



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Bids and Awards Committee – Central Office
Agham Road, Diliman, Quezon City 1104

REQUEST FOR QUOTATIONS

The Office of the Ombudsman – Central Office, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement** for “**Various Office Equipment (Paper shredder, Digital Wall LED Clock, Electric type writer, Heavy duty fax machine, Fax machine with Multi-function features) (7 line items)**” 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: **QN 2019-0042-MAR**

Name of Project: “**Various Office Equipment (Paper shredder, Digital Wall LED Clock, Electric type writer, Heavy duty fax machine, Fax machine with Multi-function features) (7 line items)**”

Total Approved Budget for the Contract (ABC): **₱ 356,500.00**

Location: **Office of the Ombudsman, Agham Road, Diliman, Quezon City**

Specifications: **Seven (7) line items. See attached Annex “A”**

Deadline of submission: On or before **08 April 2019, 5:00 p.m. (1st extension)**

Delivery period: **Must be within fifteen (15) calendar days after receipt of Purchase Order (PO);**

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 – Central Office, Ground Floor, Ombudsman Main Bldg., Agham Road, Diliman, Quezon City. Bidders/suppliers have the option to submit open or sealed quotations in the address given above. Open quotations may be submitted thru email (bac@ombudsman.gov.ph) and/or bac.ombudsman@hotmail.com) or thru facsimile at 479-7300 local 2206.

Bidders/suppliers offering the lowest calculated bid shall be required to submit the following documentary requirements within three (3) working days from receipt of notification.

- 1) Valid and Current Mayor’s / Business Permit 2019;
- 2) PhilGEPS Registration Number;
- 3) Income / Business Tax Return (for ABCs above ₱500,000);
- 4) For ABCs above ₱50,000.00 – Omnibus Sworn Statement (OSS) “Annex C1/C2/C3”. Bidder/supplier’s OSS shall be valid for six (6) months and may be used for other quotations in the BAC OMB-Central Office thru Alternative Modes of Procurement, unless an updated OSS is required. (Reference: GPPB Resolution No. 21-2017)
- 5) For ABCs ₱50,000.00 and below –
 - a) For Single Proprietorship – Authorization letter/Special Power of Authority, 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).

For further inquiries you may reach us at 479-7300 local 2206 or email us at bac@ombudsman.gov.ph and/or bac.ombudsman@hotmail.com.

(Sgd.) **JOSEPHINE VARGAS**
Head, BAC Secretariat-Central Office

ANNEX A
PRICE QUOTATION FORM

HON. MARIBETH T. PADIOS

Chairperson, Bids and Awards Committee-Central Office
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Thru: BAC Secretariat – Central Office

Quotation No.	2019-0042-MAR
PR No. (s)	CO-19-02-173, CO-19-02-154, CO-19-02-156, CO-19-02-164, CO-19-02-165, CO-19-02-147, CO-19-02-157
APP/SPPMP Code:	2018APP091, 2018APP083, 2018APP074, 2018APP076
Canvass No.	1 st
Date:	27-Mar-2019
Authority:	53.9 (SVP)
Authority No.	19-051, 19-045, 19-046, 19-047, 19-044, and 19-043
Authority Date:	22-Feb-2019, 27-Feb-2019 and 05-Mar-2019

Dear **Madame**:

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
1	97,000.00	1	unit	<p>PAPER SHREDDER <i>Specifications:</i></p> <ul style="list-style-type: none"> • Cutting type: Cross-cut • Throat width: 245mm • Shred capacity: 35-40 • Cutting speed: 3.5mpm • Other specs: Auto start and stop Auto reverse for prevent paper jam Thermal overload protection Safety cut-out when doors open Accepts paper, CD, DVD, DV Tape With casters • Power supply: 110-230V, 50/60Hz • Dimension: W450xL450xH850mm • With one (1) year warranty on labor and parts 			
2	150,000.00	2	units	<p>PAPER SHREDDER, HEAVY DUTY <i>Specifications:</i></p> <ul style="list-style-type: none"> • Security Level 4 • Cutting Type: particle • Shred capacity (80g/m2): 15 sheets • Shred size: 4 x 40mm maximum • Feed width: 310mm maximum • Shred speed: 65mm/s minimum • Waste/container volume: 80 liters minimum • Voltage: 230V • Warranty: 1 year 			
3	6,000.00	4	units	<p>DIGITAL WALL LED CLOCK <i>Specifications:</i></p> <ul style="list-style-type: none"> • Color Black • Red LED Display • Width – 18 inches • Height – 9 inches • 5V Power AC Adaptor • Function: Time, Date, Week and Temperature • Calendar search of 50 years • 12 and 24-hr mode search shows • AM and PM under 12-hour mode 			

