



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: **2023-09-011**

Date: **September 8, 2023**

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 **“One (1) Lot Procurement for the Delivery of Janitorial Services with Supplies and Messengerial Services for One (1) Year Period” (1<sup>st</sup> canvass)** in accordance with **Section 53.9** of the Updated 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: **“One (1) Lot Procurement for the Delivery of Janitorial Services with Supplies and Messengerial Services for One (1) Year Period” (1<sup>st</sup> canvass)**

Total Approved Budget for the Contract (ABC): **₱ 421,152.12**

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

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

Deadline of submission: **September 22, 2023 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 2023;
- 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.

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

ANNEX A  
PRICE QUOTATION FORM

ATTY. JANICE G. GABRITO  
Chairperson, Bids and Awards Committee  
Office of the Ombudsman - Visayas  
Regional Office No. VIII  
3/F LY Building, Fatima Village  
Barangay 77, Marasbaras  
6500 Tacloban City

Quotation No.	2023-09-011
PR No. (s)	2023-06-004
APP/SPPMP Code:	2023-049 & 2023-050
Canvass No.	1*
Date:	8-Sept.-2023
Authority:	Sec. 53.9 (SVP)
Authority/Reso. No.:	2023-07-005
Authority/Reso. Date:	4-July-2023

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 B, 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 (inclusive of taxes)	Total Price
					(Please Check)		
1	241,938.48	1	Person	<b>ONE (1) LOT PROCUREMENT FOR THE DELIVERY OF JANITORIAL SERVICES WITH SUPPLIES AND MESSENGERIAL SERVICES FOR ONE (1) YEAR PERIOD</b>  <i>Description:</i> <b>A. MALE/FEMALE Utility</b> <i>(Duty from Mondays to Fridays only, eight [8]-hour duty)</i>  <b>1. Provide janitorial supplies and equipment:</b> <i>(See List of Required Janitorial Supplies and Equipment)</i>	<input type="checkbox"/> comply		
2	179,213.64	1	Person	<b>B. MALE Messengerial Personnel</b> <i>(Work schedule from Mondays to Fridays, excluding holidays, 8:00 AM - 12:00NN &amp; 1:00 PM - 5:00 PM only)</i>  - 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  <b>NOTE:</b> 1. Price Quotation/Financial Proposal should be attached with a Cost Breakdown (Annex B). 2. The winning bidder for janitorial services must submit a <b>Housekeeping Plan</b> for the office prior to the contract signing.	<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 – 22)

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) @ ₱ 375.00 MDW x (WD/12)	8,156.25	8,156.25	16,312.50
2. Uniform Allowance (RA 5487)	100.00	100.00	200.00
3. 13th Month Pay MDW x (WD/12) /12	679.69	679.69	1,359.38
4. 5 Days Incentive Pay MDW x (5/12)	156.25	156.25	312.50
(A) Amount Direct to Janitor/Messenger	₱ 9,092.19	₱ 9,092.19	₱ 18,184.38
B. Payable to the Government (Employer Share)			
1. Social Security Premium (Latest Premium Table mandated by law, or issuances)	855.00	855.00	1,710.00
2. Philhealth Premium (Latest Premium Table mandated by law, or issuances)	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	₱ 1,165.00	₱ 1,165.00	₱ 2,330.00
Total Reimbursable Costs (A+B)	₱ 10,257.19	₱ 10,257.19	₱ 20,514.38
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			

**Note:** The bid price/amount per item shall be rounded off to *two decimal places* or to the *nearest hundredths*.

*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 ₱ 375.00.

