



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

REQUEST FOR QUOTATIONS

The Office of the Ombudsman, through its Bids and Awards Committee (BAC) – Main, as duly authorized to conduct **Small Value Procurement** for “**200 liters Motor Oil 15-40W**” 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 2022-2-024-APR**

Name of Project: “**200 liters Motor Oil 15-40W**”

Total Approved Budget for the Contract (ABC): **₱64,000.00**

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

Specifications: **One (1) line item. See attached Annex “A”**

Deadline of submission: **02 May 2022, 2:00 p.m.**

Delivery period: **Within fifteen (15) Calendar Days starting from the date of receipt of the Purchase Order (PO).**

Interested bidders/suppliers are required to submit their duly accomplished scanned Price Quotation Forms (Annex A) and documentary requirements on or before the deadline of submission of bids at the BAC Secretariat email (bac@ombudsman.gov.ph and/or ombbacsecmain@gmail.com). Suppliers may also submit their price quotations at the Office of the Ombudsman Central Records Division(OMB Main Lobby-Receiving).

Bidders/suppliers are required to sign or affix its initials on each page and shall submit the following documentary requirements together with their quotation:

- 1) Valid and Current Mayor’s / Business Permit 2021 or 2022;
- 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-Main 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 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 bac@ombudsman.gov.ph and/or ombbacsecmain@gmail.com.


ADORACION A. AGBADA

Acting Assistant Ombudsman, OMB-Luzon
Chairperson, Bids and Awards Committee - Main

**ANNEX A
PRICE QUOTATION FORM**

HON. ADORACION A. AGBADA

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

Quotation No.	2022-2-015-APR
PR No. (s)	PU-22-03-017
APP/SPPMP Code	2022APP-169
Canvass No.	1 st
Date:	25 April 2022
Authority:	53.9 (SVP)
Authority No.	RFA 22-2-006
Authority Date:	06 April 2022

Thru: BAC Secretariat – Main

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.	PR No./APP Code	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
1	PU-22-03-017/ 2022APP-169 MOTORPOOL- GSD	64,000.00	200	liters	MOTOR OIL - 15-40W (For diesel engine) (if there is no available stock in liters, it is to be delivered in gallons)			
GRAND TOTAL								

Name of Authorized Representative

Signature

Date

Bidder/Supplier's Information:

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPSReg'n Cert. No.:	
PhilGEPSReg'n valid until:	

ANNEX B

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. **SAMEPRICE 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 quotations 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 check.
6. **DELIVERY PERIOD.** Within **fifteen (15) calendar days** from receipt of Purchase Order;
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.

INSTRUCTIONS TO BIDDERS/SUPPLIERS:

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 PhilGEPSwebsitebefore the closing date for inclusion in the PhilGEPS Document Request List (DRL).

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 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 – MAIN;
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. 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.

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 _____ day of _____, 20 by _____ with Residence Certificate No. _____ issued at _____ on _____, 20_____.

NOTARY PUBLIC

My commission expires Dec. 31, 20_____

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 – MAIN 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, 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 _____ day of _____, 20 by _____ with Residence Certificate No. _____ issued at _____ on _____, 20_____.

NOTARY PUBLIC
My commission expires Dec. 31, 20_____

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 – MAIN 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, 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 _____ day of _____, 20 by _____ with Residence Certificate No. _____ issued at _____ on _____, 20_____.

NOTARY PUBLIC

My commission expires Dec. 31, 20_____

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] 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 – MAIN** 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 – MAIN; 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)

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.

Notary Public

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



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

MEMORANDUM

FOR : **HON. WARREN REX H. LIONG**
Overall Deputy Ombudsman

FROM : **BIDS AND AWARDS COMMITTEE – MAIN**

DATE : **06 April 2022**

SUBJECT : **REQUEST FOR AUTHORITY TO RESORT TO ALTERNATIVE
MODE OF PROCUREMENT UNDER SECTION 53.9 (SVP) OF
THE 2016 REVISED IRR OF RA 9184**

As per approved **Annual Procurement Plan for 2022 (APP Code: 2022APP-169)**, the Bids and Awards Committee – Main respectfully requests for authority to resort to **Negotiated Procurement (Small Value Procurement)**, as an alternative method of procurement for the goods to be directly procured from suppliers of known qualifications.