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Item No.	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
4	30,000.00	1	unit	<p>ELECTRIC TYPE WRITER (HEAVY DUTY) <i>Technical specifications:</i></p> <ul style="list-style-type: none"> • Max. Paper width 330m • Horizontal width 229 mm • Printing Speed 11 Characters/Sec. • Printwheel 100 Characters • Pitch 10/12/15 • Darkness Control 3 Levels • Keyboard with 45 keys • 30 Characters keyboard buffer • 40 mm keyboard height • 12 format memory • 1 line (20 Characters) LCD Display • 16KB internal memory • Auto Character Checking • Dimension (HxWxD) 117x412x375 mm 			
5	15,000.00	1	unit	<p>FAX MACHINE (HEAVY DUTY) <i>Technical Specifications:</i></p> <ul style="list-style-type: none"> • Dimension (WxDxH) 17.1 x 17.4 x 12.7 Inches • Wight 23.3 lbs • Document input width 5.8 – 8.5 inches • Document input length 3.9 – 14.1 inches • Paper capacity up to 250 pages • Output paper capacity up to 150 pages • Auto Doc. Feeder capacity up to 30 sheets • Memory 8 MB • PC Interface parallel & USB • Transmission speed up to 6 sec. per page 			
6	18,000.00	1	unit	<p>FAX MACHINE WITH MULTI-FUNCTION FEATURES <i>Technical Specifications:</i></p> <ul style="list-style-type: none"> • Functions: Print, copy, scan, fax • Print Technology: Laser • Replacement cartridge: Toner cartridge 			

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Item No.	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
7	40,500.00	1	unit	<p>FAX MACHINE (MULTI-FUNCTION PRINTER with HANDSET)</p> <p>Technical Specifications:</p> <ul style="list-style-type: none"> • <i>Manufacturer's Certification:</i> ISO 9001 • <i>Functions:</i> Laser printer, scanner, copier, fax with handset • <i>Paper scanning type:</i> Flatbed and Automatic Document Feeder • <i>Memory:</i> 256 MB or higher • <i>Processor:</i> 600 MHz or faster • <i>Print Speed (LTR, normal):</i> 25 ppm or faster • <i>Paper capacity:</i> 250-sheet input tray or higher with multi-sheet multipurpose tray / priority tray • <i>ADF capacity:</i> 35 pages or higher • <i>Copy speed (normal):</i> 25 cpm or faster • <i>Scan speed (normal, A4, b&w):</i> 14 ppm or higher • <i>Number of copies:</i> Up to 99 copies or higher • <i>Recommended Monthly page volume:</i> 2,000 pages or higher • <i>Monthly Duty cycle:</i> 30,000 pages or higher • <i>Connectivity:</i> USB 2.0 or latest, Fast Ethernet, Phone line port (in/out) • <i>Other features/capabilities:</i> LCD display for status display and menu navigation, bundled with device software; Photo-conductive drum unit and toner in one cartridge (capable of page yield of 1,500 pages or higher), with Automatic Document Feeder (ADF), reduce / enlarge function • <i>Accessories:</i> Power Cord (Phil. Standard), telecom cable, handset, USB Cable, Toner Cartridge, Driver and User Manual <p>Other Requirements:</p> <ul style="list-style-type: none"> • All equipment and components should be original, branded (not clone or assembled) and brand new • Availability of parts in local market by local distributor • At least one (1) year next business day on-site (NBDOS) warranty on parts and labor • Includes delivery, deployment, hardware setup, installation, configuration, integration with the existing system, testing and warranty maintenance, if needed. • Includes the training/knowledge transfer (operator/user training) on the use/operation of the unit • The supplier must have been in IT business for at least five (5) years and is an authorized service partner and reseller of the product/unit being offered. • Delivery period within 30 days upon receipt of Purchase Order <p>Equipment After Sales Support:</p> <ul style="list-style-type: none"> • Monday to Friday, office hours technical support • With Customer Service division/section of at least 5 years experience in IT business • Bidder/supplier must have an official website and capable of receiving request for technical support / service by phone and by its official corporate email account. • Capable of providing technical service/assistance within 24 hours OR next business day on-site (NBDOS) warranty. • With reliable ticketing/monitoring system/procedure capable of monitoring all received service request based on issued report/incident number for proper monitoring and tracing. 			
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.** Delivery period should be within **fifteen (15)** calendar days upon 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 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 – CENTRAL OFFICE;
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 ___, 20__ 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 – CENTRAL OFFICE 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 ___, 20__ 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 – CENTRAL OFFICE 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, 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 ___, 20__ at _____,
Philippines.

[*Bidder's Representative/Authorized Signatory*]
[JURAT]

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] 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 – CENTRAL OFFICE** 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 _____,
201__, 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 – CENTRAL OFFICE; 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 _____, 20__ affiant exhibited
to me his/her _____ issued on _____ at
_____, Philippines.

Notary Public

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