



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
 Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road)  
 Brgy. Bagong Pag-Asa, Diliman, Quezon City 1105

**INVITATION TO BID FOR  
 PUBLIC BIDDING FOR THE ANNUAL RENTAL OF MACHINES FOR  
 PHOTOCOPYING AND PRINTING SERVICES OF THE OFFICE OF THE  
 OMBUDSMAN**

1. The Office of the Ombudsman, through the General Appropriations Act for CY 2024 intends to apply the sum of **Eight Million One Hundred Twenty-Five Thousand Pesos (₱8,125,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Public Bidding for the Annual Rental of Machines for Photocopying and Printing Services of the Office of the Ombudsman (PB 2024-09-GAO)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Office of the Ombudsman now invites bids for the **Public Bidding for the Annual Rental of Machines for Photocopying and Printing Services of the Office of the Ombudsman (PB 2024-09-GAO)**.
3. **Delivery of the Goods is required within fifteen calendar (15) days from receipt of Notice to Proceed.** Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the proposed project for bidding. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the Updated 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act.”
5. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183. Interested bidders should be enrolled in the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, RR 3-2005, and must be registered under the Philippine Government Electronic Procurement System (PhilGEPS).
6. Prospective Bidders may obtain further information from the Office of the Ombudsman **in-person or via email** at [bacgaosec@ombudsman.gov.ph](mailto:bacgaosec@ombudsman.gov.ph) and inspect the Bidding Documents posted at the Ombudsman and the PhilGEPS websites.
7. A complete set of Bidding Documents may be acquired/downloaded by interested Bidders starting **October 23, 2024 to November 19, 2024 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (₱10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **through in-person or via electronic means not later than the submission of their bids**.

The bidding documents may also be downloaded free of charge from the websites of PhilGEPS and the Office of the Ombudsman, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

8. The Office of the Ombudsman will hold a **Pre-Bid Conference on November 7, 2024 (Thursday) at 9:30 a.m. in the Executive Lounge, Ground Floor, Annex Building**, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*), Brgy. Bagong Pag-Asa, Diliman, Quezon City and shall be open to prospective bidders. **Prospective bidders should signify their intention to participate by calling at our Office number (02)8951-2301/(02)5317-8300 local 1229 or by sending an email to BAC-GAO Secretariat through the e-mail address given below.**
9. Bids must be duly received by the **BAC-GAO Secretariat** through manual/physical submission at the 2<sup>nd</sup> Floor, Annex Building of the Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue, Brgy. Bagong Pag-Asa, Diliman, Quezon City, on or before **November 19, 2024 (Tuesday) at 2:00 p.m. Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected** (Reference: Sec. 25.9, 2016 RIRR of RA No. 9184).
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14.**
11. Bid opening shall be conducted face-to-face/in-person on **November 20, 2024 (Wednesday) at 9:30 a.m. in the Hearing Room, Ground Floor, Main Building**, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*), Brgy. Bagong Pag-Asa, Diliman, Quezon City. Bids will be opened in the presence of the bidders or their duly authorized representatives.
12. Prospective bidders, who wish to join the pre-bid conference and the bid opening, must call at our Office number at **(02)8951-2301** or **(02)5317-8300 local 1229**, or by sending an **e-mail to BAC-GAO Secretariat** at email address: **[bacgaosec@ombudsman.gov.ph](mailto:bacgaosec@ombudsman.gov.ph)**.
13. The Office of the Ombudsman reserves the right to accept or reject any and all bids, to annul the bidding process, and to declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 RIRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s.
14. Please refer to the table below for the cost of the bidding documents and summary of bidding activities:

<b>COST OF BIDDING DOCUMENTS</b> (Non-refundable)	<b>P10,000.00</b>
<b>INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS</b>	<b>October 23, 2024 to November 19, 2024</b>  - Bidding documents may be downloaded from the PhilGEPS website or Ombudsman website.  - For payment of bidding fees, prospective bidders may inquire from the Ombudsman BAC-GAO Secretariat for payment details. Proof of payment such as deposit slips and transaction receipts may be submitted via email for the issuance official receipt.
<b>PRE-BID CONFERENCE</b>	<b>November 7, 2024 (Thursday) at 9:30 a.m.</b>  - In-person (Face-to-face) at the <i>Executive Lounge, Ground Floor, Annex Building</i> , Office of the Ombudsman, Sen. Miriam P.

	<p>Defensor-Santiago Avenue, Brgy. Bagong Pag-Asa, Diliman, Quezon City.</p> <ul style="list-style-type: none"> <li>- Prospective bidders should signify their intention to participate by sending an email to the BAC-GAO Secretariat and/or call at our Office number at (02) 8951-2301 or (02) 5317-8300 local 1229.</li> </ul>
<p><b>DEADLINE OF SUBMISSION OF BIDS</b> (Note: Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected)</p>	<p><b>November 19, 2024 (Tuesday) at 2:00 p.m.</b></p> <ul style="list-style-type: none"> <li>- <b>Manual/physical submission of bidding documents</b> with the BAC-GAO Secretariat, located at the 2<sup>nd</sup> Floor, OMB Annex Building, Sen. Miriam P. Defensor-Santiago Avenue, Brgy. Bagong Pag-Asa, Diliman, Quezon City.</li> </ul>
<p><b>OPENING OF BIDS</b></p>	<p><b>November 20, 2024 (Wednesday) at 9:30 a.m.</b></p> <ul style="list-style-type: none"> <li>- Face-to-face, at the <b>Hearing Room, Ground Floor, Main Building</b>, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue (<i>formerly Agham Road</i>), Brgy. Bagong Pag-Asa, Diliman, Quezon City.</li> <li>- Prospective bidders should signify their intention to participate by sending an email to the BAC-GAO Secretariat and/or call at our Office number at (02) 8951-2301 or (02) 5317-8300 local 1229.</li> </ul>

15. For further information, please refer to:

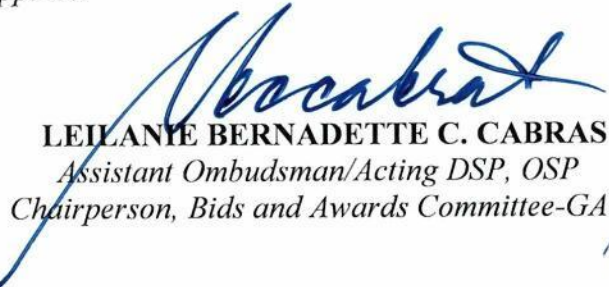
**BIDS AND AWARDS COMMITTEE–GAO SECRETARIAT**

Second Floor, Ombudsman Annex Building,  
Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*)  
Brgy. Bagong Pag-Asa, Diliman Quezon City 1105  
☐ (02) 8951-2301 or (02) 5317-8300 local 1229  
☐ [bacgaosec@ombudsman.gov.ph](mailto:bacgaosec@ombudsman.gov.ph)  
[www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see Bid Announcements)

*Note: Please communicate through the email address or telephone numbers provided. Also, all requests shall be in writing and addressed to the BAC-GAO Secretariat.*

16. You may visit the following websites for downloading of Bidding Documents:
- **Office of the Ombudsman Official Website:** [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see links under *Bid Announcements*> under *Invitation to Bid*)
  - **Log in at PhilGEPS Website:** <https://notices.philgeps.gov.ph/>

October 23, 2024, *Quezon City, Philippines.*

  
**LEILANIE BERNADETTE C. CABRAS**  
*Assistant Ombudsman/Acting DSP, OSP*  
*Chairperson, Bids and Awards Committee-GAO*