



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: 24-002January 2024
Address:	PR No: 23-11-0139 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
	₱ 870,000.00	1 lot	Various Office Supplies as follows:			
1			23 gallons ALCOHOL, 68-72%, scented, 1 Gallon	<input type="checkbox"/> Comply		
2			5 boxes CARBON FILM, Legal, 100 sheets per box (Blue)	<input type="checkbox"/> Comply		
3			72 pads NOTE PAD, stick on, 2" x 3", 100 sheets per pad	<input type="checkbox"/> Comply		
4			45 pads NOTE PAD, stick on, 3" x 4", 100 sheets per pad	<input type="checkbox"/> Comply		
5			38 pads NOTE PAD, stick on, 3" x 3", 100 sheets per pad	<input type="checkbox"/> Comply		
6			16 books RECORD BOOK, 300 PAGES	<input type="checkbox"/> Comply		
7			27 books RECORD BOOK, 500 PAGES	<input type="checkbox"/> Comply		
8			14 packs BATTERY, dry cell, size AA, Two (2) pieces per blister pack	<input type="checkbox"/> Comply		
9			8 packs BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	<input type="checkbox"/> Comply		
10			65 boxes STAPLE WIRE, Standard, No. 35 (Bronze)	<input type="checkbox"/> Comply		
11			117 rolls TAPE, masking, 24mm x 100m	<input type="checkbox"/> Comply		
12			97 rolls TAPE, packaging, 48 mm x 100m	<input type="checkbox"/> Comply		
13			100 rolls TAPE, transparent, 24mm x 100m	<input type="checkbox"/> Comply		
14			33 pieces FLASH DRIVE - USB - 16 GB	<input type="checkbox"/> Comply		
15			4 units MOUSE, OPTICAL, USB connection type	<input type="checkbox"/> Comply		
16			83 boxes CLIP, backfold, 19mm	<input type="checkbox"/> Comply		
17			131 boxes CLIP, backfold, 25mm	<input type="checkbox"/> Comply		
18			145 boxes CLIP, backfold, 32mm	<input type="checkbox"/> Comply		
19			18 boxes CLIP, backfold, 50mm	<input type="checkbox"/> Comply		
20			363 pieces CORRECTION TAPE, atleast 8 meters	<input type="checkbox"/> Comply		
21			2 boxes ENVELOPE, Documentary, A4, 500 pieces per box	<input type="checkbox"/> Comply		
22			11 boxes ENVELOPE, Documentary, legal, 500 pieces per box	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
23			8 boxes ENVELOPE, Expanding, Kraft, legal, 100 pieces per box	<input type="checkbox"/> Comply		
24			17 pieces ENVELOPE, Expanding, Plastic, Legal (Dark Green)	<input type="checkbox"/> Comply		
25			17 pieces ENVELOPE, Expanding, Plastic, Legal (Red)	<input type="checkbox"/> Comply		
26			17 pieces ENVELOPE, Expanding, Plastic, Legal (Light Pink)	<input type="checkbox"/> Comply		
27			17 pieces ENVELOPE, Expanding, Plastic, Legal (Bright Pink)	<input type="checkbox"/> Comply		
28			18 pieces ENVELOPE, Expanding, Plastic, Legal (Purple/Violet)	<input type="checkbox"/> Comply		
29			17 pieces ENVELOPE, Expanding, Plastic, Legal (Yellow)	<input type="checkbox"/> Comply		
30			17 pieces ENVELOPE, Expanding, Plastic, Legal (Orange)	<input type="checkbox"/> Comply		
31			17 pieces ENVELOPE, Expanding, Plastic, Legal (Transparent)	<input type="checkbox"/> Comply		
32			17 pieces ENVELOPE, Expanding, Plastic, Legal (Blue)	<input type="checkbox"/> Comply		
33			64 boxes ENVELOPE, Mailing, White (XXX)	<input type="checkbox"/> Comply		
34			1 pack FOLDER, A4, Brown, 100 pieces per pack	<input type="checkbox"/> Comply		
35			2 packs FOLDER, legal, 100 pieces per pack (Yellow)	<input type="checkbox"/> Comply		
36			3 packs FOLDER, legal, 100 pieces per pack (Red)	<input type="checkbox"/> Comply		
37			3 packs FOLDER, legal, 100 pieces per pack (Royal/Dark Blue)	<input type="checkbox"/> Comply		
38			33 sets MARKER, Flourescent, 3 colors per set	<input type="checkbox"/> Comply		
39			6 boxes PENCIL, lead/graphite, with eraser, one (1) dozen per box	<input type="checkbox"/> Comply		
