



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: 24-001 January 2024
Address:	PR No: 23-11-0138 dtd. November 28, 2023
	Remarks: 1st Canvass
Tel. No.	Date: January 08, 2024

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 180,000.00	1 lot	Various Janitorial Supplies as follows:			
1			28 cans INSECTICIDE, Aerosol Type, 500mL	<input type="checkbox"/> Comply		
2			49 cans AIR FRESHENER, Aerosol Type, 320mL	<input type="checkbox"/> Comply		
3			38 pieces BROOM, Soft, Tambo	<input type="checkbox"/> Comply		
4			10 pieces BROOM, Stick (Walis Ting-ting)	<input type="checkbox"/> Comply		
5			10 bottles CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	<input type="checkbox"/> Comply		
6			133 packs DETERGENT POWDER, all-purpose, 1kg	<input type="checkbox"/> Comply		
7			37 cans DISINFECTANT SPRAY, aerosol type, atleast 340g	<input type="checkbox"/> Comply		
8			6 pieces DUST PAN, rigid, non-breakable plastic	<input type="checkbox"/> Comply		
9			59 bottles HAND SOAP, Liquid, Anti-Bacterial, 1000mL	<input type="checkbox"/> Comply		
10			18 cans FURNITURE CLEANER, Aerosol Type, atleast 300mL	<input type="checkbox"/> Comply		
11			11 pieces MOP HANDLE, Heavy Duty	<input type="checkbox"/> Comply		
12			23 pieces MOP HEAD, made of rayon	<input type="checkbox"/> Comply		
13			4 bundles RAGS, all cotton, 1 kilo per bundle	<input type="checkbox"/> Comply		
14			7 packs SCOURING PAD, 5 pieces per pack	<input type="checkbox"/> Comply		
15			261 packs TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	<input type="checkbox"/> Comply		
16			28 packs TRASHBAG, transparent, XL, 10 pieces per roll or pack	<input type="checkbox"/> Comply		
17			50 gallons BLEACH	<input type="checkbox"/> Comply		
18			113 bottles DISHWASHING LIQUID, 250mL	<input type="checkbox"/> Comply		
19			126 packs BAG, Sando, White, Large	<input type="checkbox"/> Comply		
20			121 pieces TOILET DEODORANT CAKE	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
21			24 pieces HAND TOWEL	<input type="checkbox"/> Comply		
22			102 pieces SPONGE, w/ Scouring Pad	<input type="checkbox"/> Comply		
23			11 bottles SPRAY, Glass Cleaner, 500mL	<input type="checkbox"/> Comply		
24			6 gallons HAND SANITIZER, Gel, 4 Liters per Gallon	<input type="checkbox"/> Comply		
25			3 pieces BRUSH, Toilet, with Handle and Holder Stand	<input type="checkbox"/> Comply		
26			40 pieces DISHWASHING PASTE	<input type="checkbox"/> Comply		
27			4 bottles LIQUID LYE (Liquid Sosa)	<input type="checkbox"/> Comply		
28			3 pieces WINDOW CLEANER w/ Rubber	<input type="checkbox"/> Comply		
29			2 pairs WORKING GLOVES	<input type="checkbox"/> Comply		
30			4 boxes DISPOSABLE GLOVES, 100's	<input type="checkbox"/> Comply		
31			45 boxes FACE MASK, 3 ply, fifty (50) pieces per box	<input type="checkbox"/> Comply		
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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: January 08, 2024

Deadline of Submission: January 18, 2024

*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) working 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 at 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 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).

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-Min 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.