



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Area Office for Mindanao
Earth corner Libra Street, GSIS Heights,
Matina, Davao City

REQUEST FOR QUOTATION

Quotation Number : **RFQ No. 25-BAC-AMP-032 APRIL 2025**
Date : 24 APRIL 2025

The Office of the Ombudsman, Area Office for Mindanao, through its Bids and Awards Committee (BAC) for Alternative Methods of Procurement (AMP), as duly authorized to conduct Small Value Procurement for **“Storage File Boxes, Data/Magazine Filers - Big, and Arch File - Ring Binder”** 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.

Name of Project : “Storage File Boxes, Data/Magazine Filers - Big, and Arch File - Ring Binder”
Total Approved Budget for the Contract (ABC) : ₱ 169,385.00
Location : Office of the Ombudsman, Area Office for Mindanao
Earth corner Libra Street, GSIS Heights, Matina, Davao City
Specifications : See Attached Annex “A”
Deadline of submission : **06 MAY 2025, 5:00 P.M.**
Delivery period : Within thirty (30) working days
from receipt of the Purchase Order (PO)

Interested bidders/suppliers are required to submit their **duly accomplished Price Quotation Form (PQF) (Annex A) and documentary requirements (enumerated below)** on or before the deadline of submission at the Office of the Ombudsman, Area Office for Mindanao, Earth corner Libra Street, GSIS Heights, Matina, Davao 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 minbac2@ombudsman.gov.ph


Bidders/suppliers shall submit the following documentary requirements together with their PQF:

**For ABCs Above ₱50,000.00
to ₱500,000.00**

- 1) Valid and Current Mayor’s / Business Permit 2025
- 2) PhilGEPS Registration
- 3) Notarized Omnibus Sworn Statement (OSS) (Annex C1/C2/C3)¹
 - If *Sole Proprietorship*: must be signed by the owner/sole proprietor
If representative: must be with Notarized Authorization or Special Power of Attorney (Annex D)
 - If *Corporation/Partnership/Joint Venture/Cooperative*: must be signed by representative named in the Notarized Secretary’s Certificate (Annex E)
- 4) Notarized Authorization / SPA if the PQF is signed by the representative of the Sole Proprietor (Annex D) *or*
Notarized Secretary’s Certificate if the PQF is signed by the Corporation/Partnership/Joint Venture/Cooperative’s representative (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 email us at minbac2@ombudsman.gov.ph or you may call through landline numbers (082) 221 3431 or (082) 333 2239.


MARCO ANACLETO P. BUENA
Director IV, PIAAPB-B
Chairperson, BAC – AMP

¹ Bidder/supplier’s OSS shall be valid for six (6) months and may be used for other quotations in the BAC for AMP, unless an updated OSS is required. (Reference: GPPB Resolution No. 21-2017)

**ANNEX A
PRICE QUOTATION FORM**

Quotation No.	RFQ No. 25-BAC-AMP-032 APRIL 2025
PR No.	2025-04-047 dated 03 April 2025
APP/SPPMP Code	2025-OSM-0001
Canvass No.	1 st Canvass
Date:	24 APRIL 2025
Mode of Procurement:	Sec. 53.9 (SVP)
Authority/Reso. No.:	33, s. 2025
Authority/Reso. Date:	07 April 2025

MARCO ANACLETO P. BUENA

Chairperson, Bids and Awards Committee
for Alternative Methods of Procurement
Office of the Ombudsman, Area Office for Mindanao
Matina, Davao City

Thru: BAC AMP Secretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this PQF and followed the Instructions to Bidders/Suppliers specified in Annex B, hereunder is our quotation/s for the item/s as follows:

