



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 “**Various office supplies and equipment**” (37 line items/lots) 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 2021-2-0062-NOV (2nd canvass)**

Name of Project: “**Various office supplies and equipment**” (37 line items/lots)

Total Approved Budget for the Contract (ABC): **₱335,989.40**

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

Specifications: **See attached Annex “A” (37 line items/lots)**

Deadline of submission: **29 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 and/or ombbacsecmain@gmail.com). Suppliers may also submit their price quotations at the Office of the Ombudsman Central Records Division (OMB-Main Lobby Receiving).

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 and/or ombbacsecmain@gmail.com.

ADORACION A. AGBADA
Acting Assistant Ombudsman, OMB-Luzon
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.	2021-2-0062-NOV
PR No. (s)	Various PR Nos.
APP/SPPMP Code	Various APP Codes
Canvass No.	2 nd
Date:	19 Nov. 2021
Authority:	53.9 (SVP)
Authority Nos.	21-2-033; 21-2-037; 21-1-036
Authority Date:	03 Sept 21; 28 Sept 21; 28 Sept 21

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:

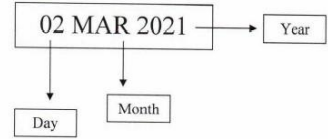
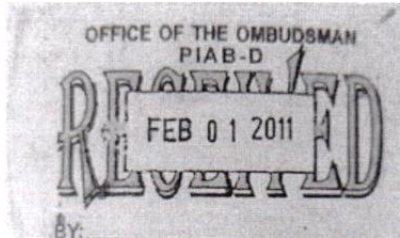
Item No.	PR No. APP Code	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
1	PU-21-03-031 2021APP-12 OMB Proper Note: Approved RFA 21-2-033	2,800.00	1	unit	Automated Dater / Date Stamper - Stamp "Received" with OMB-Proper label			
2	PU-21-03-049 2021APP-12 ASAB Note: Approved RFA 21-2-033	478.38	1	unit	Automated dater Specifications: 1. Date only 2. Date size: 3.8 mm – 4mm 3. Ink Color: Blue 4. Date Format: Day, Month, Year 5. Adjustable rubber bands 6. Self-inking			
3	PU-21-03-062 2021APP-12 DSP Soriano Note: Approved RFA 21-2-033	478.38	1	unit	Automated dater Technical specifications: - Automated, self-inking receiver/dater - Purple ink color cartridge - Rectangular, maximum text place size: 85 x 55 mm			
4	PU-21-03-063 2021APP-12 PB XIII Note: Approved RFA 21-2-033	2,100.00	3	unit	Automated dater Technical specifications: 1. Font Style: Book Antiqua 2. Font Size: 14 3. Ink Color: Purple			
5	PU-21-06-138 2021APP-12 PB III & VIII Note: Approved RFA 21-2-033	20,000.00	1	unit	Automated dater Automatic Daylight Saving Time Adjustment 31 Selectable preset print style: Prints year, month, day, date, hour (AM/PM), minutes, seconds 13 selectable comments: i.e. RCVD, SENT etc. Programmable customized comment imprint			

Name of Authorized Representative

Signature

Date

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6	PU-21-06-150 2021APP-12 BAC Sec-Main Note: Approved RFA 21-2-033	4,000.00	2	unit	Automated Dater Stamp Technical specifications: <ul style="list-style-type: none"> All daters print day, month and year Self-inking Character size: 3mm Refillable ink pad Light weight frame Ink color: Violet (Sample stamp) 			
7	PU-21-06-167 2021APP-12 FAB MOLEO Note: Approved RFA 21-2-033	5,600.00	7	unit	Automated dater, hand held Max textplate size: 4x24mm Date size: 4mm Ink cartridge: 2 color			
8	PU-21-08-230 2021APP-12 PB II Note: Approved RFA 21-2-033	20,000.00	1	unit	Automated Dater Automatic Daylight Saving Time Adjustment 31 Selectable preset print style: Prints year, month, day, date, hour (AM/PM), minutes, seconds 13 selectable comments i.e RCVD, SENT etc programmable customized comment imprint			
9	PU-21-06-149 2021APP-30 PIAB-D Note: Approved RFA 21-2-037	3000.00	1	unit	Automated dater machine (Rubber Stamp Machine) To be used for receiving documents with date inscription and with the following details: OFFICE OF THE OMBUDSMAN PIAB-D With space for printed name and signature of the receiver Sample: 			
10	PU-21-03-081 2021APP-37 GAO Note: Approved RFA 21-2-033	1,200.00	1	pc.	Calculator Desktop type 12 digits Tax calculation Solar & battery			

