



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: 23-0075 August
Address:	PR No: 23-08-0094 dtd August 01, 2023
	Remarks: 1st Canvass
Tel. No.	Date: August 17, 2023

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 Annex 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 904,000.00	1 lot	Various Office Supplies as follows:			
1			20 gallons ALCOHOL, 68%-72%, scented, 3.785 liters	<input type="checkbox"/> Comply		
2			5 boxes CARBON FILM, legal, Blue	<input type="checkbox"/> Comply		
3			60 pads NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	<input type="checkbox"/> Comply		
4			40 pads NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	<input type="checkbox"/> Comply		
5			35 pads NOTE PAD, stick on, 3" x 3"	<input type="checkbox"/> Comply		
6			15 books RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
7			25 books RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	<input type="checkbox"/> Comply		
8			15 pack s BATTERY, dry Cell, size AA	<input type="checkbox"/> Comply		
9			15 pack s BATTERY, dry Cell, size AAA	<input type="checkbox"/> Comply		
10			77 boxes STAPLE WIRE, standard, BRONZE	<input type="checkbox"/> Comply		
11			95 rolls TAPE, masking, 24mm x 100m	<input type="checkbox"/> Comply		
12			124 rolls TAPE, packaging, 48 mm x 100m	<input type="checkbox"/> Comply		
13			209 rolls TAPE, transparent, 24mm x 100m	<input type="checkbox"/> Comply		
14			30 pieces FLASH DRIVE, 16 GB	<input type="checkbox"/> Comply		
15			5 units MOUSE, WIRELESS, USB	<input type="checkbox"/> Comply		
16			75 boxes CLIP, backfold, 19mm	<input type="checkbox"/> Comply		
17			120 boxes CLIP, backfold, 25mm	<input type="checkbox"/> Comply		
18			165 boxes CLIP, backfold, 32mm	<input type="checkbox"/> Comply		
19			25 boxes CLIP, backfold, 50mm	<input type="checkbox"/> Comply		
20			350 pieces CORRECTION TAPE, 8m	<input type="checkbox"/> Comply		
21			2 boxes ENVELOPE, documentary, A4 (500's)	<input type="checkbox"/> Comply		
22			10 boxes ENVELOPE, documentary, Legal (500's)	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
23			20 boxes ENVELOPE, expanding, kraft, legal	<input type="checkbox"/> Comply		
24			15 pieces ENVELOPE, expanding, plastic with handle, Dark Green	<input type="checkbox"/> Comply		
25			15 pieces ENVELOPE, expanding, plastic with handle, Red	<input type="checkbox"/> Comply		
26			15 pieces ENVELOPE, expanding, plastic, with handle, Light Pink	<input type="checkbox"/> Comply		
27			15 pieces ENVELOPE, expanding, plastic, with handle, Pink	<input type="checkbox"/> Comply		
28			15 pieces ENVELOPE, expanding, plastic, with handle, Violet	<input type="checkbox"/> Comply		
29			15 pieces ENVELOPE, expanding, plastic, with handle, Yellow	<input type="checkbox"/> Comply		
30			15 pieces ENVELOPE, expanding, plastic, with handle, Orange	<input type="checkbox"/> Comply		
31			70 boxes ENVELOPE, mailing, XXX	<input type="checkbox"/> Comply		
32			3 boxes FOLDER, A4, Brown	<input type="checkbox"/> Comply		
33			13 boxes FOLDER, Legal, Cream	<input type="checkbox"/> Comply		
34			10 boxes FOLDER, Legal, Orange	<input type="checkbox"/> Comply		
35			15 boxes FOLDER, Legal, Brown	<input type="checkbox"/> Comply		
36			75 sets MARKER, fluorescent, 3 pcs	<input type="checkbox"/> Comply		
37			5 boxes PENCIL, lead, with eraser 12's	<input type="checkbox"/> Comply		
38			10 pieces BLADE, for general purpose cutter / utility knife	<input type="checkbox"/> Comply		
39			5 pieces PENCIL SHARPENER, Heavy Duty	<input type="checkbox"/> Comply		
40			14 pairs SCISSORS, Heavy Duty	<input type="checkbox"/> Comply		
41			11 pieces Staple Remover, Plier Type (Metal, Heavy Duty)	<input type="checkbox"/> Comply		
42			1 pieces PHILIPPINE NATIONAL FLAG (4' x 8')	<input type="checkbox"/> Comply		
43			28 pieces ERASER, plastic/rubber	<input type="checkbox"/> Comply		
44			230 pieces SIGN PEN, black, 0.5	<input type="checkbox"/> Comply		
45			227 pieces SIGN PEN, blue, 0.5	<input type="checkbox"/> Comply		
46			123 pieces SIGN PEN, red, 0.5	<input type="checkbox"/> Comply		
47			67 boxes STAPLE WIRE, No. 10	<input type="checkbox"/> Comply		
48			9 pieces STAPLE WIRE REMOVER, TWIN JAWS	<input type="checkbox"/> Comply		
49			15 units STAPLER, No. 10	<input type="checkbox"/> Comply		
50			1 units STAPLER, Binder Type, Heavy Duty (up to 240 sheets)	<input type="checkbox"/> Comply		
