



Republic of the Philippines
Office of the Ombudsman
OFFICE OF THE DEPUTY OMBUDSMAN FOR MINDANAO
 Corner of Earth & 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: 22-0099December |
| Address: | PR No: 22-10-0118 dtd. October 21, 2022 |
| | Remarks: 1st Canvass |
| Tel. No. | Date: December 29, 2022 |

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 |
|----------|---------------------|--------------|--|---------------------------------|------------|-------------|
| | P 971,002.45 | 1 lot | Various Office Supplies as follows: | | | |
| 1 | | | 200 btl. ALCOHOL, Ethyl, 500 mL | <input type="checkbox"/> Comply | | |
| 2 | | | 20 gallons ALCOHOL, Ethyl, (3.7854 liters) | <input type="checkbox"/> Comply | | |
| 3 | | | 30 pcs. ERASER, plastic/ rubber | <input type="checkbox"/> Comply | | |
| 4 | | | 15 packs BATTERY, dry cell, size AA, Two (2) pieces per blister pack | <input type="checkbox"/> Comply | | |
| 5 | | | 15 packs BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | <input type="checkbox"/> Comply | | |
| 6 | | | 5 bxs. CARBON FILM, Legal, 100 sheets per box (Blue) | <input type="checkbox"/> Comply | | |
| 7 | | | 2 pcs. PHILIPPINE NATIONAL FLAG (4' x 8') | <input type="checkbox"/> Comply | | |
| 8 | | | 10 units MOUSE, OPTICAL | <input type="checkbox"/> Comply | | |
| 9 | | | 10 rls. TAPE, electrical | <input type="checkbox"/> Comply | | |
| 10 | | | 60 rls. TAPE, masking, 24mm | <input type="checkbox"/> Comply | | |
| 11 | | | 125 rls. TAPE, packaging, 48 mm x 100m | <input type="checkbox"/> Comply | | |
| 12 | | | 150 rls. TAPE, transparent, 24mm x 100m | <input type="checkbox"/> Comply | | |
| 13 | | | 10 rls. TWINE, plastic | <input type="checkbox"/> Comply | | |
| 14 | | | 15 pcs. RULER, plastic, 450 mm | <input type="checkbox"/> Comply | | |
| 15 | | | 10 tubes BLADE, for general purpose cutter/utility knife, 10 pieces per tube | <input type="checkbox"/> Comply | | |
| 16 | | | 75 bxs. CLIP, backfold, 19mm | <input type="checkbox"/> Comply | | |
| 17 | | | 195 bxs. CLIP, backfold, 25mm | <input type="checkbox"/> Comply | | |
| 18 | | | 90 bxs. CLIP, backfold, 32mm | <input type="checkbox"/> Comply | | |
| 19 | | | 25 bxs. CLIP, backfold, 50mm | <input type="checkbox"/> Comply | | |
| 20 | | | 350 pcs. CORRECTION TAPE, 8 meters | <input type="checkbox"/> Comply | | |
| 21 | | | 20 pcs. CUTTER/UTILITY KNIFE, for general purpose | <input type="checkbox"/> Comply | | |
| 22 | | | 2 bxs. ENVELOPE, Documentary, A4, 500 pieces per box | <input type="checkbox"/> Comply | | |

