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 **"Various Dental Clinic Supplies"** 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 2023-2-054-JUNE/4th Canvass**

Name of Project: **"Various Dental Clinic Supplies"**

Total Approved Budget for the Contract (ABC): **₱98,000.00**

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

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

Deadline of submission: **14 June 2023, 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 Price Quotation Forms (Annex A) and documentary requirements on or before the deadline of submission of bids at the Office of the Ombudsman Central Records Division(OMB Main Lobby-Receiving).

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

1) Valid and Current Mayor's / Business Permit 2023;
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 ombbacsecmain@gmail.com or bac@ombudsman.gov.ph or you may call thru landline number 5317-8300 loc. 2206.

ADORACION A. AGBADA
Assistant Ombudsman, OMB-Luzon
Chairperson, Bids and Awards Committee - Main

Quotation No.	2023-2-054-JUNE
PR No. (s)	PU-23-03-038
APP/SPPMP Code	2023APP-107
Canvass No.	4th
Date:	06 June 2023
Authority:	53.9 (SVP)
Authority No.	RFA 23-015
Authority Date:	15 March 2023

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

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-23-03-038/ 2023APP-107 Dental Clinic	88,000.00	1	unit	**ULTRA-HIGH ENERGY BROADBAND LED CURING LIGHT** -Multiwavelength high intensity light at 385-515nm -Made of high-grade aerospace aluminum -Ultra high energy broadband LED to cure all dental mat -Super slim and super light weight -With 3 curing options: standard, high, extra power -Corded, power supply from outlet -Three (3) years warranty on parts and services -Provide Certificate of Exclusivity or proof of trader/supplier selling a genuine product			
2	PU-23-03-039/2023APP-109/-111/Dental Clinic	10,000.00	500	cap	Sensedol Gel 660mg			
							GRAND TOTAL	

_____
Name of Authorized Representative

_____
Signature

_____
Date

Bidder/Supplier's Information:

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

ANNEX B

GENERAL TERMS AND CONDITIONS:

1. **BID/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. **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/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 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. The owner or sole proprietor is not related to the Head of the Procuring Entity, **PROCUREMENT AGENT IF ENGAGED,** 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, **PROCUREMENT AGENT IF ENGAGED,** 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 theOFFICEOF THE OMBUDSMAN – MAIN asshown 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, **PROCUREMENT AGENT IF ENGAGED,** 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 _____.