Item No.	Total ABC (PhP)	Qty.	Unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec. if applicable)	Unit Price (inclusive of taxes)	Total Price
	169,385.00			STORAGE FILE BOXES	<input type="checkbox"/> COMPLY		
				- File Box w/ Cover, Hard Bound, Heavy Duty	<input type="checkbox"/> COMPLY		
				- Size: at least 11 x 11 x 16	<input type="checkbox"/> COMPLY		
				- Colors:	<input type="checkbox"/> COMPLY		
		100	pieces	- Royal Blue	<input type="checkbox"/> COMPLY		
		125	pieces	- Green	<input type="checkbox"/> COMPLY		
				DATA/ MAGAZINE FILERS, BIG	<input type="checkbox"/> COMPLY		
				- Data File Box w/ closed ends	<input type="checkbox"/> COMPLY		
				- Outside Dimensions:	<input type="checkbox"/> COMPLY		
				- Width - 125mm	<input type="checkbox"/> COMPLY		
				- Height - 230mm	<input type="checkbox"/> COMPLY		
				- Length - 400mm	<input type="checkbox"/> COMPLY		
				- Materials:	<input type="checkbox"/> COMPLY		
				- Chipboard: 3mm thick	<input type="checkbox"/> COMPLY		
				- Leatherette paper for outside cover	<input type="checkbox"/> COMPLY		
				- Coated paper for inside cover	<input type="checkbox"/> COMPLY		
				- Front of the box	<input type="checkbox"/> COMPLY		
				- w/ finger ring and pocket for label holder	<input type="checkbox"/> COMPLY		
				- Colors:	<input type="checkbox"/> COMPLY		
		100	pieces	- Royal Blue	<input type="checkbox"/> COMPLY		
		60	pieces	- Green	<input type="checkbox"/> COMPLY		
		60	pieces	- Red	<input type="checkbox"/> COMPLY		
				ARCH FILE, RING BINDER	<input type="checkbox"/> COMPLY		
				- Folder with Ring Binder	<input type="checkbox"/> COMPLY		
				- 3-Ring Binder w/ Hard Cover	<input type="checkbox"/> COMPLY		
				- Colors:	<input type="checkbox"/> COMPLY		
		100	pieces	- Royal Blue	<input type="checkbox"/> COMPLY		
		25	pieces	- Green	<input type="checkbox"/> COMPLY		
				--NF--			
				Purpose: For the purchase of Various Office Supplies for use in the Area Office for Mindanao not available in PS-DBM.			
GRAND TOTAL							

Name of Authorized Representative

Signature

Date

Bidder/Supplier's Information

Bidder/Supplier's Name	:	
Address	:	
Tel./Cellphone No.	:	
Email Address	:	
PhilGEPS Reg'n Cert. No.	:	
PhilGEPS Reg'n valid until	:	

ANNEX B

INSTRUCTIONS TO BIDDERS/SUPPLIERS

1. Completely fill out the Price Quotation Form (Annex A), technical specification (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).

GENERAL TERMS AND CONDITIONS

1. **BID/PRICE QUOTATION VALIDITY.** Bids/Price Quotations should be valid for **sixty (60)** calendar days counted from the deadline of submission of bids/price 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 shall adopt and employ "draw lots/toss coin" as the tie breaking method to finally determine the single winning bidder. (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 by check.
6. **DELIVERY PERIOD.** Within **thirty (30) working days** from receipt of the Purchase Order (PO).
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.
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 latent 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 at 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.

ANNEX C1

OSS Form A
Omnibus Sworn Statement for SOLE PROPRIETORSHIP (Revised) (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/Authorized Representative of _____ [Name of Bidder] with
 office address at _____ [address of Bidder];
2. As the Owner and Sole Proprietor/Authorized Representative 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 MINDANAO**;
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, **by
 itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as
 defined and provided for in the Uniform Guidelines on Blacklisting**;
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. The Owner or Sole Proprietor is not related to the Head of the Procuring Entity, **PROCUREMENT AGENT IF ENGAGED**, members
 of the Bids and Awards Committee (BAC) for Alternative Methods of Procurement (AMP), the Technical Working Group, and the
 BAC AMP 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.
- 10) **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract
 shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness
 or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation
 involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines
 pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

 [Bidder’s Representative/Authorized Signatory]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this _____. Affiant exhibited to me his/her
 _____ as competent evidence of identity.

Doc. No. ____;
 Page No. ____;
 Book ____;
 Series of ____.

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 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] in the bidding at the **OFFICE OF THE OMBUDSMAN, AREA OFFICE FOR MINDANAO** 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
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, **PROCUREMENT AGENT IF ENGAGED**, 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this _____. Affiant exhibited to me his/her _____ as competent evidence of identity.

Doc. No. ____;
Page No. ____;
Book ____;
Series of ____.

ANNEX C3

OSS Form C

Omnibus Sworn Statement for CORPORATION OR JOINT VENTURE (Revised) (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 MINDANAO** 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
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, directors, and controlling stockholders of _____ [Name of Bidder] is related to the Head of the Procuring Entity, **PROCUREMENT AGENT IF ENGAGED**, 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Bidder’s Representative/Authorized Signatory]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this _____. Affiant exhibited to me his/her _____ as competent evidence of identity.

Doc. No. ____;
Page No. ____;
Book ____;
Series of ____.

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 _____, with its registered office at _____ *[address of bidder]*, has made, constituted and appointed _____ *[authorized representative]* as 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 MINDANAO** 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 _____, 202__, 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 _____ 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 MINDANAO; that if awarded the project shall enter into contract with the OFFICE OF THE
OMBUDSMAN, AREA OFFICE FOR MINDANAO; 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 _____) SS.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the (Province/City/Municipality) of _____, personally appeared
_____ with _____ No. _____ issued on _____, known to me and to me known to be
the same persons 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 Acknowledgement is written, duly signed
by him/her and his/her instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this _____ at _____, Philippines.

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