



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 “**Microsoft 365 Renewal**” 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 2023-085-AUG**

Name of the Project: **Microsoft 365 Renewal**

Total Approved Budget for the Contract (ABC): **₱32,615.00**

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

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

Deadline of submission: **31 August 2023, 02:00 p.m.**

Delivery period: **within fifteen (30) calendar days from receipt of Purchase Order**

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 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 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 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 5317-8300 loc. 2206 or email us at [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph).

**ADORACION A. AGBADA**

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.	2023-085-AUG
PR No. (s)	PU-23-08-135
APP/SAPP Code:	2023APP-056
Canvass No.	1st
Date:	23 August 2023
Authority:	53.9 (SVP)
Authority No.	MISS-CORR-23-0551
Authority Date:	07 August 2023

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	Qty.	Unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
1	PR-23-08-135 2023APP-056 MISS	P32,261.50	10	lots	<p><b>MICROSOFT 365 RENEWAL</b></p> <ul style="list-style-type: none"> <li>• One (1) Year Microsoft 365 License Subscription</li> <li>• Host email with a 50 GB mailbox and custom email domain address</li> <li>• Create a hub for teamwork to connect your teams with Microsoft Teams</li> <li>• Access web versions of Office apps: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only).</li> <li>• Store and share files with 1 TB of OneDrive cloud storage per user</li> <li>• Host online meetings and video conferencing for up to 300 users</li> <li>• Get help anytime with around-the-clock phone and web support from Microsoft.</li> </ul> <p><u>Other requirements:</u></p> <ul style="list-style-type: none"> <li>• Delivery period is within 30 days upon receipt of Purchase Order</li> </ul>			
					<b>GRAND TOTAL</b>			

\_\_\_\_\_  
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/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 as per GPPB Resolution No.  
 07-2023 dated 27 October 2022;

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 2023.

## 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 Partnership Certificate issued by the Partnership or Cooperative)*];
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;**
  3. 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;
  - 4.
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 as per GPPB Resolution No. 07-2023 dated 27 October 2022;
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\_\_\_\_\_

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Series of 2023.



**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\_\_\_\_\_

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Book \_\_\_\_\_;  
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**ANNEX D**

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Office of the Ombudsman  
(For Single Proprietorship only)  
**Authority of Signatory**

**AUTHORIZATION LETTER**

I, \_\_\_\_\_, Owner/Proprietor of \_\_\_\_\_ *[company name]*, a single proprietorship registered under the laws of \_\_\_\_\_, with its registered office at \_\_\_\_\_ *[address of bidder]*, has made, constituted and appointed *[authorized representative]* true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary, participate and/or represent \_\_\_\_\_ *[company name]* in the bidding (under alternative mode of procurement) at the **OFFICE OF THE OMBUDSMAN – 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

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Book \_\_\_\_;
Series of 2023.