| Item No. | ABC (PhP.) | Qty./Unit | OMB-MIN SPECIFICATIONS | | UNIT PRICE | TOTAL PRICE |
|----------|------------|-----------|--|---------------------------------|------------|-------------|
| 23 | | | 10 bxs. ENVELOPE, Documentary, legal, 500 pieces per box | <input type="checkbox"/> Comply | | |
| 24 | | | 30 bxs. ENVELOPE, Expanding, Kraft, 100 pieces per box | <input type="checkbox"/> Comply | | |
| 25 | | | 20 pcs. ENVELOPE, Expanding, Plastic - Pink (No Handle) | <input type="checkbox"/> Comply | | |
| 26 | | | 20 pcs. ENVELOPE, Expanding, Plastic - Red (No Handle) | <input type="checkbox"/> Comply | | |
| 27 | | | 20 pcs. ENVELOPE, Expanding, Plastic - Violet (No Handle) | <input type="checkbox"/> Comply | | |
| 28 | | | 10 pcs. ENVELOPE, Expanding, Plastic - Yellow (No Handle) | <input type="checkbox"/> Comply | | |
| 29 | | | 20 pcs. ENVELOPE, Expanding, Plastic - Orange (No Handle) | <input type="checkbox"/> Comply | | |
| 30 | | | 20 pcs. ENVELOPE, Expanding, Plastic - Green (No Handle) | <input type="checkbox"/> Comply | | |
| 31 | | | 10 pcs. ENVELOPE, Expanding, Plastic - Transparent (No Handle) | <input type="checkbox"/> Comply | | |
| 32 | | | 122 bxs. FASTENER, metal, non-sharp edges, 50 sets per box | <input type="checkbox"/> Comply | | |
| 33 | | | 2 packs FOLDER with tab, A4, 100 pieces per pack | <input type="checkbox"/> Comply | | |
| 34 | | | 20 packs FOLDER with tab, legal, 100 pieces per pack | <input type="checkbox"/> Comply | | |
| 35 | | | 75 sets MARKER, Fluorescent, 3 colors per set | <input type="checkbox"/> Comply | | |
| 36 | | | 15 pcs. MARKER, Permanent, Black (Bullet Type) | <input type="checkbox"/> Comply | | |
| 37 | | | 12 pcs. MARKER, Permanent, Blue (Bullet Type) | <input type="checkbox"/> Comply | | |
| 38 | | | 7 pcs. MARKER, Permanent, Red (Bullet Type) | <input type="checkbox"/> Comply | | |
| 39 | | | 8 pcs. MARKER, Whiteboard, Black | <input type="checkbox"/> Comply | | |
| 40 | | | 7 pcs. MARKER, Whiteboard, Blue | <input type="checkbox"/> Comply | | |
| 41 | | | 4 pcs. MARKER, Whiteboard, Red | <input type="checkbox"/> Comply | | |
| 42 | | | 5 bxs. PENCIL, lead/graphite, with eraser, one (1) dozen per box | <input type="checkbox"/> Comply | | |
| 43 | | | 12 pcs. PUNCHER, paper, heavy duty | <input type="checkbox"/> Comply | | |
| 44 | | | 40 bxs. RUBBER BAND No. 18, 350g | <input type="checkbox"/> Comply | | |
| 45 | | | 15 pcs. STAMP PAD, felt | <input type="checkbox"/> Comply | | |
| 46 | | | 20 pcs. STAPLER, big, No. 35, standard type | <input type="checkbox"/> Comply | | |
| 47 | | | 15 pcs. TAPE DISPENSER, table top | <input type="checkbox"/> Comply | | |
| 48 | | | 60 pads NOTE PAD, stick on, 2" x 3", 100 sheets per pad | <input type="checkbox"/> Comply | | |
| 49 | | | 45 pads NOTE PAD, stick on, 3" x 4", 100 sheets per pad | <input type="checkbox"/> Comply | | |
| 50 | | | 40 pads NOTE PAD, stick on, 3" x 3", 100 sheets per pad | <input type="checkbox"/> Comply | | |
| 51 | | | 30 pcs. NOTEBOOK, stenographer | <input type="checkbox"/> Comply | | |
| 52 | | | 500 reams PAPER, MULTICOPY A4, 500 sheets per ream | <input type="checkbox"/> Comply | | |
| 53 | | | 1500 reams PAPER, MULTICOPY LEGAL, 500 sheets per ream | <input type="checkbox"/> Comply | | |
| 54 | | | 35 bks. RECORD BOOK, 300 PAGES | <input type="checkbox"/> Comply | | |
| 55 | | | 50 bks. RECORD BOOK, 500 PAGES | <input type="checkbox"/> Comply | | |
| 56 | | | 25 rls. THERMAL PAPER, 216mm | <input type="checkbox"/> Comply | | |
| 57 | | | 7 cartridge TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet | <input type="checkbox"/> Comply | | |
| 58 | | | 5 pcs. Calculator 16 Digits (Desktop) | <input type="checkbox"/> Comply | | |
| 59 | | | 85 bxs. Clip, Paper - Jumbo (Metallic), w/ vinyl coating | <input type="checkbox"/> Comply | | |
| 60 | | | 70 bxs. Clip, Paper - Small (Metallic), w/ vinyl coating | <input type="checkbox"/> Comply | | |
| 61 | | | 8 pcs. Dater | <input type="checkbox"/> Comply | | |