\_\_\_\_\_  
[Name & Signature of Supplier or Authorized Representative]

## ANNEX C

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

1. **BID/PRICE QUOTATION VALIDITY.** Bids/Price Quotation should be valid for **one hundred twenty (120)** calendar days counted from the deadline of submission of bids/quotations;
2. **SAME PRICE QUOTATION.** If two (2) or more suppliers submit the same price quotation and have been post-qualified as the suppliers with the Lowest Calculated Responsive Quotations, the Office of the Ombudsman – Visayas, Regional Office No. VIII shall adopt and employ “draw lots/toss coin” as the tie breaking method to finally determine the single winning provider. (GPPB Circular No. 06-2005)
3. **PRICE ESCALATION.** All bid prices/price quotations for the goods or services in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.
4. **ALTERNATIVE BIDS.** Alternative Bids/Price Quotations shall be rejected. For this purpose, alternative bid/price quotation is an offer made by a Bidder/Supplier in addition or as a substitute to its original bid/price quotation which may be included as part of its original bid/price quotations or submitted separately therewith for purposes of bidding.
5. **TAXES.** The total price quoted is subject to withholding tax and payable check.
6. **DELIVERY PERIOD.** Must be within the contract period.
7. **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/Supplier. An additional or separate delivery charge in the bid/price quotation shall be treated as non-responsive and shall be rejected.
8. **TERM OF PAYMENT.** Payment shall be CHARGED ACCOUNT, unless specified. Cash on Delivery (COD) shall not be allowed, unless accepted during bid/price quotation 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>
9. **RETENTION MONEY.** The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five (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 lateral defects and all the conditions imposed under the contract have been fully met. (GPPB Resolution No. 30-2017 dated 30 May 2017)
10. **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.
11. **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 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	<b>DAILY Maintenance</b> <ul style="list-style-type: none"><li>- Sweeping, mopping and polishing of floors and spot scrubbing of areas where human traffic occurs to maintain cleanliness at all times;</li><li>- Dusting and cleaning of all glass tops, doors, window ledges, air vents and partitions, furniture and fixtures that require specialized maintenance;</li><li>- Cleaning and sanitizing of toilets and washrooms which include the use of special cleaning and sanitizing agents in the wash basin and toilet bowls;</li><li>- Disposal of trash, rubbish and garbage from the premises to receptacles provided for such purpose;</li><li>- Dusting and cleaning of office equipment, table tops, horizontal and vertical surfaces;</li><li>- Fogging of toilets and certain areas with deodorant and air fresheners;</li><li>- 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;</li><li>- Reporting of all breakage, electrical malfunction and other breakdown of facilities and equipment that require immediate attention; and</li><li>- Perform other functions as may be assigned by his/her immediate supervisor.</li></ul>
2	<b>WEEKLY Maintenance</b> - General Cleaning of All Areas every Friday <ul style="list-style-type: none"><li>- Washing and cleaning of inside glass windows and doors;</li><li>- Scrubbing of tiles with soap/cleaning agent and rinsing the same; and</li><li>- Cleaning/brushing of air-condition filters of the window-type air-conditioning units.</li></ul>
3	<b>MONTHLY Maintenance</b> - Every 2 <sup>nd</sup> Friday of the month <ul style="list-style-type: none"><li>- Thorough general cleaning by way of scrubbing, spot checking of damaged tiles, removal of stains and others;</li><li>- Thorough cleaning and washing of inside walls and ceilings;</li><li>- Thorough cleaning, sanitizing and disinfecting of all washrooms and toilet fixtures;</li><li>- Washing and cleaning occasionally light diffusers, venetian blinds, screens, outside walls, ceilings etc.</li></ul>
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	<b>SPECIFICATIONS</b> <b>Must be able to perform the following duties and responsibilities:</b>
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. 2023-06-004