40			11 tubes BLADE, for general purpose cutter/utility knife, 10 pieces per tube	<input type="checkbox"/> Comply		
41			8 units PENCIL SHARPENER, Heavy Duty, Desktop	<input type="checkbox"/> Comply		
42			18 pairs SCISSORS, Heavy Duty, Big	<input type="checkbox"/> Comply		
43			12 pieces STAPLE REMOVER, Plier Type (Metal, Heavy Duty)	<input type="checkbox"/> Comply		
44			1 piece PHILIPPINE NATIONAL FLAG (4 x 8)	<input type="checkbox"/> Comply		
45			37 pieces ERASER, plastic/ rubber	<input type="checkbox"/> Comply		
46			332 pieces SIGN PEN, 0.5 (Black)	<input type="checkbox"/> Comply		
47			327 pieces SIGN PEN, 0.5 (Blue)	<input type="checkbox"/> Comply		
48			177 pieces SIGN PEN, 0.5 (Red)	<input type="checkbox"/> Comply		
49			11 boxes STAPLE WIRE, No. 10	<input type="checkbox"/> Comply		
50			7 pieces STAPLE REMOVER, Twin Jaws	<input type="checkbox"/> Comply		
51			37 pieces STAPLER, No. 10	<input type="checkbox"/> Comply		
52			2 units STAPLER, binder type, heavy duty (up to 240 sheets)	<input type="checkbox"/> Comply		
53			72 pieces SIGN PEN, 1.0 (Black)	<input type="checkbox"/> Comply		
54			68 pieces SIGN PEN, 1.0 (Blue)	<input type="checkbox"/> Comply		
55			186 pieces SIGN PEN, 0.7 (Black)	<input type="checkbox"/> Comply		
56			189 pieces SIGN PEN, 0.7 (Blue)	<input type="checkbox"/> Comply		
57			6 carts TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	<input type="checkbox"/> Comply		
58			21 pieces PUNCHER, paper, heavy duty	<input type="checkbox"/> Comply		
59			72 boxes CLIP, Paper, Multi Colors, length: 32mm	<input type="checkbox"/> Comply		
60			88 boxes CLIP, Paper, Multi Colors, length: 48mm	<input type="checkbox"/> Comply		
61			85 boxes RUBBER BAND No. 18, 350g	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
62			14 pieces MINI DATER, Self-Inking (S-300)	<input type="checkbox"/> Comply		
63			17 pieces MARKER, Permanent (Black) - Fine tip	<input type="checkbox"/> Comply		
64			241 pieces PEN, Ballpoint (Black)	<input type="checkbox"/> Comply		
65			224 pieces PEN, Ballpoint (Blue)	<input type="checkbox"/> Comply		
66			118 pieces PEN, Ballpoint (Red)	<input type="checkbox"/> Comply		
67			10 packs PUSH PINS	<input type="checkbox"/> Comply		
68			100 pieces FILE BOX (for Document Filing) w/ cover, Heavy Duty	<input type="checkbox"/> Comply		
69			Hard Bound (at least 11 x 11 x 16) Color: Green	<input type="checkbox"/> Comply		
70			366 reams PAPER, MULTICOPY A4, 500 sheets per ream, 80 gsm	<input type="checkbox"/> Comply		
71			1176 reams PAPER, MULTICOPY LEGAL, 500 sheets per ream, 80 gsm	<input type="checkbox"/> Comply		
72			1 boxes FOLDER, Expanded, Pressboard - Legal (Yellow) 100's	<input type="checkbox"/> Comply		
73			2 boxes FOLDER, Expanded, Pressboard - Legal (Green) 100's	<input type="checkbox"/> Comply		
74			2 boxes FOLDER, Expanded, Pressboard - Legal (Royal/Dark Blue) 100's	<input type="checkbox"/> Comply		
75			2 boxes FOLDER, Expanded, Pressboard - Legal (Orange) 100's	<input type="checkbox"/> Comply		
76			3 boxes FOLDER, Expanded, Pressboard - Legal (Red) 100's	<input type="checkbox"/> Comply		
77			205 pieces PASTE, Glue Pen	<input type="checkbox"/> Comply		
78			4 pieces CALCULATOR, 16 Digits, Extra Large Display (Desktop)	<input type="checkbox"/> Comply		
79			19 pieces ARCH FILE - Ring Binder (Green)	<input type="checkbox"/> Comply		
80			11 pieces ARCH FILE - Ring Binder (Blue)	<input type="checkbox"/> Comply		
81			3 rolls DUCT TAPE, 2"	<input type="checkbox"/> Comply		
82			16 packs PHOTO PAPER - Legal	<input type="checkbox"/> Comply		
83			4 packs STICKER PAPER (Assorted Colors) - Legal	<input type="checkbox"/> Comply		
84			8 rolls TAPE, Double-Sided, Adhesive	<input type="checkbox"/> Comply		