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11	PU-21-05-102 2021APP-37 OSP – Bureau XI Note: Approved RFA 21-2-033	5,400.00	9	unit	Scientific calculator Technical specifications: Two way power 417 Functions Full Dot Display Plastic Keys Integration / Differential Equation calculation Matrix calculations / Vector calculations Complex number calculation CALC function / SOLVE function Base-n calculation Fraction calculation Combination and Permutation Logarithm log List-based STAT data editor Standard deviation Paired-variable statistics regression analysis Logical operations Table function 40 scientific constants 40 metric conversions (20 conversion pairs) 9 variable memories Comes with new slide on hard case			
12	PU-21-06-169 2021APP-37 FAB MOLEO Note: Approved RFA 21-2-033	3,600.00	6	unit	Calculators, Desktop - 12 digit, dual power (solar and battery) - display screen size: 91.5mm x 23.8mm -body size: 1982x140x33mm			
13	PU-21-05-101 2021APP-40 OSP Bureau XI Note: Approved RFA 21-2-033	16,000.00	2	unit	Voice recorder Technical specifications: Record in Linear PCM (WAV) & MP3 Formats Internal 16GB Memory & microSD Expansion Onboard Stereo S-Microphone System Up to 1,073 Hours of Recording Time Built-in USB connector Noise Cancelling			
14	PU-21-06-136 2021APP-40 PB III & VIII Note: Approved RFA 21-2-033	25,000.00	5	unit	Recorders, Voice and Audio Record in MP3/LPCM with a high sensitivity S microphone Up to 4GB of built-in storage, expandable via Micro SD (SDHC/SDXC) cards Focus and wide microphone modes to suit meetings Direct USB built in for easy connection to PC			

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15	PU-21-06-141 2021APP-40 OSP Bureau I Note: Approved RFA 21-2-033	10,000.00	2	pc.	Digital Voice Recorder Built-in Memory 4GB Record in MP3/LPCM with a high Sensitivity S-Microphone Up to 4 GB of built-in storage, expandable via MicroSD (SDHC/SDXC) cards Focus and wide microphone modes to suit lectures or meetings Direct USB built in for easy connection to PC			
16	PU-21-06-145 2021APP-40 OSP PB IV Note: Approved RFA 21-2-033	3,419.00	1	unit	Voice Recorder Technical specifications: 1. brand new 2. Built-in battery 3. Direct USB built in for easy connection to PC			
17	PU-21-06-171 2021APP-40 FAB MOLEO Note: Approved RFA 21-2-033	21,500.00	5	unit	Recorders, Voice and Audio - Internal 4gb memory and microSD expansion - up to 1,073 hours of recording time - records in both liner and PCM and MP3 format - onboard stereo S-microphone system			
18	PU-21-08-224 2021APP-40 PB XII Note: Approved RFA 21-2-033	5,195.00	1	unit	Digital Voice Recorder with Built-in USB Record in MP3/LPCM with a high sensitivity S- microphone Up to 4GB of built-in storage, expandable via MicroSD 9SDHC/SDXC) cards Direct USB built in for easy connection to PC			
19	PU-21-07-214A 2021APP- OSP-DSP Soriano's Office Note: Approved RFA 21-1-036	6,415.64	1	unit	Recorder, Voice or Audio 4 GB internal memory, expandable to 32 GB with micro SD S-microphone system records distant or quiet sounds clearly Focus and wide-stereo recording captures the voices you want to hear Auto voice recording reduces background noise Built-in USB connector makes transferring files easy			

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20	PU-21-05-098 2021APP-43 OSP – Bureau XI Note: Approved RFA 21-2-033	8,000.00	1	unit	Electric typewriter Technical specifications: LCD Display 16 characters Carriage 12.87” Typing Width 9” Typing Pitch 10, 12 and 15 (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 Systems “Word-Out” and “Line-Out” correction system Caps Lock Yes Line indent Yes Dimensions (W x D x H) 417 x 384 x 135 mm Weight 4.5kg			
21	PU-21-06-121 2021APP-43 OSP Records Note: Approved RFA 21-2-033	9,500.00	1	unit	Electronic typewriter - 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 - With warranty			
22	PU-21-06-134 2021APP-43 PB III & VIII Note: Approved RFA 21-2-033	16,000.00	2	unit	Electric typewriter Standard electronic typewriter, weight 8.3 kgs 15 inches carriage, dimension 48x40x13, Pitch 10, 12, 15, PS, 20 characters/sec. printing speed, Line spacing of 1, 1.5, 2, 45 charac LCD Display			