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 QTY (for 1 Year)
			Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	Qty	
	A. MONTHLY														
1	Air Freshener (bottle) 320 ml	btl	1	1	1	1	1	1	1	1	1	1	1	1	12
2	Alcohol, ethyl/isopropyl, 3.785 liters	gallon	2	2	2	2	2	2	2	2	2	2	2	2	24
3	All Purpose Cleaner/Powder Soap (1 kilo)	kg	1	1	1	1	1	1	1	1	1	1	1	1	12
4	Cleaning Sponges/Pads	pc	2	2	2	2	2	2	2	2	2	2	2	2	24
5	Deodorant Cake (albatross)	pc	2	1	2	2	1	2	2	1	2	2	1	2	20
6	Dishwashing Liquid (250/375 ml)	btl	3	3	3	3	3	3	3	3	3	3	3	3	36
7	Fabric Conditioner (28-50 ml)	sachet	12	12	12	12	12	12	12	12	12	12	12	12	144
8	Liquid Hand Soap (500/1000 ml)	btl	1	1	1	1	1	1	1	1	1	1	1	1	12
9	Multi-insect Killer (500 ml)	btl	2	2	2	2	2	2	2	2	2	2	2	2	24
10	Tissue paper	roll	30	30	30	30	30	30	30	30	30	30	30	30	360
11	Toilet Bowl Cleaner (500 ml)	blt	3	3	3	3	3	3	3	3	3	3	3	3	36
12	Trash Bags (Medium/Large/XL), 10 pcs/pack	pack	3	3	3	3	3	3	3	3	3	3	3	3	36
	B. QUARTERLY														
13	Furniture Polish (500 ml)	btl/can		1			1			1			1		4
14	Hand Gloves	pair		2			2			2			2		8
15	Mop Handle	pc		1			1			1			1		4
16	Mop Head	pc		1			1			1			1		4
17	Muriatic Acid (500 ml)	btl		1			1			1			1		4
18	Rags/Dusting Cloth	pc			3			3			3			3	12
19	Soft Broom	pc			2			2			2			2	8
	C. SEMI-ANNUAL														
20	Feather Duster	pc	1						1						2
21	Floor Mat/Rag	pc	4						4						8
22	Glass Cleaner with Spray (500 ml)	btl	1						1						2
23	Glass Window Cleaning Wiper/ Squeegee	pc	1						1						2
24	Hand Brush	pc			1						1				2
25	Spray bottle with trigger	pc			1						1				2
26	Toilet Bowl Brush	pc			2						2				4
	TOTAL Quantity		69	67	71	62	67	67	69	67	71	62	67	67	806

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 or authorized representative of \_\_\_\_\_ [Name of Bidder] with office address at \_\_\_\_\_ [address of Bidder];
2. As the owner and sole proprietor, or authorized representative of \_\_\_\_\_ [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *One (1) Lot Procurement for the Delivery of Janitorial Services with Supplies and Messengerial Services for One (1) Year Period* of the OFFICE OF THE OMBUDSMAN - VISAYAS, Regional Office No. VIII, Marasbaras, Tacloban City, as shown in the attached duly notarized Special Power of Attorney;
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. The owner or sole proprietor is 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 \_\_\_\_\_, 2023 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Name of Bidder/Authorized Representative]



[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023 with Residence Certificate No. \_\_\_\_\_  
issued at \_\_\_\_\_ on \_\_\_\_\_, 2023.

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

Doc. No.: \_\_\_\_\_  
Page No.: \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Series of 2023

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 to participate, submit the bid, and to sign and execute the ensuing contract for *One (1) Lot Procurement for the Delivery of Janitorial Services with Supplies and Messengerial Services for One (1) Year Period* of 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, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
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 \_\_\_\_\_, 2023 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Name of Bidder/Authorized Representative]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023 with Residence Certificate No. \_\_\_\_\_  
issued at \_\_\_\_\_ on \_\_\_\_\_, 2023.

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

Doc. No.: \_\_\_\_\_  
Page No.: \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Series of 2023

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 to participate, submit the bid, and to sign and execute the ensuing contract for *One (1) Lot Procurement for the Delivery of Janitorial Services with Supplies and Messengerial Services for One (1) Year Period* of 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, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
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 \_\_\_\_\_,  
2023 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Name of Bidder/Authorized Representative]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023 with Residence Certificate No. \_\_\_\_\_  
issued at \_\_\_\_\_ on \_\_\_\_\_, 2023.

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

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Series of 2023

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 \_\_\_\_\_,  
2023, 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)

REPUBLIC OF THE PHILIPPINES)  
(CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the (Province/City/Municipality) of \_\_\_\_\_, personally appeared \_\_\_\_\_ with [Valid ID] \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ known to me and to me known to be the same person who executed the foregoing instrument which he/she acknowledged to me to be his/her free and voluntary act and deed, consisting of only \_\_\_\_\_ (\_\_\_\_\_) page/s, including this page in which this Acknowledgment is written, duly signed by him/her instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public

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