



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

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 “**One-Time Inspection and Audit of Fire Detection and Alarm System (FDAS) and Fire Suppression System (FSS) for the Office of the Ombudsman Main Building**” in accordance with **Section 53.9** of the Revised Implementing Rules and Regulations of Republic Act No. 9184, hereby invites all interested bidders/suppliers to offer their lowest government price.

Quotation Number: **QN 2022-1-040-JUNE**

Name of the Project: **One-Time Inspection and Audit of Fire Detection and Alarm System (FDAS) and Fire Suppression System (FSS) for the Office of the Ombudsman Main Building**

Total Approved Budget for the Contract (ABC): **₱300,000.00**

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

Specifications: **See attached Annex “A”**

Deadline of submission: **15 June 2022, 02:00 p.m.**

Delivery period: **within fifteen (15) calendar days from receipt of Purchase Order**


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 signed quotations at the Central Receiving Section, Ground Floor, main Building, Office of the Ombudsman, Agham Road, Diliman, Quezon City.

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 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 quotation which complies with the minimum technical specifications (Annex A) and General Terms and Conditions (Annex B).

For further inquiries you may reach us at 8479-7300 loc. 2206 or email us at ombbacsecmain@gmail.com.


ADORACION A. AGBADA
Acting Assistant Ombudsman, OMB-Luzon

Chairperson, Bids and
Awards Committee –
Main

**ANNEX A
PRICE QUOTATION FORM**

Quotation No.	2022-1-040-JUNE
PR No. (s)	PU-22-04-075
APP/SAPP Code:	2021APP-152
Canvass No.	1st
Date:	07 June 2022
Authority:	53.9 (SVP)
Authority No.	22-1-012
Authority Date:	16 May 2021

HON. ADORACION A. AGBADA
Chairperson, Bids and Awards Committee-Main
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Thru: BAC Secretariat – Main

Dear Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Supplier 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-22-04-075 2022APP-148 GSD-BA	300,000.00	1	lot	Procurement of One-time Inspection and Audit of Fire Detection and Alarm System (FDAS) and Fire Suppression System (FSS) for the Office of the Ombudsman Main Building (see attached Terms of Reference for this Preventive Maintenance service requirement)			
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:	

TECHNICAL SPECIFICATIONS FOR THE ONE-TIME INSPECTION AND AUDIT OF FIRE DETECTION AND ALARM SYSTEM (FDAS) AND FIRE SUPPRESSION SYSTEM (FSS)

SCOPE OF WORK:

To carry out all work-related project according to applicable NFPA (National Fire Protection Association) code and standards, local code and standards, good engineering practice and in accordance with the project specification and all agreed documents and amendments.

The primarily goals of the procedure are as follows;

1. To ensure that all work is performed in accordance with project procedures and the requirements of NFPA code and standards, and accomplish strictly in accordance with the relevant project documents.
2. To execute the services of the project in an effective and efficient way, ensuring that lead-time is not unnecessarily prolonged.
3. To create a work situation in the most efficient way without endangering the client, work force or any third party that may be present on-site.
4. The responsibility for the above is delegated by the project manager to the maintenance engineer.
5. The site project manager has complete authority on-site and is authorized to find solutions for unforeseen problems and situations. He is also qualified to make agreements according to his judgment and is in direct contact with the Client.

Inspection, Testing and Maintenance Procedures

1. General Requirements:

All water-based fire protection equipment, its associated equipment, control valves, gauges, alarm devices, electric motors, engines, pump controllers, and systems interface shall be inspected, tested and serviced in accordance with the following clauses.

A standard Service Form shall accompany the tests, which shall be undertaken by the authorized service provider personnel with a copy duly signed by supplier and the Client's representatives. A detailed Service Report, incorporating all tests shall be submitted to Client when all systems involved had been accomplished.

The Client's representative shall be notified in advance prior to undertaking of the test. Upon completion of the tests, the Client's representative shall witness the restoration of the system into its normal operating mode and signify his acceptance on the Service Form. Similar procedure will follow for multiple installations requiring individual tests.

