



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: **2022-06-006**

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 **“Procurement for the Delivery of Janitorial Services with Supplies and Messengerial Services for One (1) Year Period” (1st 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: **“Procurement for the Delivery of Janitorial Services with Supplies and Messengerial Services for One (1) Year Period” (1st canvass)**

Total Approved Budget for the Contract (ABC): **₱ 347,251.93**

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

Specifications: **See attached Annexes “A, C, D1, D2, and E”**

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 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 F1/F2/F3.” 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 G”)
 - b) For Corporation/Partnership/Joint Venture – Secretary’s Certificate authorizing signatory. (“Annex H”)

Award of contract shall be made to the lowest calculated and responsive bidder/supplier which complies with the minimum technical specifications (Annex A), General Terms and Conditions (Annex C), and Conformity to Technical Specifications (Annexes D1 and D2).

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:

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	192,917.74	1	Person	PROCUREMENT FOR THE DELIVERY OF JANITORIAL SERVICES WITH SUPPLIES AND MESSENGERIAL SERVICES FOR ONE (1) YEAR PERIOD Description: A. MALE/FEMALE Utility (Duty from Mondays to Fridays only, eight [8]-hour duty) 1. Provide janitorial supplies and equipment: (See List of Required Janitorial Supplies and Equipment) B. MALE Messengerial Personnel (Work schedule from Mondays to Fridays, excluding holidays, 8:00 AM - 12:00NN & 1:00 PM - 5:00 PM only) - Shall strictly pay the janitor and messengers' remuneration in accordance to the latest Wage Order of the RTWPB and legal benefits under the Labor Code and other applicable laws to include but not limited to the following: 1. 13th Month Pay 2. Holiday Pay 3. SSS Contribution 4. PhilHealth Contribution 5. HDMF (Pag-IBIG) Contribution NOTE: 1. Price Quotation/Financial Proposal should be attached with a Cost Breakdown (Annex B). 2. The winning bidder for janitorial services must submit a Housekeeping Plan for the office prior to the contract signing.	<input type="checkbox"/> comply		
2	154,334.19	1	Person		<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

COST BREAKDOWN
(Under Wage Order No. RB VIII – 21)

Name of Project: Procurement for the Delivery of Janitorial Services with Supplies and Messengerial Services for One (1) Year Period

Name of Supplier: _____

REIMBURSEABLE COSTS:	JANITOR	MESSENGER	TOTAL
A. Payable Directly to Janitor/Messenger:			
1. Monthly Minimum Wage(MMW) MDW x (WD/12)	7,068.75	7,068.75	14,137.50
2. Uniform Allowance (RA 5487)	100.00	100.00	200.00
3. 13th Month Pay (MDW/12) ÷12	589.06	589.06	1,178.12
4. 5 Days Incentive Pay MDW x (5/12)	135.42	135.42	270.84
(A) Amount Direct to Janitor/Messenger	₱ 7,893.23	₱ 7,893.23	₱ 15,786.46
B. Payable to the Government (Employer Share)			
1. Social Security Premium (2021 Cont. Table)	680.00	680.00	1,360.00
2. Philhealth Premium (2022 Prem. Table @ 4%)	200.00	200.00	400.00
3. Pag-IBIG Contribution	100.00	100.00	200.00
4. State Insurance fund	10.00	10.00	20.00
(B) Amount Direct to the Government	₱ 990.00	₱ 990.00	₱ 1,980.00
Total Reimbursable Costs (A+B)	₱ 8,883.23	₱ 8,883.23	₱ 17,766.46
Add : Materials & Equipment (exclusive of VAT) (for Janitorial Services only) see Annex E for List of Required Janitorial Supplies and Equipment			
Subtotal			
12% VAT			
Minimum Contract Rate			
Add: Agency Fee/Administrative Cost			
Total Monthly Contract Rate			
Total Contract Rate for One (1) Year			

The amount under Items A & B in the Price Schedule should not be lower than the minimum requirement as provided under existing applicable laws, hence, price offer lesser than said amounts shall be declared non-responsive.

