



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 OF SECURITY SERVICES REQUIREMENT OF  
THE OFFICE OF THE OMBUDSMAN FOR CY 2025-2026**

1. The Office of the Ombudsman, through the General Appropriations Act for CY 2024 intends to apply the sum of **Forty-Three Million Four Hundred Twenty-Six Thousand Six Hundred Sixty-Three Pesos and <sup>32</sup>/<sub>100</sub> (P43,426,663.32)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Public Bidding of Security Services Requirement of the Office of the Ombudsman for CY 2025-2026 (PB 2024-12-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 above Procurement Project. The One (1) Year contract for the security services will commence within thirty (30) days upon receipt of the Notice to Proceed (NTP). Also, delivery of services shall be made in accordance with the terms specified in the Schedule of Requirements and Technical Specifications.
3. 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, with an amount of 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 (IRR) of Republic Act (RA) No. 9184.
5. Bidding is restricted to Filipino citizen/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 **BAC-GAO Secretariat either personally, by calling the following numbers (02)8951-2301/(02)5317-8300 local 1229, or by sending an email to [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 from the websites of PhilGEPS and the Office of the Ombudsman starting **December 05, 2024 to January 08, 2025 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of P25,000.00**. The Procuring Entity shall allow the bidder to,



personally or via electronic means, present proof of payment of the fees **not later than the submission of bids.**

8. The Office of the Ombudsman will hold a **Pre-Bid Conference on December 13, 2024 (Friday) at 9:30 a.m.** at the **Hearing Room, OMB Main 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 the following numbers: (02)8951-2301/(02)5317-8300 local 1229 or by sending an email to BAC-GAO Secretariat through the email address: [bacgaosec@ombudsman.gov.ph](mailto:bacgaosec@ombudsman.gov.ph).
9. Bids must be duly received by the **BAC-GAO Secretariat** through manual/physical submission at the **BAC-GAO Office** of the Office of the Ombudsman on or before **January 08, 2025 (Wednesday) at 9:00 a.m.** **Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected** (Reference: Sec. 25.9, 2016 RIRR of RA 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 **January 08, 2025 (Wednesday) at 10:00 a.m.** at the **Executive Lounge, OMB Annex 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 the following numbers: **(02)8951-2301** or **(02)5317-8300 local 1229** **or** send an **email 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 Updated 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>₱25,000.00</b>
<b>INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS</b>	<b>December 05, 2024 to January 08, 2025</b> <ul style="list-style-type: none"> <li>- Bidding documents may be downloaded from the PhilGEPS website or Ombudsman website.</li> <li>- 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 personally or via email for the issuance official receipt.</li> </ul>
<b>PRE-BID CONFERENCE</b>	<b>December 13, 2024 (Friday) at 9:30 a.m.</b> <ul style="list-style-type: none"> <li>- Face-to-face/in-person at the Hearing, OMB Main Building, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue, Brgy. Bagong Pag-asa, Diliman, Quezon City.</li> </ul>

	<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 by calling the following numbers: (02) 8951-2301 or (02) 5317-8300 local 1229.</li> </ul>
<b>DEADLINE OF SUBMISSION OF BIDS</b> (Note: Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected)	<b>January 08, 2025 (Wednesday) at 9:00 a.m.</b> <ul style="list-style-type: none"> <li>- <b>Manual/physical submission of bidding documents</b> at the BAC-GAO Office with authorized receiving personnel from the BAC-GAO Secretariat of the Office of the Ombudsman, 2<sup>nd</sup> Floor Ombudsman Annex Building, Sen. Miriam P. Defensor-Santiago Avenue, Brgy. Bagong Pag-asa, Diliman, Quezon City.</li> </ul>
<b>OPENING OF BIDS</b>	<b>January 08, 2025 (Wednesday) at 10:00 a.m.</b> <ul style="list-style-type: none"> <li>- Face-to-face/in-person at the Executive Lounge, OMB Annex Building, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue, Brgy. Bagong Pag-asa, Diliman, Quezon City.</li> <li>- Prospective bidders should have signified their intention to participate through email to the BAC-GAO Secretariat and/or phone call to the following numbers: (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 should 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/>

04 December 2024, Quezon City, Philippines.

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