The following Inspection, Testing and Maintenance Procedure are incorporated in this TOR:

Fire Pump and Jockey Pump Automatic Sprinkler System Fire Hose Cabinets and Stand Pipes Fire Hydrant System Hydrostatic Test

Fire Pump and Jockey Pump

1. Inspection

1.1 Pump House

1.1.1 Check pump house condition, housekeeping, and ventilating louvers if they are free to operate.

1.2 Pump System

1.2.1 Verify and check pump suction and discharge, and bypass valves if fully open.

1.2.2 Inspect for piping leaks.

1.2.3 Verify tightness of stuffing box glands.

1.2.4 Verify frequency of operation of pressure maintenance pump.

1.2.5 Check suction line pressure gauge reading if normal.

1.2.6 Check system line pressure gauge reading if normal.

1.2.7 Verify if suction reservoir is full.

1.3 Electrical System

1.3.1 Verify that Controller pilot light (power on) is illuminated.

1.3.2 Verify that Transfer switch is normal and that pilot light is illuminated.

1.3.3 Verify that Isolating switch for standby (emergency) source is closed.

1.3.4 Verify that reverse phase pilot light is off, or normal phase rotation pilot light is on.

1.3.5 Check that oil level in vertical motor sight glass is normal.

1.4 Diesel Engine System

1.4.1 Verify if fuel tank is at least two-thirds full.

1.4.2 Verify that Controller selector switch is in AUTO position.

1.4.3 Check if battery (2) voltage readings are normal.

1.4.4 Check if battery (2) charging current readings are normal.

1.4.5 Verify that battery (2) pilot lights are on, or battery failure (2) pilot lights are off.

1.4.6 Verify that all alarm pilot lights are o

1.4.7 Check and record engine running time meter reading.

1.4.8 Check oil level in right angle gear drive if normal.

1.4.9 Check crankcase oil level if normal.

1.4.10 Check cooling water level if normal.

1.4.11 Check electrolyte level in batteries if normal.

1.4.12 Check battery terminals for corrosion.

2. Testing

2.1 Perform a test of the electric motor-driven pump assemblies without flowing water, except through the circulating valve or pressure relief valve, for at least 10 minutes. It shall be conducted by starting the pump automatically.

2.2 Perform a test of the diesel engine-driven pump assemblies without flowing water, except through the circulating relief valve if installed, for at least 30 minutes. It shall be conducted by starting the pump automatically.

2.3 Visual observations and/or adjustments shall be conducted while the pump is running:

2.3.1 Pump System

2.3.1.1 Record system suction and discharge pressure gauge readings.

2.3.1.2 Check circulation relief valve for operation to discharge water.

2.3.1.3 Check pressure relief valve for proper operation.

2.3.1.4 Check pump packing glands for slight discharge.

2.3.1.5 Adjust gland nuts if necessary.

2.3.1.6 Check for unusual noise or vibration.

2.3.1.7 Check packing boxes, bearings, or pump casing for overheating.

2.3.1.8 Record pump starting pressure.

2.3.2 Electrical System

2.3.2.1 Observe time for motor to accelerate at full speed.

2.3.2.2 Record time controller is on first step (for reduced voltage or reduced current starting).

2.3.2.3 Record time pump runs after starting (for automatic stop controllers).

2.3.3 Diesel Engine System

2.3.3.1 Observe time for engine to crank.

2.3.3.2 Observe time for engine to reach running speed

2.3.3.3 Observe engine oil pressure gauge, speed indicator, water, and oil temperature indicators.

2.3.3.4 Record any abnormalities.

2.3.3.5 Check heat exchanger for cooling water flow.

2.4 Conduct a minimum, rated, and peak flows of the fire pump by controlling the quantity of water discharged through test devices.

2.4.1 Record electric motor voltage and current (all lines).

2.4.2 Record pump speed in RPM.

2.4.3 Record simultaneous (approximately) readings of pump suction and discharge pressures and pump discharge flow.

2.4.4 Observe operation of any alarm indicators or any visible abnormalities.

3. Restore all systems and components into its normal operating mode in the presence of Client's Representative.

4. Record all proceedings and results on Service Form. A permanent record of all inspections and testing shall be provided on the attached form, which shall include the following information.

a. Date b. Name of Property c. Address/Location d. Name of person performing inspection and testing affiliation, business address and telephone number e. Approving Agency / Owner's representative name and address f. Designation of pump(s) tested g. Functional test of pump controllers h. Pump flow tests i. Signature of tester and approving authority representative

VII. Automatic Sprinkler System

1. Inspection

1.1 Sprinklers

1.1.1 Verify and check sprinklers from floor level that they are free from corrosion, foreign materials, paint, and physical damage.