- The applicable number of working days per year for janitor and messenger is 261 days.
- The Minimum Daily Wage (MDW) rate is ₱ 325.00.

[Name & Signature of Supplier or Authorized Representative]

ANNEX C

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.¹
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).

¹ 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 D1

CONFORMITY TO TECHNICAL SPECIFICATIONS

The _____, with business and postal
(Name of Supplier/Bidder-Agency)
address at _____ hereby states its compliance
(Address of Supplier/Bidder-Agency)
with the technical specifications enumerated hereunder:

SCOPE OF WORKS AND SPECIFICATIONS

HOUSEKEEPING/UTILITY

- Qualifications:
- 1. At least high school level of education;
 - 2. Minimum of one (1) year experience in housekeeping;
 - 3. Must have a valid Police/NBI Clearance; and
 - 4. Must submit a latest Barangay Clearance issued by the Barangay Chairman.

Item	SPECIFICATIONS Must be able to perform the following duties and responsibilities:
1	DAILY Maintenance <ul style="list-style-type: none">- Sweeping, mopping and polishing of floors and spot scrubbing of areas where human traffic occurs to maintain cleanliness at all times;- Dusting and cleaning of all glass tops, doors, window ledges, air vents and partitions, furniture and fixtures that require specialized maintenance;- Cleaning and sanitizing of toilets and washrooms which include the use of special cleaning and sanitizing agents in the wash basin and toilet bowls;- Disposal of trash, rubbish and garbage from the premises to receptacles provided for such purpose;- Dusting and cleaning of office equipment, table tops, horizontal and vertical surfaces;- Fogging of toilets and certain areas with deodorant and air fresheners;- Care, watering and cultivation of indoor and outdoor plants located inside the rooms, halls and lobbies and other plants within the premises or area of the office;- Reporting of all breakage, electrical malfunction and other breakdown of facilities and equipment that require immediate attention; and- Perform other functions as may be assigned by his/her immediate supervisor.
2	WEEKLY Maintenance - General Cleaning of All Areas every Friday <ul style="list-style-type: none">- Washing and cleaning of inside glass windows and doors;- Scrubbing of tiles with soap/cleaning agent and rinsing the same; and- Cleaning/brushing of air-condition filters of the window-type air-conditioning units.
3	MONTHLY Maintenance - Every 2 nd Friday of the month <ul style="list-style-type: none">- Thorough general cleaning by way of scrubbing, spot checking of damaged tiles, removal of stains and others;- Thorough cleaning and washing of inside walls and ceilings;- Thorough cleaning, sanitizing and disinfecting of all washrooms and toilet fixtures;- Washing and cleaning occasionally light diffusers, venetian blinds, screens, outside walls, ceilings etc.
4	The bidder is required to provide at least two (2) sets of complete uniforms.

Note: Any reliever for Housekeeping shall be subject to prior screening by the Administrative Office.

[Name & Signature of Supplier or Authorized Representative]

ANNEX D2

CONFORMITY TO TECHNICAL SPECIFICATIONS

The _____, with business and postal
(Name of Supplier/Bidder-Agency)
address at _____ hereby states its compliance
(Address of Supplier/Bidder-Agency)
with the technical specifications enumerated hereunder:

SCOPE OF WORKS AND SPECIFICATIONS

MESSENGER

- Qualifications:
- 1. At least high school level of education;
 - 2. Must be knowledgeable in the streets/locations of Tacloban City and nearby municipalities;
 - 3. Minimum of one (1) year experience in messengerial services;
 - 4. Must have a valid Police/NBI Clearance; and
 - 5. Must submit a latest Barangay Clearance issued by the Barangay Chairman.

