



Republic of the Philippines
Office of the Ombudsman
OFFICE OF THE DEPUTY OMBUDSMAN FOR MINDANAO
 Corner of Earth & Libra Streets, GSIS Heights,
 Matina, Davao City
 Website: www.ombudsman.gov.ph/www.philgeps.net.ph

REQUEST FOR QUOTATION

The Office of the Ombudsman – Mindanao Office, through its Bids and Awards Committee (BAC), as duly authorized to conduct Small Value Procurement/Shopping in accordance with Sections 53.9 and 52 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.

Supplier:	Quotation No: 22-0066August
Address:	PR No: 2022-05-0048 dtd. May 18, 2022
	Remarks: 1st Canvass
Tel. No.	Date: August 31, 2022

ATTY. MARIA ILUMINADA S. LAPID-VIVA
 Chairperson, Bids and Awards Committee,
 Office of the Deputy Ombudsman for Mindanao
 Earth corner Libra Streets, GSIS Heights,
 Matina, Davao City

Dear Sir/Madam:

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

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
	P 930,047.00	1 lot	VARIOUS OFFICE SUPPLIES			
1			80 gallons ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	<input type="checkbox"/> Comply		
2			6 boxes CARBON FILM, legal, Blue	<input type="checkbox"/> Comply		
3			40 pads NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	<input type="checkbox"/> Comply		
4			20 pads NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	<input type="checkbox"/> Comply		
5			20 pads NOTE PAD, stick on, 3" x 3"	<input type="checkbox"/> Comply		
6			50 bks. RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
7			54 bks. RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
8			30 packs BATTERY, dry Cell, size AA, 4pcs./pack	<input type="checkbox"/> Comply		
9			30 packs BATTERY, dry Cell, size AAA, 4 pcs./pack	<input type="checkbox"/> Comply		
10			48 box STAPLE WIRE, standard, bronze, no. 35	<input type="checkbox"/> Comply		
11			90 rolls TAPE, MASKING, 48mm	<input type="checkbox"/> Comply		
12			210 rls. TAPE, packaging, 3inches X 100 meters	<input type="checkbox"/> Comply		
13			248 rolls TAPE, transparent, 24mm, 24mm X 100 meters	<input type="checkbox"/> Comply		
14			25 pcs. FLASH DRIVE, 16 GB	<input type="checkbox"/> Comply		
15			10 bxs. CLIP, backfold, 19mm, 12 pcs./box	<input type="checkbox"/> Comply		
16			66 bxs. CLIP, backfold, 25mm, 12 pcs./box	<input type="checkbox"/> Comply		
17			71 bxs. CLIP, backfold, 32mm, 12 pcs./bx.	<input type="checkbox"/> Comply		
18			70 bxs. CLIP, backfold, 50mm, 12 pcs./bx.	<input type="checkbox"/> Comply		
19			250 pcs. CORRECTION TAPE, 8m	<input type="checkbox"/> Comply		
20			10 bxs. ENVELOPE, documentary, A4, 500's/bx.	<input type="checkbox"/> Comply		
21			35 bxs. ENVELOPE, DOCUMENTARY, for legal size document, 500's	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
22			50 bxs. ENVELOPE, expanding, kraft, legal, 100's/bx.	<input type="checkbox"/> Comply		
23			60 bxs. ENVELOPE, mailing, XXX	<input type="checkbox"/> Comply		
24			150 bxs. FASTENER, metal, non-sharp edges	<input type="checkbox"/> Comply		
25			90 packs FOLDER, Legal, Cream, 100/pack	<input type="checkbox"/> Comply		
26			90 packs FOLDER, Legal, Orange, 100/pack	<input type="checkbox"/> Comply		
27			10 packs FOLDER, Legal, Brown, 100/pack	<input type="checkbox"/> Comply		
28			30 sets MARKER, fluorescent, 3pcs./set, assorted color	<input type="checkbox"/> Comply		
29			60 pcs. MARKER, permanent, black, bullet type	<input type="checkbox"/> Comply		
30			20 tubes BLADE, for general purpose cutter / utility knife, 10 blades/tube	<input type="checkbox"/> Comply		
31			20 pcs. CUTTER/UTILITY KNIFE, for general purpose	<input type="checkbox"/> Comply		
32			15 pcs. STAPLE REMOVER, plier type	<input type="checkbox"/> Comply		
33			15 pcs. ERASER, plastic/rubber	<input type="checkbox"/> Comply		
34			385 pcs. SIGN PEN, black 0.5mm	<input type="checkbox"/> Comply		
35			385 pcs. SIGN PEN, blue 0.5mm	<input type="checkbox"/> Comply		
36			120 bxs. STAPLE WIRE, No. 10	<input type="checkbox"/> Comply		
37			75 bxs. STAPLE WIRE, STANDARD, (26/6), Bronzes, no. 35	<input type="checkbox"/> Comply		
38			50 pcs. SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	<input type="checkbox"/> Comply		
39			50 pcs. SIGN PEN, BLUE, liquid/gel ink, 1.0mm needle tip	<input type="checkbox"/> Comply		
40			50 pcs. SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	<input type="checkbox"/> Comply		
41			50 pcs. SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	<input type="checkbox"/> Comply		
42			40 bxs. PAPER CLIP, vinyl coated, length: 32mm min	<input type="checkbox"/> Comply		
43			50 bxs. PAPER CLIP, vinyl coated, length: 48mm min	<input type="checkbox"/> Comply		
44			36 bxs. RUBBER BAND, No. 18, jumbo	<input type="checkbox"/> Comply		
45			30 btls. STAMP PAD INK, blue	<input type="checkbox"/> Comply		
46			25 btls. STAMP PAD INK, black	<input type="checkbox"/> Comply		
47			50 pcs. MARKER, PERMANENT, broad type, black	<input type="checkbox"/> Comply		
48			30 pcs. MARKER, PERMANENT, broad type, blue	<input type="checkbox"/> Comply		
49			200 pcs. PEN, Ballpoint (BLACK)	<input type="checkbox"/> Comply		
50			200 pcs. PEN, Ballpoint (BLUE)	<input type="checkbox"/> Comply		
51			100 pcs. FILE BOX, for Documents Filing w/ Cover, 15W X 24LX10HX3/16T	<input type="checkbox"/> Comply		
52			550 rms. PAPER, Multi-Purpose, 80 gms - A4	<input type="checkbox"/> Comply		
53			1,250 rms. PAPER, Multi-Purpose, 80 gms - Legal	<input type="checkbox"/> Comply		
54			3 packs. FOLDER, PRESSBOARD, Legal (Blue), 100 pcs./bx.	<input type="checkbox"/> Comply		
55			2 packs. FOLDER, PRESSBOARD, Legal (Red), 100 pcs./bx.	<input type="checkbox"/> Comply		
56			2 packs FOLDER, PRESSBOARD, Legal (Yellow), 100 pcs./bx.	<input type="checkbox"/> Comply		
57			4 packs FOLDER, PRESSBOARD, Legal (Green), 100 pcs./pack	<input type="checkbox"/> Comply		
58			250 pcs. PASTE, Glue Pen	<input type="checkbox"/> Comply		
59			2 packs CONSTRUCTION ADHESIVE	<input type="checkbox"/> Comply		

