



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Area Office for the Visayas
Field Office No. VIII, 3/F LY Building
Marasbaras, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATIONS

Quotation Number: **2024-09-015**

Date: **September 27, 2024**

The Office of the Ombudsman, Area Office for the Visayas, Field Office No. VIII, Tacloban City, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Shopping** for the **“One (1) Lot Supply and Delivery of Common Office and Electrical Supplies” (1st canvass)** in accordance with **Sec. 52.1(b)** 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 Supply and Delivery of Common Office and Electrical Supplies” (1st canvass)**

Total Approved Budget for the Contract (ABC): **P 24,068.00**

Location: **Office of the Ombudsman, Area Office for the Visayas, FO8, Marasbaras, Tacloban City**

Specifications: **See attached Annexes “A”**

Deadline of submission: **October 16, 2024 at 4:00 p.m.**

Delivery period: **Must be within forty-five (45) calendar days after receipt of Purchase Order**

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 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 2024;
- 2) PhilGEPS Registration Number;
- 3) Latest Income / Business Tax Return (for ABCs above P500,000.00);
- 4) For ABCs above P50,000.00 – 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 - Visayas Field Office thru Alternative Modes of Procurement, unless an updated OSS is required. (Reference: GPPB Resolution No. 21-2017); and
- 5) 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 and responsive bidder/supplier which complies with the minimum technical specifications (Annex A) and General Terms and Conditions (Annex B).

For further inquiries you may reach us at (053) 523-3042/523-4010.


IMELDA C. TANGPUZ
BAC Head Secretariat

ANNEX A
PRICE QUOTATION FORM

Quotation No.	2024-09-015
PR No. (s)	2024-07-010
APP/SPPMP Code:	Various
Canvass No.	1*
Date:	27-Sept.-2024
Authority:	Sec. 52.1(b)
Authority/Reso. No.:	2024-08-014
Authority/Reso. Date:	1-August-2024

ATTY. JANICE G. GABRITO
Chairperson, Bids and Awards Committee
Office of the Ombudsman
Area Office for the Visayas
Field Office No. VIII,
3/F LY Building
Marasbaras, Tacloban City

Thru: BAC Secretariat - Tacloban Field 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.	ABC per Unit (in Php)	Qty.	Unit of Measure	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec./brand, if applicable)	Unit Price (inclusive of taxes)	Total Price	
				One (1) Lot Supply and Delivery of the ff. Common Office and Electrical Supplies:				
1	8.00	36	Pc.	Ballpen, Black				
2	8.00	24	Pc.	Ballpen, Blue				
3	19.00	24	Box	Clip, Paper, Jumbo, Vinyl-Coated, 50mm				
4	9.00	24	Box	Clip, Paper, Small, Vinyl-Coated, 33mm				
5	40.00	36	Pc.	Correction Tape, High Quality				
6	180.00	36	Pc.	Data File Folder, 3" x 9" x 15", With Ring Binder on Top				
7	14.00	200	Pc.	Envelope, Expanding, Kraftboard, Legal, with Garter				
8	4.50	300	Pc.	Folder, Legal, Plain, White, 14 Pts.				
9	20.00	100	Pc.	Folder, Expanding Pressed, w/o Metal Tab Legal				
10	55.00	24	Btl.	Glue, All-Purpose, 118ml/200g min.				
11	260.00	8	Btl.	Ink, for Self-Inking Stamp, Black/Violet/Blue				
12	50.00	8	Btl.	Ink, Stamp Pad, Violet				
13	40.00	24	Pc.	Marker, Permanent, Fine, Black				
14	28.00	24	Pc.	Sign Pen, 0.7 mm, Blue, Refillable				
15	55.00	6	Pc.	Stamp Pad, felt pad, No. 2, Violet				
16	60.00	24	Roll	Tape, Packaging, 2", min. 50 meters length				
17	35.00	24	Pad	Note Pad, 2" x 3"				
18	134.00	6	Pack	Battery, Size AAA, Alkaline, 2 pcs/pack				
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

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, Area Office for the Visayas, Field 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 forty-five (45) calendar days after receipt of Purchase Order.
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.¹
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.

¹ 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 D

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, AREA OFFICE FOR THE VISAYAS,
FIELD 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 _____,
2024, at _____.

Affiant

ANNEX E

Office of the Ombudsman
(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, AREA OFFICE FOR THE VISAYAS, FIELD 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

Doc .No. _____
Page No. _____
Book No. _____
Series of _____