Specifically, the procurement pertains to **Purchase Request No. PU-22-03-017** (dated 23rd March 2022 and received on 31 March 2022) for the procurement of **“200 liters Motor Oil 15-40W”** for the use of **Motorpool-GSD**.

The total estimated cost for the purchase is **Sixty Four Thousand Pesos (₱64,000.00)**, which does not exceed One Million Pesos (P1,000,000.00), the threshold prescribed in Annex H of the 2016 Revised Implementing Rules and Regulation of RA 9184.

This request is in accordance with the provisions of **Section 53.9** of the 2016 Revised IRR of RA 9184, and this acquisition does not result in splitting of contracts as prohibited by Section 54 of the same law.

For your Honor’s consideration.

BIDS AND AWARDS COMMITTEE – MAIN


CORINNE JOIE M. GARILLO
Member


JENNY CERA-BAYANGOS
Member 4/11/2022

The dispositive portion reads as follows:

*"This request is in accordance with the provisions of **Section 53.9** of the 2016 Revised IRR of RA 9184, and this acquisition does not result in splitting of contracts as prohibited by Section 54 of the same law.*

For your Honor's consideration."


ZARNETTE E. SANCEDA
Member

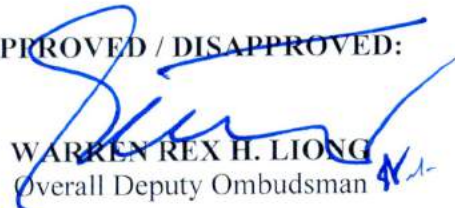

LORENZO G. VERGARA
Member


NELLIE P. BOGUEN GOLEZ
Member

 4/13/22
ADORIE T. CORNITO
Vice-Chairperson


ADORACION A. AGBADA
Chairperson

APPROVED / DISAPPROVED:


WARREN REX H. LIONG
Overall Deputy Ombudsman

PURCHASE REQUEST
OFFICE OF THE OMBUDSMAN
 Agham Road, Diliman, Quezon City

Department GSD PR No.: PO-22-03-017 Date: March 23, 2022
 Section Motorpool SAI No.: _____ Date: _____


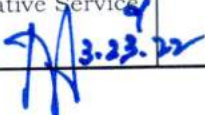
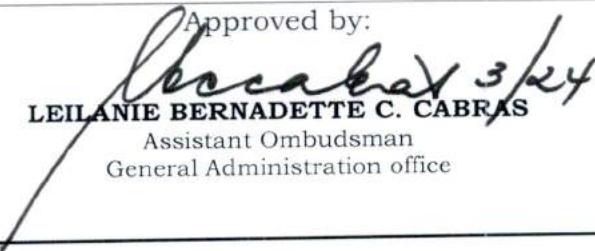
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Liters	Motor oil 15-40W (For diesel engine) (If there is no available stock in liters, it is to be delivered in gallons) -----Nothing follows-----	200	320.00	₱64,000.00

Office of the Ombudsman
BAC - Central Office

RECEIVED

By: Ludy
 Date: 3/31/22 Time: 11:15 Am

Purpose: for official use of various OMB Central Office, GSD / Motorpool vehicles.

Signature: Printed Name: Designation:	Requested by:  JANET LEAH M. RAMOS Officer-In-Charge Central Administrative Services 	Approved by:  LEILANIE BERNADETTE C. CABRAS Assistant Ombudsman General Administration office	GSD PR CONTROL NO. <u>046-03-22</u>
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INCLUDED IN ANNUAL
 PROCUREMENT PLAN (APP-169)



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 General Services Division
 Agham Rd., Diliman, Quezon City 1104

MEMORANDUM

FOR : JANET LEAH H. RAMOS
 Acting Director, Prosecution Bureau II and
 Officer-in-Charge, Central Administrative Service

DATE : MARCH 5, 2022

SUBJECT : REQUEST FOR CANCELLATION OF DELIVERY OF MOTOR OIL
 FOR OFFICE VEHICLE AS COVERED BY PURCHASE ORDER NO.
 2021-05-014

This has reference to Purchase Order No. 2021-05-184 awarded to VETTER TRADING AND AUTO SUPPLY, INC. (Vetter) for the delivery of motor oil, such as the following:

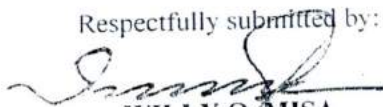
QUANTITY	PARTICULAR	AMOUNT
10 bottles	Lubricating oil	2,800.00
130 bottles	Motor oil 15-40W	36,400.00
	<i>Total</i>	<i>39,200.00</i>

