



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

INVITATION FOR THE NEGOTIATED PROCUREMENT (TWO FAILED BIDDINGS) OF ONE (1) YEAR RENTAL OF PHOTOCOPYING 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 (₱9,870,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Negotiated Procurement (Two Failed Biddings) of One (1) Year Rental of Photocopying Machines for the Office of the Ombudsman** with Project Identification No. **QN 2022-2-099-AUG**. Bids/Quotations received in excess of the ABC shall be automatically rejected at bid opening/opening of best and final offer.
2. The Office of the Ombudsman, now invites bids/quotations 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/Suppliers should have completed, within five (5) years from the date of submission and receipt of bids/quotations, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the proposed project for bidding/quotation. The description of an eligible bidder/supplier is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Procurement will be conducted through Negotiated Procurement 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. Negotiated Procurement 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/Suppliers may obtain further information from the Office of the Ombudsman via email at ombbacsecmain@gmail.com and inspect the documents posted at the Ombudsman and the PhilGEPS websites.
6. A complete set of the negotiation documents may be acquired/downloaded from the websites of PhilGEPS and the Office of the Ombudsman, **FREE OF CHARGE**, by interested Bidders starting **August 08, 2022 to August 22, 2022**.

7. The Office of the Ombudsman will hold a Negotiation Conference on **August 15, 2022 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/Quotations for the **Best and Final Offer** 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 August 22, 2022 at 2:00 p.m.** **Late bids/quotations shall not be accepted. Unsealed or unmarked bid/quotation envelopes shall be rejected** (Reference: Sec. 25.9, 2016 RIRR of RA 9184).
9. All Bids/Quotations 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/Opening of **Best and Final Offer** shall be on **August 23, 2022 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 negotiation conference and the bid opening of Best and Final Offers 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/quotations, to annul the bidding/negotiated procurement process, and to declare a failure of bidding/negotiated procurement, 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 or supplier/s.
13. Please refer to the table below for the summary of negotiation activities:

<p>AVAILABILITY OF NEGOTIATION DOCUMENTS <i>Note: Due to COVID-19 pandemic, hard copies of documents are no longer issued due to health and safety protocols.</i></p>	<p>August 08, 2022 to August 22, 2022 - The documents may be downloaded from the PhilGEPS website or Ombudsman website.</p>
<p>NEGOTIATION CONFERENCE</p>	<p>August 15, 2022 (Monday) at 1:30 p.m. - 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</p>

	event.
DEADLINE OF SUBMISSION OF BEST AND FINAL OFFER (Note: Late bids/quotations shall not be accepted. Unsealed or unmarked bid/quotation envelopes shall be rejected)	August 22, 2022 (Monday) at 2:00 p.m. - Manual / physical submission of negotiation documents 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.
OPENING OF BIDS/OPENING OF BEST AND FINAL OFFER	August 23, 2022 (Tuesday) at 1:30 p.m. - 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.

14. For further information, please refer to:

BIDS AND AWARDS COMMITTEE SECRETARIAT – MAIN

Ground Floor, Ombudsman Main Building,

Agham Road, Diliman Quezon City 1105

☎ (02) 8479-73-00 loc.2206

✉ ombbacsecmain@gmail.com/ bac@ombudsman.gov.ph


www.ombudsman.gov.ph (see Bid Announcements)

15. You may visit the following websites for downloading of Negotiation Documents:
- **Office of the Ombudsman Official Website:** www.ombudsman.gov.ph (see links under *Bid Announcements*> under *Invitation to Bid*)
 - **Log in at PhilGEPS Website:** <https://notices.philgeps.gov.ph/>

08 August 2022, Quezon City, Philippines.



ADORACION A. AGBADA

Acting Assistant Ombudsman, OMB-Luzon 
Chairperson, Bids and Awards Committee