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|----------|------------|-----------|---|---------------------------------|------------|-------------|
| 62 | | | 4 pcs. Dater, with Rubber Stamp (Received) | <input type="checkbox"/> Comply | | |
| 63 | | | 1 bx. Envelope, Expanding - Legal (Yellow) 100's | <input type="checkbox"/> Comply | | |
| 64 | | | 1 bx. Envelope, Expanding - Legal (Red) 100's | <input type="checkbox"/> Comply | | |
| 65 | | | 1 bx. Envelope, Expanding - Legal (Royal/Dark Blue) 100's | <input type="checkbox"/> Comply | | |
| 66 | | | 1 bx. Envelope, Expanding - Legal (Sky/Light Blue) 100's | <input type="checkbox"/> Comply | | |
| 67 | | | 70 bxs. Envelope, Mailing White (XXX) | <input type="checkbox"/> Comply | | |
| 68 | | | 3 bxs. Folder, Expanded - Legal (Green) 100's | <input type="checkbox"/> Comply | | |
| 69 | | | 5 btl. Glue - All Purpose (200g) | <input type="checkbox"/> Comply | | |
| 70 | | | 9 btl. Ink, Numbering Machine | <input type="checkbox"/> Comply | | |
| 71 | | | 7 btl. Ink, Stamp Pad (Black) | <input type="checkbox"/> Comply | | |
| 72 | | | 5 btl. Ink, Stamp Pad (Blue) | <input type="checkbox"/> Comply | | |
| 73 | | | 2 btl. Ink, Stamp Pad (Red) | <input type="checkbox"/> Comply | | |
| 74 | | | 21 btl. Ink, Stamp Pad (Violet) | <input type="checkbox"/> Comply | | |
| 75 | | | 3 btl. Ink, Whiteboard Marker (Red) | <input type="checkbox"/> Comply | | |
| 76 | | | 45 pcs. Marker, Permanent (Black) - Broad Tip | <input type="checkbox"/> Comply | | |
| 77 | | | 35 pcs. Marker, Permanent (Blue) - Broad Tip | <input type="checkbox"/> Comply | | |
| 78 | | | 20 pcs. Marker, Permanent (Red) - Broad Tip | <input type="checkbox"/> Comply | | |
| 79 | | | 5 pcs. Numbering Machine, 6-Digit | <input type="checkbox"/> Comply | | |
| 80 | | | 5 btl. Oil, Multi-Purpose | <input type="checkbox"/> Comply | | |
| 81 | | | 7 reams Book Paper - Legal (Green) | <input type="checkbox"/> Comply | | |
| 82 | | | 16 reams Book Paper - Legal (Pink) | <input type="checkbox"/> Comply | | |
| 83 | | | 14 reams Book Paper - Legal (Yellow) | <input type="checkbox"/> Comply | | |
| 84 | | | 163 pcs. Paste, Glue Pen | <input type="checkbox"/> Comply | | |
| 85 | | | 183 pcs. Pen, Ballpoint (Black) | <input type="checkbox"/> Comply | | |
| 86 | | | 170 pcs. Pen, Ballpoint (Blue) | <input type="checkbox"/> Comply | | |
| 87 | | | 90 pcs. Pen, Ballpoint (Red) | <input type="checkbox"/> Comply | | |
| 88 | | | 230 pcs. Sign Pen, 0.5 (Black) | <input type="checkbox"/> Comply | | |
| 89 | | | 227 pcs. Sign Pen, 0.5 (Blue) | <input type="checkbox"/> Comply | | |
| 90 | | | 123 pcs. Sign Pen, 0.5 (Red) | <input type="checkbox"/> Comply | | |
| 91 | | | 4 packs Push Pins | <input type="checkbox"/> Comply | | |
| 92 | | | 14 pairs Scissors, Heavy Duty | <input type="checkbox"/> Comply | | |
| 93 | | | 5 units Sharpener, Heavy Duty | <input type="checkbox"/> Comply | | |
| 94 | | | 11 pcs. Staple Remover, Plier Type (Metal, Heavy Duty) | <input type="checkbox"/> Comply | | |
| 95 | | | 67 bxs. Staple Wire No. 10 | <input type="checkbox"/> Comply | | |
| 96 | | | 77 bxs. Staple Wire No. 35 (Bronze) | <input type="checkbox"/> Comply | | |
| 97 | | | 15 pcs. Stapler No. 10 | <input type="checkbox"/> Comply | | |
| 98 | | | 1 unit Stapler, binder type, heavy duty (up to 240 sheets) | <input type="checkbox"/> Comply | | |
| 99 | | | 100 pcs. File Box (for Document Filing) - w/ cover | <input type="checkbox"/> Comply | | |
| 100 | | | 15 pcs. Arch File - Ring Binder (Green) for legal documents | <input type="checkbox"/> Comply | | |
| 101 | | | 2 rolls. Duct Tape, 2" | <input type="checkbox"/> Comply | | |
| 102 | | | 2 bxs. Folder, Document, Pressboard - Legal (White) 100's | <input type="checkbox"/> Comply | | |