1.1.2 Verify and check that sprinklers are positioned in their proper orientation (upright, pendent, or sidewall).

1.1.3 Verify that there are no obstructions to sprinkler spray patterns.

1.1.4 Check supply of spare sprinklers for the proper number and type of sprinklers, and sprinkler wrench for each type of sprinkler.

1.2 Pipe and Fittings

1.2.1 Verify that pipe and fittings are in good condition and free of mechanical damage, leakage, corrosion, and misalignment.

1.2.2 Verify that sprinkler piping is not subjected to external loads by materials either resting on the pipe or hung from the pipe.

HANGERS AND BRACES

2.1.3.1 Inspect sprinkler pipe hangers and braces for loose or damage components.

2.1.4 GAUGES

2.1.4.1 Verify and inspect gauges that they are in good condition and that normal water pressure are being maintained.

2.1.4.2 Record gauge reading on supply and system side of the riser.

2.1.5 ALARM DEVICES

2.1.5.1 Inspect alarm devices to verify that they are free of physical damage.

2.1.6 CONTROL VALVES

2.1.6.1 Visual check all sprinkler control valves to verify that they are locked in their normally open or close position.

2.1.6.2 Post Indicator valves shall be tried with a wrench but should leave about one quarter turn from the wide-open position.

2.1.6.3 OS&Y valves shall be given a one-quarter turn during inspections.

2.2 TESTING

2.2.1 Simulate operation of one sprinkler head by opening wide the inspector's test connection at the extremity of the sprinkler system.

2.2.2 Perform a recorded water flow test at each sprinkler riser thru the main drain valve.

2.2.3 Waterflow alarm devices, including but not limited to, mechanical water motor gongs, vane-type waterflow devices, and pressure switches that provide audible or visual signals shall be tested.

2.2.4 Restore all systems and components into its normal operating mode in the presence of Client's Representative.

2.2.5 Record all proceedings and results on attached Service Form. A permanent record of all inspections and testing shall be provided on the attached form, which shall include the following information.

INSPECTION, TESTING AND MAINTENANCE PROGRAM FOR FIRE ALARM AND DETECTION SYSTEM (FDAS)

I. I. GENERAL

The Fire Alarm and Detection Systems, its connected loads and associated interfaces shall be inspected, tested and serviced in accordance with the following clauses.

A standard Service Form shall accompany the tests, which shall be undertaken by authorized Service Personnel with a copy duly signed by the service provider and the Client's representatives. A detailed Service Report, incorporating all inspection, tests and maintenance shall be submitted to Client when all systems involved had been accomplished.

The Client's representative shall be notified in advance prior to undertaking of the test. Upon completion of the tests, the Client's representative shall witness the restoration of the system into its normal operating mode and signify his acceptance on the Service Form. Similar procedure will follow for multiple installations requiring individual tests.

II. SCOPE OF WORK

Before proceeding with any testing all persons and facilities who may receive an alarm, supervisory, or trouble signal, and building occupants, shall be notified to prevent unnecessary response. At the conclusion of testing, those previously notified (and others necessary) shall be further notified that testing has been concluded.

1. TESTING

Below is procedure for testing of Fire alarm systems and other systems and equipment that are associated with fire alarm systems and accessory equipment testing method.

Control Equipment

- a. Functions at minimum, control equipment must be tested to verify correct receipt of alarm, supervisory, and trouble signals (inputs) and auxiliary functions (outputs), circuit supervision including detection of open circuits and ground faults, and power supply supervision for detection of loss of ac power and disconnection of secondary batteries.
- b. Fuses The rating and supervision must be verified.
- c. Lamps and LEDs Lamps and LEDs must be illuminated.

Primary (Main) Power Supply All secondary (standby) power must be disconnected and tested under maximum load, including all alarm appliances requiring simultaneous operation. All secondary (standby) power shall be reconnected at end of test. For redundant power supplies, each shall be tested separately. **Secondary (Standby) Power Supply** All primary (main) power supplies must be disconnected and the occurrence of required trouble indication for loss of primary power must be verified. The system's standby and alarm current demand must be measured or verified and, using manufacturer's data, the ability of batteries to meet standby and alarm requirements shall be verified.