85			5 cartridges TONER, Cartridge, (Canon) 319	<input type="checkbox"/> Comply		
86			2 pieces ADHESIVE, Bonding Agent	<input type="checkbox"/> Comply		
87			10 rolls TAPE, electrical	<input type="checkbox"/> Comply		
88			15 pieces RULER, plastic, 450 mm	<input type="checkbox"/> Comply		
89			4 pieces CUTTER/UTILITY KNIFE, for general purpose	<input type="checkbox"/> Comply		
90			8 pieces MARKER, Whiteboard, Black	<input type="checkbox"/> Comply		
91			7 pieces MARKER, Whiteboard, Blue	<input type="checkbox"/> Comply		
92			4 pieces MARKER, Whiteboard, Red	<input type="checkbox"/> Comply		
93			9 pieces STAMP PAD, felt	<input type="checkbox"/> Comply		
94			10 pieces STAPLER, standard type	<input type="checkbox"/> Comply		

Item No.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
95			15 pieces TAPE DISPENSER, table top	<input type="checkbox"/> Comply		
96			30 pieces NOTEBOOK, stenographer	<input type="checkbox"/> Comply		
97			25 rolls THERMAL PAPER, 216mm	<input type="checkbox"/> Comply		
98			4 boxes ENVELOPE, Expanding - Legal (Yellow Green) 100's	<input type="checkbox"/> Comply		
99			5 bottles GLUE, All Purpose (200g)	<input type="checkbox"/> Comply		
100			9 bottles INK, Numbering Machine	<input type="checkbox"/> Comply		
101			7 bottles INK, Stamp Pad (Black)	<input type="checkbox"/> Comply		
102			5 bottles INK, Stamp Pad (Blue)	<input type="checkbox"/> Comply		
103			2 bottles INK, Stamp Pad (Red)	<input type="checkbox"/> Comply		
104			21 bottles INK, Stamp Pad (Violet)	<input type="checkbox"/> Comply		
105			3 bottles INK, Whiteboard Marker (Red)	<input type="checkbox"/> Comply		
106			45 pieces MARKER, Permanent (Black) - Broad Tip	<input type="checkbox"/> Comply		
107			35 pieces MARKER, Permanent (Blue) - Broad Tip	<input type="checkbox"/> Comply		
108			20 pieces MARKER, Permanent (Red) - Broad Tip	<input type="checkbox"/> Comply		
109			5 pieces NUMBERING MACHINE, 6-Digit	<input type="checkbox"/> Comply		
110			7 reams BOOK PAPER - Legal (Green)	<input type="checkbox"/> Comply		
111			16 reams BOOK PAPER - Legal (Pink)	<input type="checkbox"/> Comply		
112			14 reams BOOK PAPER - Legal (Yellow)	<input type="checkbox"/> Comply		
113			3 boxes FOLDER, Document - Legal (Brown) 100's	<input type="checkbox"/> Comply		
114			10 boxes FOLDER, Document - Legal (Cream) 100's	<input type="checkbox"/> Comply		
115			10 boxes FOLDER, Document - Legal (Orange) 100's	<input type="checkbox"/> Comply		
116			15 rolls PAPER, Thermal, POS (for Queueing Machine)	<input type="checkbox"/> Comply		
117			4 reams BOOK PAPER - Legal (Blue)	<input type="checkbox"/> Comply		
118			1 bottle INK, Marking Pen (Black)	<input type="checkbox"/> Comply		
119			1 bottle INK, Marking Pen (Blue)	<input type="checkbox"/> Comply		
120			5 bottles INK for Self-Inking Stamp (Black)	<input type="checkbox"/> Comply		
121			1 bottle INK REFILL, Epson Printer - L120 (Cyan)	<input type="checkbox"/> Comply		
122			1 bottle INK REFILL, Epson Printer - L120 (Yellow)	<input type="checkbox"/> Comply		
123			1 bottle INK REFILL, Epson Printer - L120 (Magenta)	<input type="checkbox"/> Comply		
124			2 bottles INK REFILL, Epson Printer - L120 (Black)	<input type="checkbox"/> Comply		
125			1 bottle INK REFILL, Brother BT-D60BK (Black)	<input type="checkbox"/> Comply		
126			1 bottle INK REFILL, Brother BT-5000C (Cyan)	<input type="checkbox"/> Comply		
127			1 bottle INK REFILL, Brother BT-5000M (Magenta)	<input type="checkbox"/> Comply		
128			1 bottle INK REFILL, Brother BT-5000Y (Yellow)	<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: 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) 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.