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23	PU-21-06-136 2021APP-50 PB III and VIII OSP Note: Approved RFA 21-2-033	924.00	2	unit	Numbering Machine 7 digit automatic number; Size: 58x40x132mm Word height: 5mm, Word Width: 2.5mm Automatic inking, automatic number jumping number of digits can be adjusted			
24	PU-21-06-142 2021APP-50 OSP PB XIV Note: Approved RFA 21-2-033	749.00	1	unit	Numbering Machine Technical specifications: 1. brand new 2. material: steel			
25	PU-21-06-177 2021APP-50 MOLEO Note: Approved RFA 21-2-033	102,500.00	41	unit	Numbering Machines, heavy duty -10 wheel lever numbering machine in roman style in 3/16 font - ink pad, black ink and stylus included			
26	PU-21-08-227 2021APP-50 OSP PB 12 Note: Approved RFA 21-2-033	695	1	unit	Automatic Self-inking numbering machine Automatic numerator 9 digits			
27	PU-21-03-065 2021APP-55 OSP PB 13 Note: Approved RFA 21-2-033	4,800.00	16	unit	Stamp Pads Technical specifications: Standard stamp pads with a metal or plastic container and a stamp bed compose of an absorbing storage body filled with purple ink, to be used for general purposes.			
28	PU-21-03-094 2021APP-55 OSP PB XI Note: Approved RFA 21-2-033	400.00	2	pc.	Stamp Pad Technical specifications: 90 x 50 mm Colors Red, Blue and Black			
29	PU-21-06-146 2021APP-55 OSP PB IV Note: Approved RFA 21-2-033	35.00	1	unit	Stamp Pad Technical specifications: 1. brand new 2. 4x2.75in			

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30	PU-21-06-168 2021APP-55 FAB MOLEO Note: Approved RFA 21-2-033	10,800.00	36	pc.	Stamp Pads for hand stamp - refillable - 1.66mm x 106mm			
31	PU-21-03-069 2021APP-56 OMB-Propor Note: Approved RFA 21-2-033	3,000.00	2	unit	Staplers – Heavy Duty - capable of binding at least 200 pages			
32	PU-21-06-125 2021APP-56 OSP Records Note: Approved RFA 21-2-033	4,500.00	1	unit	Heavy Duty Stapler - Maximum capacity up to 210-350 sheets - Throat depth: 70mm - Packing: Box - Use staples: 23/6 -23/23 - Size: 300x90x245mm			
33	PU-21-06-136 2021APP-56 PB III & VIII Note: Approved RFA 21-2-033	6,000.00	2	unit	Heavy Duty Stapler Stapling capacity: 170 sheets High quality mechanism and more durable			
34	PU-21-06-179 2021APP-56 FAB-MOLEO Note: Approved RFA 21-2-033	4,500.00	1	unit	Stapling Machine – Heavy Duty - anti jam design - conventional or bypass clinch - powerful handle reverse function - easy front loading magazine - staple load: 100 - throat depth: 3.0” - weight: 4 lbs			
35	PU-21-06-191 2021APP-56 PAMO II PIAB-D Note: Approved RFA 21-2-033	5,000.00	1	pc.	Stapler, Heavy duty - Robustly made for constant use - Adjustable paper stop - Non-slip rubber base rear loading system - Capacity: 190 sheets of 20lb paper - Loads: 100 pcs. of 23/6, 23/8, 23/10, and 23/23 Staples - Throat Depth: 63mm - Size: Length 301mm x Width 84mm x Height 236mm			

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36	PU-21-06-186 2021APP-180 Medical Clinic Note: Approved RFA 21-2-033	1,200.00	4	ream	Colored Bond paper (Green) 8.5 x 13, 80 gsm			
37	PU-21-06-186 2021APP-180 Medical Clinic Note: Approved RFA 21-2-033	1,200.00	4	ream	Colored Bond paper (Pink) 8.5 x 13, 80 gsm			

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. **SAME PRICE 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 PhilGEPSwebsitebefore 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

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)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) SS.

ACKNOWLEDGMENT

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 _____.