Control Unit Trouble Signals

- a. Audible and Visual Operation of panel trouble signals must be verified as well as ring-back feature for systems using a trouble-silencing switch that requires resetting.
- b. Disconnect Switches If control unit has disconnected or isolating switches, performance of intended function of each switch must be verified and receipt of trouble signal when a supervised function is disconnected shall also be verified.
- c. Ground-Fault Monitoring Circuit If the system has a ground detection feature, the occurrence of ground-fault indication must be verified whenever any installation conductor is grounded.
- d. Transmission of Signals to an initiating device must be actuated and receipt of alarm signal at the Off-Premises Location off-premises location shall be verified.

A trouble condition shall be created and receipt of a trouble signal at the off-premises location shall be verified. A supervisory device shall be actuated and receipt of a supervisory signal at the off-premises location shall be verified. If a transmission carrier is capable of operation under a single or multiple fault condition, an initiating device shall be activated during such fault condition and receipt of a trouble signal at the off-premises location shall be verified, in addition to the alarm signal.

Remote Annunciators The correct operation and identification of annunciators must be verified. If provided, the correct operation of annunciator under a fault condition must be verified.

Conductors/Metallic

- a. Stray Voltage
- b. All installation conductors must be tested with a volt/ohmmeter to verify that there are no stray (unwanted) voltages between installation conductors or between installation conductors and ground. Unless a different threshold is specified in the system installed equipment manufacturer's specifications, the maximum allowable stray voltage must not exceed 1-volt ac/dc.
- c. Ground Faults. All installation conductors other than those intentionally and permanently grounded must be tested for isolation from ground per the installed equipment manufacturer's specifications.
- d. Short-Circuit Faults. All installation conductors other than those intentionally connected together must be tested for conductor-to-conductor isolation per the installed equipment manufacturer's specifications. These same circuits also shall be tested conductor-to-ground.

Conductors/Nonmetallic

- a. Circuit Integrity Each initiating device, notification appliance, and signaling line circuit shall be tested to confirm that the installation conductors are monitored for integrity.

b. Supervision Introduction of a fault in any supervised circuit shall result in a trouble indication at the control unit. One connection shall be opened at not less than 10 percent of the initiating device, notification appliance, and signaling line circuit.

Initiating Devices

a. Fire-Gas and Other Detectors Fire-gas detectors and other fire detectors must be tested as prescribed by the manufacturer and as necessary for the application.

b. Heat Detectors

Fixed-Temperature, Rate-of-Rise, Heat test must be performed with a heat source per the manufacturer's Rate-of Compensation, Spot Type recommendations for response within 1 minute. A test method must be used that is recommended by the manufacturer or other method must be used that will not damage the non-restorable fixed-temperature element of a combination rate-of-rise/fixed-temperature element. Fixed-Temperature Heat test must not be performed. Functionality must be tested mechanically and electrically.

c. Smoke Detectors-Systems Detectors. The detectors must be tested in place to ensure smoke entry into the sensing chamber and an alarm response. Testing with smoke or listed aerosol approved by the manufacturer shall be permitted as acceptable test methods. Other methods approved by the manufacturer that ensure smoke entry into the sensing chamber shall be permitted.

Alarm Notification Appliances

a. Audible Levels throughout protected area must be observed and recorded.

b. Visible Test must be performed in accordance with the manufacturer's instructions. Device locations must be verified to be per approved layout and it shall be confirmed that no floor plan changes affect the approved layout.

c. Record all proceedings and results on attached Service Form. A permanent record of all inspections and testing shall be provided on the attached form, which shall include the following information:

1. Date
2. Name of Property
3. Address/Location
4. Name of person performing inspection and testing affiliation, business address and telephone number
5. Approving Agency / Owner's representative name and address
6. Designation of control valves tested
7. Functional test of alarm devices

8. Other test associated with the Sprinkler System

9. Signature of tester and approving authority representative

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/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” as the tie breaking method to finally determine the single winning provider. (GPPB Circular No. 06-2005)
3. **PRICE ESCALATION.** All bid prices for the given goods/items in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.
4. **ALTERNATIVE BIDS/PRICE QUOTATIONS.** 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 offer which may be included as part of its original offer 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 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 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 @ 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 Bidder/Supplier'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 (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]

[JURAT]

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 2022.

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]

[JURAT]

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 2022.

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]

[JURAT]

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 2022.

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)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
(CITY/MUNICIPALITY OF _____) SS.

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 _____;
Series of 2022.