



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
 Area Office for Mindanao  
 Earth corner Libra Street, 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) for Alternative Method of Procurement, 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: 24-BAC-AMP-046 May 2024
Address:	PR No: 2024-04-067 dated 23 April 2024
	Remarks: 1st Canvass
Tel. No	Date: 14 May 2024

**ATTY. MARCO ANACLETO P. BUENA**  
 Chairperson, Bids and Awards Committee for Alternative Method of Procurement  
 Office of the Deputy Ombudsman for Mindanao  
 Corner Earth and 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
1	P 496,000.00	1 lot	<b>VARIOUS OFFICE SUPPLIES</b>	<input type="checkbox"/> Comply		
			16 packs BATTERY, dry cell, size AA (2's)			
			19 packs BATTERY, dry cell, size AAA (2's)			
			5 units Calculator, Desktop, Large Display (16-Digits)			
			50 boxes Clip, Binder 2", 12pcs/box			
			50 boxes PAPER CLIP, vinyl/plastic coated, jumbo, 50mm			
			50 boxes PAPER CLIP, vinyl/plastic coated, 33mm			
			3 pieces Dater, Manual, Small			
			1 pieces Dater, with Rubber Stamp (Received)			
			27 pieces CUTTER/UTILITY KNIFE, for general purpose			
			5 boxes Envelope, Expanding - Legal (Blue or Skyblue), 100's			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Dark Green)			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Red)			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Light Pink)			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Bright Pink)			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Purple/Violet)			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Yellow)			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Orange)			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Transparent)			
			18 pieces ENVELOPE, Expanding, Plastic w/ Handle, Legal (Blue)			
			63 boxes Envelope, Mailing White XXX			
			416 pieces Eraser, Correction Tape			
			33 pieces Eraser, Rubber, Big, Non-Toxic			
			175 boxes Fastener, Non-Sharp, Metal			
			1 pieces PHILIPPINE NATIONAL FLAG (4 x 8)			
			6 boxes Folder, Document, Pressboard - Legal (Green), Expanded, 100's			
			1 bottle Glue - All Purpose (at least 250 mL)			
			1 bottle Ink, Marking Pen (Red)			
			28 bottles Ink, Stamp Pad (Black)			
			29 bottles Ink, Stamp Pad (Blue)			
			23 bottles Ink, Stamp Pad (Red)			
			137 bottles Ink, Stamp Pad (Violet)			
			44 pieces MARKER, Permanent, Fine (Black)			
			28 pieces MARKER, Permanent, Fine (Blue)			
			49 pieces Marker, Permanent, Broad (Black)			
			31 pieces Marker, Permanent, Broad (Blue)			
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			19 pieces Marker, Permanent, Broad (Red)			
			12 pieces MARKER, Whiteboard, Blue			
			9 pieces MARKER, Whiteboard, Red			
			30 pads NOTEPAD, stick-on, 50mm x 76mm (2"x3")			
			30 pads NOTEPAD, stick-on, 76mm x 100mm (3"x4")			
			30 pads NOTEPAD, stick on, 76mm x 76mm (3"x3")			
			20 books STENO NOTEBOOK			
			3 pieces Numbering Machine, 6-Digit (Automatic, Heavy Duty)			
			1 bottle Oil, Multi-Purpose			
			6 reams Book Paper - Legal (Green)			
			10 reams Book Paper - Legal (Pink)			
			9 reams Book Paper - Legal (Yellow)			
			6 reams Book Paper - A4 (Blue)			
			72 pieces GLUE STICK (PASTE)			
			50 pieces Pen, Ballpoint (Black)			
			50 pieces Pen, Ballpoint (Blue)			
			50 pieces Pen, Ballpoint (Red)			
			5 boxes PENCIL, lead/graphite, with eraser, 12's			
			25 units PUNCHER, paper, heavy duty			
			28 boxes PUSH PIN			
			15 pieces RULER, flexible, plastic, 450mm			
			69 boxes Rubber Band (Jumbo), Gross Weight 350g			
			5 units Sharpener, Heavy Duty, Desktop Type			
			19 pieces Stamp Pad (Violet)			
			12 pieces Staple Remove, Plier-Type			
			67 pieces STAPLER, standard type			
			64 pieces Stapler No. 10			
			1 unit Stapler, Binder Type, Heavy Duty (up to 240 sheets)			
			8 pieces TAPE DISPENSER, table top			
			1 roll Twine, Plastic			
			56 pieces File Box w/ cover, Hard Bound, Heavy Duty (at least 11 x 11 x 16) Color Green			
			15 pieces Arch File - Ring Binder (Green)			
			1 pack Folder, Document, Pressboard - Legal (White), Expanded, 100's			
			74 pieces Sign Pen, 1.0 (Blue)			
			70 pieces Sign Pen, 1.0 (Black)			
			17 packs Photo Paper - Legal			
			3 packs Carbon Film, 100's - Legal (Blue)			
			3 packs Sticker Paper (Assorted Colors)			
			5 packs Folder, Document, Pressboard - Legal (Royal Blue), Expanded, 100's			
			5 packs Folder, Document, Pressboard - Legal (Red), Expanded, 100's			
			5 packs Folder, Document, Pressboard - Legal (Yellow), Expanded, 100's			
			6 rolls Tape, Mounting, Double-Sided			
			4 pieces Finger Tip Moistener			
			4 bottles Ink for Self-Inking Stamp (Black)			
			1 bottle Ink for Self-Inking Stamp (Red)			
			17 pieces Mini Dater, Self-Inking (S-300)			
			5 pieces Adhesive, Bonding Agent			
			10 packs Folder, Document - Legal (Royal Blue), 100's			
			10 packs Folder, Document - Legal (Red), 100's			
			9 packs Folder, Document - Legal (Orange), 100's			
			5 pieces Marker, Whiteboard (Black)			
			16 rolls Paper, Thermal, POS (for Queuing Machine)			
			87 pieces Sign Pen, 0.7 (Black)			
			103 pieces Sign Pen, 0.7 (Blue)			
			50 gallons Alcohol, Isopropyl (3.7854 liters)			
			6 pieces Staple Remover, Twin Jaws			
			4 pieces Dater, Big, Self-inking, Pad Size at least 50 X 30 mm			
			1 bottle Ink, Marking Pen (Black)			
			1 bottle Ink, Marking Pen (Blue)			
			6 pieces Sign Pen, 0.7 (Red)			
			7 pieces Sign Pen, 1.0 (Red)			
			59 pieces Digital Versatile Disc (DVD) - Recordable			
			2 cartridges Ink-Cartridge (HP46-Black)			
			2 cartridges Ink-Cartridge (HP46-Color)			

