



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
 Agham Road, Diliman, Quezon City 1105

**INVITATION TO BID FOR  
 REBIDDING OF ONE (1) YEAR RENTAL OF PHOTOCOPIING MACHINES FOR  
 THE OFFICE OF THE OMBUDSMAN**

1. The Office of the Ombudsman, through the General Appropriations Act for CY 2021 intends to apply the sum of **Nine Million Eight Hundred Seventy Thousand Pesos (P9,870,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Public Re-Bidding of One (1) Year Rental of Photocopying Machines for the Office of the Ombudsman** with Project Identification No. **PB 2022-2-01**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Office of the Ombudsman, now invites bids for the above Procurement Project. **Delivery of goods and services is required for the period of one year which shall commence within 30 calendar days after receipt of Notice to Proceed.** Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the proposed project for bidding. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act."
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183. Interested bidders should be enrolled in the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, RR 3-2005, and must be registered under the Philippine Government Electronic Procurement System (PhilGEPS).
5. Prospective Bidders may obtain further information from the Office of the Ombudsman via email at [ombbaecmain@gmail.com](mailto:ombbaecmain@gmail.com) and inspect the Bidding Documents posted at the Ombudsman and the PhilGEPS websites.
6. A complete set of Bidding Documents may be acquired/downloaded, **FREE OF CHARGE**, by the interested Bidders starting **06 May 2022 to 30 May 2022** from the given websites below and **upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (P10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means not later than the submission of their bids.
7. The Office of the Ombudsman will hold a **Pre-Bid Conference** on **17 May 2022 (Tuesday) at 1:30 p.m.** through **video conferencing via Zoom** application, which shall be open to prospective bidders. **Prospective bidders should signify their intention to participate by sending an email to BAC Secretariat-Main** through the

email address given below. The Meeting Link and Passcode to the video conference will be sent to the participants at least one (1) day before the event through email.

8. Bids must be duly received by the BAC Secretariat-Main through manual/physical submission at the designated receiving area with authorized receiving personnel of Central Records Division of the Office of the Ombudsman **on or before 30 May 2022 (Monday) at 10 a.m. Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected** (Reference: Sec. 25.9, 2016 RIRR of RA 9184).
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **30 May 2022 (Tuesday) at 1:30 p.m. through video conferencing using Zoom** application (face-to-face for the BAC Secretariat Main). The Meeting Link and Passcode to the video conference will be sent to the participants at least one (1) day before the event through email. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. Prospective bidders, who wish to join the pre-bid conference and the bid opening through video conferencing using Zoom, must send a letter of intent containing the names and email addresses of interested participants to the BAC Secretariat-Main email address: **ombbacsecmain@gmail.com**.
12. The Office of the Ombudsman reserves the right to accept or reject any and all bids, to annul the bidding process, and to declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 RIRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s.
13. Please refer to the table below for the cost of the bidding documents and summary of bidding activities:

<b>COST OF BIDDING DOCUMENTS</b> (Non-refundable)	<b>₱10,000.00</b>
<b>INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS</b> <i>Note: Due to COVID-19 pandemic, hard copies of documents are no longer issued due to health and safety protocols.</i>	<b>06 May 2022 to 30 May 2022</b> - Bidding documents may be downloaded from the PhilGEPS website or Ombudsman website. - For payment of bidding fees, prospective bidders may inquire from the Ombudsman BAC Secretariat-Main for payment details. Proof of payment such as deposit slips and transaction receipts may be submitted via email for the issuance official receipt.
<b>PRE-BID CONFERENCE</b>	<b>17 May 2022 (Tuesday) at 1:30 p.m.</b> - Video Conferencing via Zoom application - Prospective bidders should signify their intention to participate by sending an email to the BAC Secretariat-Main and Zoom Meeting Link and Passcode will be provided at least one (1) day before the event.
<b>DEADLINE OF SUBMISSION OF BIDS</b> (Note: <b>Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected</b> )	<b>30 May 2022 (Monday) at 10:00 a.m.</b> - <b>Manual / physical submission of bidding documents</b> at the designated receiving area with authorized receiving personnel of Central Records Division of the Office of the Ombudsman, Ombudsman Main Building, Agham Road, Quezon City.

<b>OPENING OF BIDS</b>	<b>30 May 2022 (Monday), 1:30 p.m.</b> - Video Conferencing via Zoom application - Prospective bidders should signify their intention to participate by sending an email to the BAC Secretariat-Main and Meeting Link and Passcode will be provided at least one (1) day before the event.
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14. For further information, please refer to:

**BIDS AND AWARDS COMMITTEE SECRETARIAT – MAIN**

Ground Floor, Ombudsman Main Building,

Agham Road, Diliman Quezon City 1105

Telephone No. (02) 8479-73-00 local 2206

Email Addresses: [ombbacsecmain@gmail.com](mailto:ombbacsecmain@gmail.com)/ [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph)


[www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see Bid Announcements)

*Note: Due to the current pandemic, please communicate through the email addresses or telephone number provided. Also, all requests shall be in writing and addressed to the BAC Secretariat-Main.*

15. You may visit the following websites for downloading of Bidding Documents:

- **Office of the Ombudsman Official Website:** [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see links under *Bid Announcements*> under *Invitation to Bid*)
- **Log in at PhilGEPS Website:** <https://notices.philgeps.gov.ph/>

05 May 2022, Quezon City, Philippines.

  
**ADORACION A. AGBADA**  
Acting Assistant Ombudsman, OMB-Luzon  
Chairperson, Bids and Awards Committee 