| Item No. | ABC (PhP.) | Qty./Unit | OMB-MIN SPECIFICATIONS | | UNIT PRICE | TOTAL PRICE |
|----------|------------|-----------|---|---------------------------------|------------|-------------|
| 103 | | | 70 pcs. Sign Pen, 1.0 (Blue) | <input type="checkbox"/> Comply | | |
| 104 | | | 70 pcs. Sign Pen, 1.0 (Black) | <input type="checkbox"/> Comply | | |
| 105 | | | 7 packs Photo Paper - Legal | <input type="checkbox"/> Comply | | |
| 106 | | | 3 packs Sticker Paper (Assorted Colors) | <input type="checkbox"/> Comply | | |
| 107 | | | 10 bxs. Folder, Expanded - Legal (Assorted Color) 100's | <input type="checkbox"/> Comply | | |
| 108 | | | 5 btl. Ink for Self-Inking Stamp (Black) | <input type="checkbox"/> Comply | | |
| 109 | | | 15 pcs. Mini Dater, Self-Inking (S-300) | <input type="checkbox"/> Comply | | |
| 110 | | | 5 rls. Tape, Double-Sided, Adhesive | <input type="checkbox"/> Comply | | |
| 111 | | | 2 pcs. Adhesive, Bonding Agent | <input type="checkbox"/> Comply | | |
| 112 | | | 23 bxs. Folder, Document - Legal (Assorted Color) 100's | <input type="checkbox"/> Comply | | |
| 113 | | | 15 rls. Paper, Thermal, POS (for Queueing Machine) | <input type="checkbox"/> Comply | | |
| 114 | | | 72 pcs. Sign Pen, 0.7 (Black) | <input type="checkbox"/> Comply | | |
| 115 | | | 73 pcs. Sign Pen, 0.7 (Blue) | <input type="checkbox"/> Comply | | |
| 116 | | | 10 pcs. Arch File - Ring Binder (Blue) | <input type="checkbox"/> Comply | | |
| 117 | | | 4 reams Book Paper - Legal (Blue) | <input type="checkbox"/> Comply | | |
| 118 | | | 1 btl. Ink, Marking Pen (Black) | <input type="checkbox"/> Comply | | |
| 119 | | | 1 btl. Ink, Marking Pen (Blue) | <input type="checkbox"/> Comply | | |
| 120 | | | 9 pcs. Staple Remover, Twin Jaws | <input type="checkbox"/> Comply | | |
| 121 | | | 1 btl. Ink for Self-Inking Stamp (Violet) | <input type="checkbox"/> Comply | | |
| 122 | | | 1 btl. Ink for Self-Inking Stamp (Blue) | <input type="checkbox"/> Comply | | |
| 123 | | | 1 pc. Ribbon, Typewriter (Brother GX-8250) | <input type="checkbox"/> Comply | | |
| 124 | | | 1 pc. Eraser Tape, Typewriter (Brother GX-8250) | <input type="checkbox"/> Comply | | |
| 125 | | | 2 cartridge Ink Cartridge, HP No. 46 (Black) | <input type="checkbox"/> Comply | | |
| 126 | | | 2 cartridge Ink Cartridge, HP No. 46 (Tri-Color) | <input type="checkbox"/> Comply | | |
| 127 | | | 10 cartridge Toner, Canon Cartridge, 319 | <input type="checkbox"/> Comply | | |
| 128 | | | 1 btl. Ink Refill, Epson Printer - L120 (Cyan) | <input type="checkbox"/> Comply | | |
