



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Office of the Ombudsman - Visayas  
Regional Office No. VIII, Marasbaras, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATIONS**

Quotation Number: **2022-06-004**

Date: **June 22, 2022**

The Office of the Ombudsman - Visayas, Regional Office No. VIII, Tacloban City, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement** for the **“Rental of Photocopying Machine for One (1) Year Period” (1<sup>st</sup> canvass)** 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.

Name of Project: **“Rental of Photocopying Machine for One (1) Year Period” (1<sup>st</sup> canvass)**

Total Approved Budget for the Contract (ABC): **₱ 120,000.00**

Location: **Office of the Ombudsman – Visayas, RO8, Marasbaras, Tacloban City**

Specifications: **See attached Annexes “A”**

Deadline of submission: **July 5, 2022 at 4:00 p.m.**

Delivery period: **One (1) Year Period**

Interested bidders/suppliers are required to submit their duly accomplished Price Quotation Form (Annex A) and other documentary requirements on or before the deadline of submission of bids at the BAC Secretariat – 3/F LY Building, Fatima Village, Barangay 77, Marasbaras, Tacloban City. Bidders/suppliers have the option to submit open or sealed quotations in the address given above. Open quotations may be submitted thru email at [bacomb17reg8@yahoo.com](mailto:bacomb17reg8@yahoo.com) or thru facsimile at (053) 523-3042/523-4010.

**Bidders / suppliers shall be required to submit the following documentary requirements together with their quotation:**

- 1) Valid and Current Mayor’s / Business Permit 2022;
- 2) PhilGEPS Registration Number;
- 3) Latest Income / Business Tax Return (for ABCs above ₱500,000);
- 4) For ABCs above ₱50,000.00 (Small Value Procurement) – 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 - Visayas Regional Office thru Alternative Modes of Procurement, unless an updated OSS is required. (Reference: GPPB Resolution No.21-2017); and
- 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 reach us at (053) 523-3042/523-4010/321-7969.

  
**ATTY. CYRENE THERESA Q. DOLINA**  
BAC Head Secretariat

ANNEX A  
PRICE QUOTATION FORM

ATTY. JANICE G. GABRITO-AGULLO

Chairperson, Bids and Awards Committee  
Office of the Ombudsman - Visayas  
Regional Office No. VIII  
3/F LY Bldg., Fatima Village  
Brgy. 77, Marasbaras  
6500 Tacloban City

Thru: BAC Secretariat - Tacloban Regional Office

Dear Ma’am:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Bidders specified in Annex C, hereunder is our quotation/s for the item/s as follows:

Quotation No.	2022-06-004
PR No. (s)	2022-02-005
APP/SPPMP Code:	2022APP013
Canvass No.	1
Date:	22-June-2022
Authority:	Sec. 53.9 (SVP)
Authority/Reso. No.:	2022-04-004
Authority/Reso. Date:	4-Apr.-2022

Item No.	Total ABC (in Php)	Qty.	Unit of Measure	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/ brand, if applicable)	Unit Price	Total Price
					(Please Check)		
1	120,000.00	1	Unit	RENTAL OF PHOTOCOPYING MACHINE			
				Technical Specifications:			
				- Term: For One (1) Year Period	<input type="checkbox"/> comply		
				- Digital Copier, Printer & Scanner	<input type="checkbox"/> comply		
				- Heavy Duty	<input type="checkbox"/> comply		
				- Black & White	<input type="checkbox"/> comply		
				- Copy Speed: At least 25 cpm	<input type="checkbox"/> comply		
				- Copy Paper Size: Maximum of A3 Size	<input type="checkbox"/> comply		
				- Paper Input Capacity: With At least One (1) Paper Tray & One (1) Bypass Tray	<input type="checkbox"/> comply		
				- With Automatic Document Feeder	<input type="checkbox"/> comply		
				- Auto back to back copying	<input type="checkbox"/> comply		
				- With Enlarger/Reducer	<input type="checkbox"/> comply		
				Other Specifications:			
				- No Minimum Copy Volume required	<input type="checkbox"/> comply		
				- Free Consumables (Paper, Toner, Drum & Developer)	<input type="checkbox"/> comply		
				- Free Operator's Training	<input type="checkbox"/> comply		
				- Free Monthly Check-up & Preventive Maintenance	<input type="checkbox"/> comply		
GRAND TOTAL							

Signature Over Printed Name of Proprietor/  
Authorized Representative

Date

Bidder/Supplier’s Information:

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPS Reg’n No./Cert. No.:	
PhilGEPS Reg’n valid until:	

## ANNEX B

### **GENERAL TERMS AND CONDITIONS:**

1. **BID VALIDITY.** Bids should be valid for **one hundred twenty (120)** 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.** Must be within the contract period.
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. The winning bidder/supplier shall submit a Notarized Certification containing the Landbank or another bank account name and number that will be credited for online/automated payment.<sup>1</sup>
8. **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.
9. **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 A), 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).

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<sup>1</sup> Pursuant to DBM Circular Letter No. 2018-14 dated 28 December 2018 Re: Updated Guidelines in the Implementation of the Modified Direct Payment Scheme (MDPS) Due Creditors/Payees

# 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 - VISAYAS, Regional Office No. VIII, Marasbaras, Tacloban City;
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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a) Carefully examining all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued;
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; and
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 \_\_\_\_\_,  
2022 at \_\_\_\_\_, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2022 with Residence Certificate No. \_\_\_\_\_  
issued at \_\_\_\_\_ on \_\_\_\_\_, 2022.

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

Doc. No.: \_\_\_\_\_  
Page No.: \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Series of 2022

## 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 - VISAYAS, Regional Office No. VIII, Marasbaras, Tacloban City 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a) Carefully examining all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued;
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 \_\_\_\_\_, 2022 at \_\_\_\_\_, Philippines.

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

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2022 with Residence Certificate No. \_\_\_\_\_  
issued at \_\_\_\_\_ on \_\_\_\_\_, 2022.

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

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## 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 - VISAYAS, Regional Office No. VIII, Marasbaras, Tacloban City 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 there in 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a) Carefully examining all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued;
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 \_\_\_\_\_, 2022 at \_\_\_\_\_, Philippines.

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

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2022 with Residence Certificate No. \_\_\_\_\_  
issued at \_\_\_\_\_ on \_\_\_\_\_, 2022.

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

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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 the Philippines, 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 – VISAYAS, REGIONAL OFFICE NO. VIII,  
TACLOBAN CITY** 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 \_\_\_\_\_,  
2022, at \_\_\_\_\_.

\_\_\_\_\_  
Affiant

ANNEX E

Office of the Ombudsman – Visayas, RO8, Tacloban City  
(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 Philippines 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 – VISAYAS, REGIONAL OFFICE NO. VIII, TACLOBAN CITY**; 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 \_\_\_\_\_, 2022 affiant exhibited to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public

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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_