		7 cartridges Toner, Canon Cartridge, 319			
		1 bottle Ink Refill, Epson Printer - L120 (Cyan)			
		1 bottle Ink Refill, Epson Printer - L120 (Yellow)			
		1 bottle Ink Refill, Epson Printer - L120 (Magenta)			
		16 cartridges TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet			
		23 pieces Flash Drive - USB - at least 16 GB			
		22 units Optical Mouse			
		2 bottles Ink Refill, Epson Printer - L120 (Black)			
		8 cartridges Ink Cartridge, Brother LC-539XL-BK (Black)			
		5 cartridges Ink Cartridge, Brother LC-535XL-C (Cyan)			
		5 cartridges Ink Cartridge, Brother LC-535XL-M (Magenta)			
		5 cartridges Ink Cartridge, Brother LC-535XL-Y (Yellow)			
		9 rolls Tape, Electrical, Adhesive			
		--3 of 3--			
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Date Posted: 14 May 2024  
Deadline of Submission: 04 June 2024

TOTAL PRICE: \_\_\_\_\_

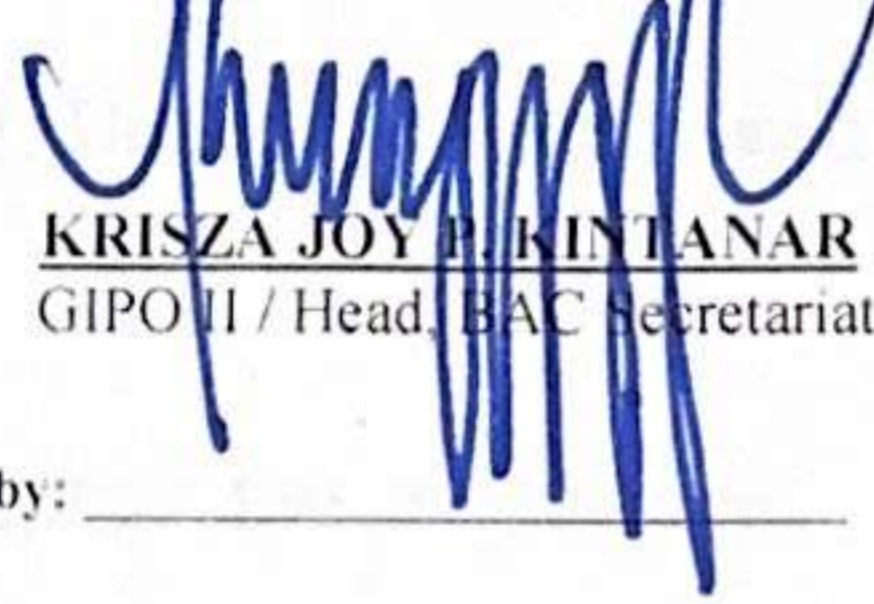
**SUPPLIER'S REPRESENTATIVE**

(Printed Name & Position)

Signature/Date

Note:  
Please state your PhilGeps Number: \_\_\_\_\_

BY THE AUTHORITY OF THE  
BIDS AND AWARDS COMMITTEE  
(FOR ALTERNATIVE METHODS OF PROCUREMENT)

  
**KRISZA JOY P. PINTANAR**  
GIPO II / Head, BAC Secretariat

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 thirty (30) 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) PhilGEPS Registration

[ ] 3) Updated Income / Business Tax Return (for ABCs above P500,000)

[✓] 4) For ABCs **ABOVE P50,000.00 – 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 OMB-MIN BAC for AMP, 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 P50,000.00 **ABOVE 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 – NOTARIZED** Secretary's Certificate authorizing signatory. ("Annex E")

Award of contract shall be made to the lowest calculated bidder that complies with the minimum technical specifications (Annex A) and General Terms and Conditions (Annex B).

For further inquiries you may reach us at (082) 233 4428 or (082) 333 2239.