Item	SPECIFICATIONS Must be able to perform the following duties and responsibilities:
1	Perform messengerial functions such as mailing, delivery/pick-up of outgoing and incoming communications to and from other offices/agencies.
2	Deliver inter-office communications, circulars, memoranda and other related official documents.
3	Perform emergency purchase to nearby stores if needed.
4	Perform other functions as may be assigned by his/her immediate supervisor.
5	The bidder is required to provide at least two (2) sets of complete uniforms.

Note: Any reliever for Messenger shall be subject to prior screening by the Administrative Office.

[Name & Signature of Supplier or Authorized Representative]

ANNEX E

OMB-Vis RO8 TAC - PR Control No. 2022-02-003

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

LIST OF REQUIRED JANITORIAL SUPPLIES AND EQUIPMENT
for One (1) Year Period

For three (3) Comfort Rooms (Male, Female, & Director's CR)

Seq. No.	ITEMS	Unit of Measure	Mo. #1	Mo. #2	Mo. #3	Mo. #4	Mo. #5	Mo. #6	Mo. #7	Mo. #8	Mo. #9	Mo. #10	Mo. #11	Mo. #12	TOTAL QUANTITY (for 1 Year)
			Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	
	A. MONTHLY														
1	All Purpose Cleaner/Powder Soap (1 kilo)	kg	1	1	1	1	1	1	1	1	1	1	1	1	12
2	Alcohol, ethyl/isopropyl, 3.785 liters	gallon	3	2	3	2	3	2	3	2	3	2	3	2	30
3	Cleaning Sponges/Pads	pc	2	2	2	2	2	2	2	2	2	2	2	2	24
4	Deodorant Cake (albatross)	pc	2	1	2	2	1	2	2	1	2	2	1	2	20
5	Dishwashing Liquid (250/375 ml)	btl	2	2	2	2	2	2	2	2	2	2	2	2	24
6	Fabric Conditioner (28-50 ml)	sachet	12	12	12	12	12	12	12	12	12	12	12	12	144
7	Liquid Hand Soap (500/1000 ml)	btl	1	2	1	1	2	1	1	2	1	1	2	1	16
8	Tissue paper	roll	18	18	18	18	18	18	18	18	18	18	18	18	216
9	Toilet Bowl Cleaner (500 ml)	pc	2	2	2	3	2	3	2	2	2	3	2	3	28
10	Trash Bags (Medium/Large/XL), 10 pcs/pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24
11	Multi-insect Killer (500 ml)	btl	2	2	2	2	2	2	2	2	2	2	2	2	24
	B. QUARTERLY														
12	Air Freshener (bottle) 320 ml	btl		2			2			2			2		8
13	Furniture Polish (500 ml)	btl/can		1			1			1			1		4
14	Hand Gloves	pair		1			1			1			1		4
15	Muriatic Acid (500 ml)	btl		1			1			1			1		4
16	Rags/Dusting Cloth	pc		3			3			3			3		12
17	Soft Broom	pc		1			1			1			1		4
	C. SEMI-ANNUAL														
18	Feather Duster	pc	1						1						2
19	Floor Mat/Rag	pc	4						4						8
20	Glass Cleaner with Spray (500 ml)	btl	1						1						2
21	Glass Window Cleaning Wiper/ Squeegee	pc	1						1						2
22	Hand Brush	pc	1						1						2
23	Mop Handle	pc			1						1				2
24	Mop Head	pc			1						1				2
25	Spray bottle with trigger	pc			1						1				2
26	Toilet Bowl Brush	pc			2						2				4
	TOTAL Quantity		55	55	52	47	56	47	55	55	52	47	56	47	624

TOOLS AND EQUIPMENT

- One (1) Pc, Mop Bucket with Squeezer (FREE OF USE - to be returned after end of the service contract)

(Name & Signature of Supplier or Authorized Representative)

ANNEX F1

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 F2

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_____

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2022

ANNEX F3

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_____

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2022

ANNEX G

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 H

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

Doc .No. _____
Page No. _____
Book No. _____
Series of _____