On June 6, 2021, Vetter received and signed the "Conforme" portion of said Purchase Order. On July 19, 2021, the undersigned sent a letter to Vetter following-up the delivery of the motor oil, but the latter failed to reply. Vetter failed to respond despite the diligent efforts of the Property Management Section up to this date. Hence, the undersigned would like to request that:

- the Planning and Budget Division be furnished ^{a copy} of this approved Memorandum and the copy of Obligation Request Status No. 02-101101-2021-06-719 for information and appropriate action; and
- the end-user and the Bids and Awards Committee (BAC) be furnished ^{a copy} of this Memorandum for information and appropriate action.

For your favorable consideration.

Respectfully submitted by:



WILLY O. MISA
 Administrative Officer V

Recommending Approval:


ANTONIO F. FELICIANO
 Officer-in-Charge, General Services Division

APPROVED / DISAPPROVED:


JANET LEAH H. RAMOS 8 March '22
 Acting Director, Prosecution Bureau II and
 Officer-in-Charge, Central Administrative Service

Fund Cluster: 01
 Funds Available: 

ORS / BURS No. : 02-101101-2021-06-719
 Date of the ORS/BURS : 06-07-2021

PURCHASE ORDER

OFFICE OF THE OMBUDSMAN
Agham Road Diliman, Quezon City

Supplier : VETTER TRADING AND AUTO SUPPLY CO. ✓	P.O. No : 2021-05-014
#18-C G. Araneta Ave. Dona Imelda	Date: May 26, 2021
Quezon City	Mode of Procurement: Small Value Procurement ✓
Tel. Nos. 8448-6866	
Fax No.	
TIN No.	

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : OMB-Central, Agham Rd. Dil., Quezon City	Delivery Term : F. O. B. - Q. C.
Date of Delivery: Within fifteen (15) calendar days upon receipt of Purchase Order	Payment Term : Charged Account

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	bottles	Lubricating Oil (382ml/311G/12.9FL (bottle)	10	280.00	2,800.00 ✓
	liters	Motor Oil 15-40W (for diesel engine) (1 liter) (If no available stock in liters to be delivered in gallons)	130	280.00	36,400.00 ✓
Taxes: Final VAT 39,200.00 / 1.12 x 5% = 1,750.00 EWT 39,200.00 / 1.12 x 1% = 350.00					39,200.00 ✓

(Total Amount in Words): PESOS THIRTY-NINE THOUSAND TWO HUNDRED ONLY ✓

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth(1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,
Emmanuel O. Vergara June 18, 2021

EMMANUEL O. VERGARA
Director IV, CAS
(Authorized Official)

Conforme:

Signature over Printed name of Supplier

Date

Fund Cluster: 01
Funds Available: h

ORS / BURS No. : 02-101101-2021-06-719
Date of the ORS/BURS: 06-07-2021

FIONA M. STO. TOMAS
Officer-in-Charge, Accounting Division
Fiona M. Sto. Tomas 6.14.21

Amount : P 39,200.00

STOCK AVAILABLE			MOTOR VEHICLES		DATE INSTALLED
LTRS	OUT-GOING	IN-STOCK	PLATE NO.		
124	12	112	KOY-832		01/20/21
	8	104	POF-293		01/21/21
	12	92	SLG-196		01/22/21
	6	86	CQ-7392		01/29/21
	6	80	SJP-372		02/26/21
	8	72	SKE-949		03/11/21
	2	70	JM-3435 (ADD)		03/22/21
	2	68	JM-3436 (ADD)		03/22/21
	8	60	SHR-587		06/31/21
	6	54	SLD-593		07/01/21
	2	52	JM-3435 (ADD)		07/01/21
	2	50	JM-3436 (ADD)		07/01/21
	8	42	A3X624		09/24/21
	6	36	SLF-682		10/26/21
	6	30	SLF-683		11/04/21
	2	28	KOY-832 (ADD)		12/01/21
	8	20	VJ-5376		12/02/21
	3	17	JM-3435 (ADD)		12/03/21
	3	14	JM-3436 (ADD)		12/03/21
	8	6	VK-4614		12/06/21
	6	0	CQ-7216		12/09/21

MOTOR OIL

PREPARED BY:


JOERLY J. LINGAT
 In-House Mechanic

NOTED BY:


ANTHONY AVILLARAMA
 Acting Motorpool Supervisor

2022APP-165	b. Third Quarter Quarterly Supplies & Materials for Plumbing Works	GSD-BA (1)	NP-53.9 - Small Value Procurement	3rd quarter	N/A	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	200,000.00	200,000.00		
2022APP-166	Supply of Fabricated Clear Acrylic Covers or Barriers for Frontline or Receiving Areas, Ground Floor, Office Main Building	GSD-BA (1)	NP-53.9 - Small Value Procurement	3rd quarter	N/A	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	50,925.00	50,925.00		
2022APP-167	Building Repair and Maintenance,	GSD-BA (1) details: OSP-FAB, BUREAU-LUZON, OMB ROSALES	NP-53.9 - Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	as the need arises	as the need arises	as the need arises	GOP	1,850,000.00	1,850,000.00		
	XIV. COURIER SERVICES														
	XV. TRANSPORTATION														
2022APP-168	Service Vehicle	ODDO (1) DO (1)	Competitive Bidding	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	5,000,000.00	5,000,000.00		
2022APP-169	Repair and Maintenance of Office Vehicle	GSD-Motorpool (1) Details: (GSD-Motorpool, Luzon, MOLEO, OSP)	NP-53.9 - Small Value Procurement	as the need arises	N/A	as the need arises	as the need arises	as the need arises	as the need arises	as the need arises	GOP	7,061,400.00	7,061,400.00		
	XVI. TRAINING AND SEMINARS (outsourcing), inclusive of Speaker's Honorarium														
2022APP-170	Integrity Management (IMP)-for meals and venue of meeting and seminars	PMB (1)	NP-53.10-Lease of Real Property and Venue	N/A	N/A	2nd quarter	2nd quarter	2nd quarter	2nd quarter	2nd quarter	GOP	500,000.00	500,000.00		
2022APP-171	Ombudsman Safety and Health Committee- for meals and venue of meetings and seminars	PMB (1)	NP-53.10-Lease of Real Property and Venue	N/A	N/A	2nd quarter	2nd quarter	2nd quarter	2nd quarter	2nd quarter	GOP	500,000.00	500,000.00		
2022APP-172	Project Arai at Asai with Department of Education and University of the Philippines- for meals and venue of meetings and seminars	PMB (1)	NP-53.10-Lease of Real Property and Venue	N/A	N/A	2nd quarter	2nd quarter	2nd quarter	2nd quarter	2nd quarter	GOP	500,000.00	500,000.00		
2022APP-173	SILAK (venue) - for Internation Anti-Corruption Day every December 09	PMB (1)	NP-53.10-Lease of Real Property and Venue	N/A	N/A	4th quarter	4th quarter	4th quarter	4th quarter	4th quarter	GOP	500,000.00	500,000.00		
2022APP-174	BAC Seminar- RA 9184 and its IRR	ODDO (16)	NP-53.9 - Small Value Procurement	2nd quarter	N/A	2nd quarter	2nd quarter	2nd quarter	2nd quarter	2nd quarter	GOP	5,000.00	5,000.00		
2022APP-175	CSC Seminar: Coaching and Mentoring	ODDO (16)	NP-53.9 - Small Value Procurement	3rd quarter	N/A	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	7,000.00	7,000.00		
2022APP-176	CSC Seminar: Managerial / Supervisory Development Course (Track 1,2,3)	ODDO (16)	NP-53.9 - Small Value Procurement	3rd quarter	N/A	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	20,000.00	20,000.00		
2022APP-177	Excellent Customer Service	ODDO (16)	NP-53.9 - Small Value Procurement	3rd quarter	N/A	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	5,000.00	5,000.00		
2022APP-178	GAD Seminar: Gender Sensitivity Training	ODDO (16)	NP-53.9 - Small Value Procurement	3rd quarter	N/A	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	5,000.00	5,000.00		
2022APP-179	GAD Seminar: Stress Management	ODDO (16)	NP-53.9 - Small Value Procurement	3rd quarter	N/A	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	5,000.00	5,000.00		
2022APP-180	GAD Seminar: •seminar/training on basic self- defense for women	ODDO (16)	NP-53.9 - Small Value Procurement	3rd quarter	N/A	3rd quarter	3rd quarter	3rd quarter	3rd quarter	3rd quarter	GOP	5,000.00	5,000.00		