



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Area Office for the Visayas  
Field Office No. VI, 2<sup>nd</sup> Floor, CAP Building,  
General Luna St., Iloilo City

**REQUEST FOR QUOTATION (RFQ)**  
**Procurement of Courier Services for CY 2024**

The Office of the Ombudsman, Area Office for the Visayas, Field Office No. VI (Iloilo), through its Bids and Awards Committee, as duly authorized to conduct **Small Value Procurement for Courier/Freight & Delivery Services** in accordance with **Section 53.9** 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.

Quotation Number	<b>2024-10-002</b>
Name of Project	<b>Courier/Freight &amp; Delivery Services</b>
Total Approved Budget for the Contract	<b>PhP 105,600.00</b>
Location	<b>Office of the Ombudsman, Area Office for the Visayas, Field Office No. VI (Iloilo)</b>
Specifications	<b>See Attached Annex "A"</b>
Deadline of Submission	<b>October 25, 2024, on or before 4:00PM</b>
Delivery Period	<b>Must be within thirty (30) calendar days after receipt of Notice to Proceed</b>

Interested Bidders/Suppliers are required to submit their duly accomplished Price Quotation Forms (Annex "A") on or before the deadline of submission of bids at the BAC Secretariat Office, Office of the Ombudsman, Area Office for the Visayas, Field Office No. VI (Iloilo) 2<sup>nd</sup> Floor, CAP Building, Gen. Luna St., Iloilo City. Bidders/Suppliers have the option to submit open or sealed quotations in the address given above. Open Quotations may be submitted thru email: [ombudsmanro6@yahoo.com](mailto:ombudsmanro6@yahoo.com).

**Bidders/Suppliers shall be required to submit the following documentary requirements together with their quotation:**

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return (for ABCs above PhP500,000.00);
4. For ABCs above PhP50,000.00 – Omnibus Sworn Statement (OSS) "Annex C1/C2/C3. Bidder's/Supplier's OSS shall be valid for six (6) months and may be used for other quotations in the BAC OMB-Field Office No. VI (Iloilo) through Alternative Modes of Procurement, unless an updated OSS is required. (Reference: GPPB Resolution No. 21-2017).
5. For ABCs PhP50,000.00 and below-
  - a. For Single Proprietorship – Authorization Letter/Special Power of Attorney, 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").

  
**REPICURUS CHARLO S. SALCEDO**  
Chairperson, Bids and Awards Committee

**ANNEX A  
PRICE QUOTATION FORM**

Quotation No.	
PR No. (s)	
APP/SPPMP Code:	
Canvass No.	
Date:	
Authority:	
Authority No.	
Authority Date:	

**R EPICURUS CHARLO S. SALCEDO**  
 Chairperson, Bids and Awards Committee  
 Office of the Ombudsman, Area Office for the Visayas  
 Field Office No. VI, 2<sup>nd</sup> Flr., CAP Bldg.,  
 Gen. Luna St., Iloilo City

Thru: BAC Secretariat– Field Office No. VI (Iloilo)

Dear **Maam/Sir**:

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	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price	
	<b>PhP 105,600.00</b>			<b>Courier/Freight &amp; Delivery Services</b>  One (1) Year Period Free Pick-up Service Nationwide Delivery One (1) to Three (3) Days Delivery to OMB Cebu; Seven (7) to Ten (10) days for Cargoes On Time Delivery of Documents/Parcel With Online Tracking System Monthly Billing				
<b>GRAND TOTAL</b>								

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Bidder/Supplier's Information:**

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPS Reg'n Cert. No.:	
PhilGEPS Reg'n valid until:	

## ANNEX B

### **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.** Must be within (30) thirty calendar days after receipt of Notice to Proceed.
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%) 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 latent defects and all the conditions imposed under the contract have been fully met; (*GPPB Resolution No. 30-2017 dated 30 May 2017*)
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.

### **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).

ANNEX C1

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 of \_\_\_\_\_ [Name of Bidder] with office address at \_\_\_\_\_ [address of Bidder];
2. As the owner and sole proprietor of \_\_\_\_\_ [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding at the Office of the Ombudsman, Area Office for the Visayas, Field Office No. VI (Iloilo);
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;
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. I am 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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and

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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_  
2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
*[Bidder's Representative/Authorized Signatory]*

*[JURAT]*

ANNEX C2

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 sole proprietor 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 and/or to represent the \_\_\_\_\_ [*Name of Bidder*] in the bidding at the OFFICE OF THE OMBUDSMAN VISAYAS as shown in the attached \_\_\_\_\_ [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)*];
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;
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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and

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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
*[Bidder's Representative/Authorized Signatory]*

*[JURAT]*

ANNEX C3

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 and/or to represent the \_\_\_\_\_ [*Name of Bidder*] at the Office of the Ombudsman, Area Office for the Visayas, Field Office No. VI (Iloilo) as shown in the attached \_\_\_\_\_  
\_\_\_\_\_ [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)*];
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;
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 following responsibilities as a Bidder:



- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued; and
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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_,  
2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
*[Bidder's Representative/Authorized Signatory]*

*[JURAT]*

ANNEX D

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Office of the Ombudsman  
Area Office for the Visayas  
Field Office No. VI (Iloilo)  
(For Single Proprietorship only)

**Authority of Signatory**

**AUTHORIZATION LETTER**

I, \_\_\_\_\_, Owner/Proprietor of \_\_\_\_\_  
[company name], a single proprietorship registered under the laws of \_\_\_\_\_,  
with its registered office at  
[address of bidder], has made, constituted and appointed  
\_\_\_\_\_ [authoriz  
ed 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. VI (Iloilo) 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 Iloilo City, Philippines.

\_\_\_\_\_  
Affiant

Office of the Ombudsman  
Area Office for the Visayas  
Field Office No. VI (Iloilo)

(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 \_\_\_\_\_ 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. VI (Iloilo); 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)

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018 affiant \_\_\_\_\_ exhibited to me his/her issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public

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