



Republic of the Philippines

## Office of the Ombudsman

MINDANAO

Corner Earth and Libra Streets, GSIS Heights, Matina, Davao City

Website: www.ombudsman.gov.ph/www.philgeps.net.ph

### REQUEST FOR QUOTATION

The Office of the Ombudsman – Mindanao Office, through its Bids and Awards Committee (BAC), as duly authorized to conduct Small Value Procurement/Shopping in accordance with Sections 53.9 and 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.

Supplier:	Quotation No: 2020-14 October
Address:	PR No: 20-08-053, dated 11 August 2020
	Remarks: 1st Canvass
Tel. No.	Date: 20 October 2020

**ATTY. MARIA ILUMINADA S. LAPID-VIVA**

Chairperson, Bids and Awards Committee,  
Office of the Deputy Ombudsman for Mindanao  
Earth corner Libra Streets, GSIS Heights,  
Matina, Davao City

Dear Sir/Madam:

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.	ABC (PhP.)	Qty./Unit	OMB-MIN SPECIFICATIONS		UNIT PRICE	TOTAL PRICE
			Procurement of various Office Supplies as follows:	<input type="checkbox"/> Comply		
	P 19,200.00	20 packs	Folders, legal, Cream, pressboard, 100's per pack			
	P 16,000.00	20 boxes	Envelope, expanding, kraftboard, legal with garter tie, 100s per box			
			---NF---			

In compliance with GPPB Resolution No. 30-2017, a warranty retention money equivalent to the following shall be imposed:

- 1% for Expendable Supplies and to be release after 3 months period;  
 3% for Non-expendable Supplies and to be release after 1 year period


Deadline of Submission: October 26, 2020 TOTAL PRICE: \_\_\_\_\_

\*Important matters/General Terms and Conditions please see at the back

\_\_\_\_\_  
SUPPLIER'S  
(Printed Name)

BY THE AUTHORITY OF THE  
BIDS AND AWARDS COMMITTEE

\_\_\_\_\_  
Signature/Date

  
ARIZONA MARTIN J. BOISER  
AGIO III/Head, BAC Secretariat

Note:

Please state your PhilGeps Number: \_\_\_\_\_

Canvassed by: \_\_\_\_\_

Date: \_\_\_\_\_

## 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%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (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.
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).

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

- 1) Valid and Current Mayor's / Business Permit 2018; (photocopy)
- 2) PhilGEPS Registration Number; (if ABC is above ₱50,000.00)
- 3) Income / Business Tax Return (for ABCs above ₱500,000);
- 4) For ABCs above P50,000.00 – 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 P50,000.00 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 221-3431 to 33 local 2207.

**ANNEX D**

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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 – 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 \_\_\_\_\_,  
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 – MINDANAO**; 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 \_\_\_\_\_