In compliance with GPPB Resolution No. 30-2017, a warranty retention money equivalent to the following shall be imposed:

1% for Expendable Supplies and to be release after 3 months period;

3% for Non-expendable Supplies and to be release after 1 year period

Date Posted: September 06, 2022 TOTAL PRICE: _____

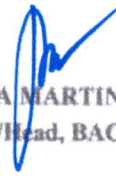
Deadline of Submission: September 15, 2022

*Important matters/General Terms and Conditions please see at the back

SUPPLIER'S REPRESENTATIVE
(Printed Name)

BY THE AUTHORITY OF THE
BIDS AND AWARDS COMMITTEE

Signature/Date


ARIZONA MARTIN J. BOISER
AGIO III/Head, BAC Secretariat

Please state your PhilGeps Number: _____

Canvassed by: _____

Date: _____

GENERAL TERMS AND CONDITIONS:

1. **BID VALIDITY.** Bids should be valid for sixty (60) 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.** Delivery period should be within fifteen (15) calendar days upon receipt of Purchase Order;
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.
8. **RETENTION MONEY.** The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (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.
9. **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.
10. **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. Request for Quotation (RFQ's) must be in the **Sealed Envelope** upon submission.

INSTRUCTIONS TO BIDDERS:

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 PhilGEPS website before the closing date for inclusion in the PhilGEPS Document Request List (DRL).

Bidders/suppliers offering the lowest calculated bid shall be required to submit the following documentary requirements as marked [✓] within three (3) working days from receipt of notification.

- 1) Updated Business/Mayor's Permit (photocopy)
- 2) Updated Certificate of PhilGEPS Registration (Platinum); (if ABC is above P50,000.00)
- 3) Updated Income / Business Tax Return (for ABCs above P50,000);
- 4) For ABCs above P50,000.00 – Notarized 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-Central Office thru Alternative Modes of Procurement, unless an updated OSS is required. (Reference: GPPB Resolution No. 21-2017)
- 5) Notarized bank account certification indicating Land Bank of the Philippines (LBP) as depository bank with account number and name of account holder. In case of bank account other than LBP, please indicate in the certification that the account holder shall bear the charges and fees that may be imposed by the bank.
- 6) For ABCs P50,000.00 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 bidder which complies with the minimum technical specifications (Annex A) and General Terms and Conditions (Annex B).

For further inquiries you may reach us at 221-3431 to 33 local 2207.