



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

REQUEST FOR QUOTATION (RFQ)
Supply and Delivery of Shredder 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 **Shopping for Shredder** in accordance with **Section. 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.

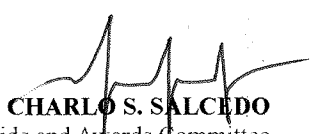
Quotation Number	2024-10-003
Name of Project	Supply and Delivery of Shredder
Total Approved Budget for the Contract	PhP 30,000.00
Location	Office of the Ombudsman, Area Office for the Visayas, Field Office No. VI (Iloilo)
Specifications	See Attached Annex "A"
Deadline of Submission	November 18, 2024, on or before 4:00PM
Delivery Period	Must be within thirty (30) calendar days after receipt of Purchase Order

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) 2nd 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@yaboo.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 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").


R EPICURUS 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, 2nd 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	
	PhP 30,000.00			SHREDDER <i>*Can shred: CD/DVD, Paper, Card, Paper Clip and Staple Wires</i> <i>*Minimum: 10-20 sheets per pass</i> <i>*Minimum: 30L Bin Capacity</i>				
GRAND TOTAL								

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 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%) 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 May2017*)
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 (Shopping)

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 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 (Shopping)

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 (Shopping)

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

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
[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. 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