| 129 | | | 1 btl. Ink Refill, Epson Printer - L120 (Yellow) | <input type="checkbox"/> Comply | | |
| 130 | | | 1 btl. Ink Refill, Epson Printer - L120 (Magenta) | <input type="checkbox"/> Comply | | |
| 131 | | | 30 pcs. Flash Drive -USB - 16 GB | <input type="checkbox"/> Comply | | |
| 132 | | | 2 btl. Ink Refill, Epson Printer - L120 (Black) | <input type="checkbox"/> Comply | | |
| 133 | | | 1 btl. Ink Refill, Brother BT-D60BK (Black) | <input type="checkbox"/> Comply | | |
| 134 | | | 1 btl. Ink Refill, Brother BT-5000C (Cyan) | <input type="checkbox"/> Comply | | |
| 135 | | | 1 btl. Ink Refill, Brother BT-5000M (Magenta) | <input type="checkbox"/> Comply | | |
| 136 | | | 1 btl. Ink Refill, Brother BT-5000Y (Yellow) | <input type="checkbox"/> Comply | | |
| 137 | | | 8 cartridge Ink Cartridge, Brother LC-539XL-BK (Black) | <input type="checkbox"/> Comply | | |
| 138 | | | 5 cartridge Ink Cartridge, Brother LC-535XL-C (Cyan) | <input type="checkbox"/> Comply | | |
| 139 | | | 5 cartridge Ink Cartridge, Brother LC-535XL-M (Magenta) | <input type="checkbox"/> Comply | | |
| 140 | | | 5 cartridge Ink Cartridge, Brother LC-535XL-Y (Yellow) | <input type="checkbox"/> Comply | | |
| | | | www.NF.com | | | |

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

Date Posted: January 04, 2023

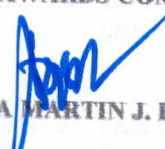
Deadline of Submission: January 13, 2023

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

SUPPLIER'S REPRESENTATIVE
(Printed Name)

Signature/Date

**BY THE AUTHORITY OF THE
BIDS AND AWARDS COMMITTEE**


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

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. Request for Quotation (RFQ's) must be in the Sealed Envelope upon submission.

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) Updated Business/Mayor's Permit (photocopy)

[] 2) Updated Certificate of PhilGEPS Registration (Platinum); (if ABC is above ₱50,000.00)

[] 3) Updated Income / Business Tax Return (for ABCs above ₱500,000);

[] 4) For ABCs above ₱50,000.00 – Notarized 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) Notarized bank account certification indicating Land Bank of the Philippines (LBP) as depository bank with account number and name of account holder. In case of bank account other than LBP, please indicate in the certification that the account holder shall bear the charges and fees that may be imposed by the bank.

[] 6) 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 221-3431 to 33 local 2207.