51			70 pieces SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	<input type="checkbox"/> Comply		
52			70 pieces SIGN PEN, BLUE, liquid/gel ink, 1.0mm needle tip	<input type="checkbox"/> Comply		
53			72 pieces SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	<input type="checkbox"/> Comply		
54			73 pieces SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	<input type="checkbox"/> Comply		
55			10 pieces FINGER TIP MOISTENER	<input type="checkbox"/> Comply		
56			4 cartndges TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	<input type="checkbox"/> Comply		
57			5 bottles PRINTER INKS; (Black) Brother, LC 539 XL-BK	<input type="checkbox"/> Comply		
58			3 bottles PRINTER INKS; (Cyan) Brother, LC 535 XL-C	<input type="checkbox"/> Comply		
59			3 bottles PRINTER INKS; (Magenta) Brother, LC 535 XL-M	<input type="checkbox"/> Comply		
60			3 bottles PRINTER INKS; (Yellow) Brother, LC 535 XL-Y	<input type="checkbox"/> Comply		
61			2 bottles PRINTER INKS; HP no. 46 (black)	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
62			2 bottles PRINTER INKS; HP no. 46 (color)	<input type="checkbox"/> Comply		
63			10 rolls TWINE, plastic	<input type="checkbox"/> Comply		
64			12 pieces PUNCHER, Heavy Duty	<input type="checkbox"/> Comply		
65			70 boxes PAPER CLIP, metallic, length: 32mm min	<input type="checkbox"/> Comply		
66			85 boxes PAPER CLIP, metallic, length: 48mm min	<input type="checkbox"/> Comply		
67			35 boxes RUBBER BAND, Jumbo	<input type="checkbox"/> Comply		
68			15 pieces DATER, Small, Self-Inking	<input type="checkbox"/> Comply		
69			45 pieces MARKER, PERMANENT, broad type, black	<input type="checkbox"/> Comply		
70			35 pieces MARKER, PERMANENT, broad type, blue	<input type="checkbox"/> Comply		
71			20 pieces MARKER, PERMANENT, broad type, red	<input type="checkbox"/> Comply		
72			183 pieces PEN, Ballpoint (BLACK)	<input type="checkbox"/> Comply		
73			170 pieces PEN, Ballpoint (BLUE)	<input type="checkbox"/> Comply		
74			90 pieces PEN, Ballpoint (RED)	<input type="checkbox"/> Comply		
75			4 boxes PUSH PINS	<input type="checkbox"/> Comply		
76			100 boxes FILE BOX, for Documents Filing	<input type="checkbox"/> Comply		
77			400 reams PAPER, Multi-Purpose, 80 gms - A4	<input type="checkbox"/> Comply		
78			1500 reams PAPER, Multi-Purpose, 80 gms - Legal	<input type="checkbox"/> Comply		
79			2 boxes FOLDER, PRESSBOARD, Legal (White) - Expanded, 100's	<input type="checkbox"/> Comply		
80			3 boxes FOLDER, PRESSBOARD, Legal (Green) - Expanded, 100's	<input type="checkbox"/> Comply		
81			4 boxes FOLDER, PRESSBOARD, Legal (Royal/Dark Blue) - Expanded, 100's	<input type="checkbox"/> Comply		
82			3 boxes FOLDER, PRESSBOARD, Legal (Red) - Expanded, 100's	<input type="checkbox"/> Comply		
83			3 boxes FOLDER, PRESSBOARD, Legal (Yellow) - Expanded, 100's	<input type="checkbox"/> Comply		
84			163 pieces PASTE, Glue Pen	<input type="checkbox"/> Comply		
85			3 units CALCULATOR, 16-Digit, Extra-Large Display	<input type="checkbox"/> Comply		
86			15 pieces ARCH FILE - Ring Binder (Green)	<input type="checkbox"/> Comply		
87			10 pieces ARCH FILE - Ring Binder (Blue)	<input type="checkbox"/> Comply		
88			2 rolls DUCT TAPE, 2"	<input type="checkbox"/> Comply		
89			7 packs PHOTO PAPER - Legal	<input type="checkbox"/> Comply		
90			3 packs STICKER PAPER - Legal	<input type="checkbox"/> Comply		
91			10 rolls TAPE, MOUNTING, Double-Sided	<input type="checkbox"/> Comply		
92			5 rolls TAPE, Double-Sided, Adhesive	<input type="checkbox"/> Comply		
93			10 carts TONER, Canon Cartridge, 319	<input type="checkbox"/> Comply		
94			2 pieces ADHESIVE, Bonding Agent	<input type="checkbox"/> Comply		
			---NF---			

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: August 07, 2023

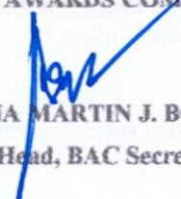
Deadline of Submission: August 16, 2023

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

SUPPLIER'S REPRESENTATIVE
(Printed Name)

Signature/Date

BY THE AUTHORITY OF THE
BIDS AND AWARDS COMMITTEE


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 ₱50,000.00)
- [] 3) Updated Income / Business Tax Return (for ABCs above ₱500,000);
- [] 4) For ABCs above ₱50,000.00 – 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 ₱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 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.