (APP - ₱915,840.00)
- c) disinfectant spray - ₱55,000.00 (APP - ₱304,200)
- d) thermal scanners - ₱2,592.00 (APP - ₱48,000)

With the remaining supplies in the inventory and

BY AUTHORITY OF THE OMBUDSMAN:

PILARITA T. LAPITAN

Assistant Ombudsman



Republic of the Philippines  
OFFICE OF THE OMBUDSMAN

Case No.

SUBJECT:

- FOR INFO/APPROPRIATE ACTION
- REFER TO EVALUATORS
- FOR COMMENT/RECOMMENDATION
- FOR REPLY TO WRITER
- CC OMB PROPER

the amount remaining in the APP, the Office might not need to have a Supplemental PPMP for face masks, alcohol, disinfectant spray and thermal scanners. Hence, the request to indicate in the PRs "INCLUDED IN THE APP."

For the concentrated disinfectant liquid, concentrated dishwashing liquid and bottle spray, these can be the subject of the SPPMP. Kindly review the submitted SPPMP.

Thank you.

BY AUTHORITY OF THE OMBUDSMAN:

*P. Lapitan*

PILARITA T. LAPITAN

Assistant Ombudsman

Administrative Services