



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Area Office for the Visayas
Field Office No. VI, CAP Building
General Luna Street, Iloilo City

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATIONS

The Office of the Ombudsman Area Office for the Visayas, Field Office NO. VI, Iloilo City, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement** for **“the Delivery of Janitorial Services for One (1) Year Period”** in accordance with **Section 53.9** of the Updated 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: **2024-07-03**

Name of Project: **“Janitorial Services” (1st canvass)**

Total Approved Budget for the Contract (ABC): **₱ 236,966.40**

Location: **Office of the Ombudsman-Visayas-Field Office No. VI, Iloilo City**

Specifications: **See attached Annexes “A, C and D”**

Deadline of submission: **July 19, 2024 at 4:00 p.m.**

Delivery period: **One (1) Year Period**

Interested bidders/suppliers are required to submit their duly accomplished Price Quotation Forms (Annex A) on or before the deadline of submission of bids at the BAC Secretariat – 2nd Floor, CAP Building, Gen. Luna Street, Iloilo City. Bidders/suppliers have the option to submit open or sealed quotations in the address given above. Open quotations may be submitted thru email ombudsmanro6@yahoo.com or thru facsimile at (033) 508-9658/3236598.

Bidders / suppliers shall be required to submit the following documentary requirements together with their quotation:

- 1) Valid and Current Mayor's / Business Permit 2024;
- 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 E1/E2/E3”. Bidder/supplier's OSS shall be valid for six (6) months and may be used for other quotations in the BAC OMB-Visayas Office 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 F”)
 - b) For Corporation/Partnership/Joint Venture – Secretary's Certificate authorizing signatory. (“Annex G”)

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 C), and Conformity to Technical Specifications (annex D).

For further inquiries you may reach us at (033) 508-9658/323-6598.


JOHANA V. SANCHEZ DOMINGUEZ
BAC Secretariat

ANNEX A
PRICE QUOTATION FORM

R EPICURUS CHARLO S. SALCEDO

Chairperson, Bids and Awards Committee
Office of the Ombudsman-Visayas RO6
2nd flr CAP Building
Gen. Luna St., Iloilo City

Thru: BAC Secretariat-Iloilo Office

Dear Maam/Sir:

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:

Quotation No.	
PR No. (s)	
APP/SPPMP Code:	
Canvass No.	
Date:	
Authority:	
Authority No.	
Authority Date:	

Item No.	Total ABC (in Php)	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/brand, if applicable)	Unit Price	Total Price
1	P236, 966.40	1	Person	<p>ONE (1) LOT FOR PROCUREMENT OF JANITORIAL SERVICE FOR ONE (1) YEAR CONTRACT</p> <p><i>Description:</i></p> <p>A. <i>MALÉ</i> (Duty from Monday to Friday, except Holidays, eight (8) hours duty) One (1) Year Contract (January 1- December 31, 2025)</p> <p>- Shall strictly pay the janitors' remuneration in accordance to the Latest Wage Order of the RTWPB and legal benefits under the Labor Code and other applicable laws to include but not limited to the following:</p> <ol style="list-style-type: none"> 1. 13th Month Pay 2. Holiday Pay 3. SSS Contribution 4. PhilHealth Contribution 5. HDMF (Pag-IBIG Contribution) <p>NOTE:</p> <ol style="list-style-type: none"> 1. Price Quotation/Financial Proposal should be attached with a Cost Breakdown (Annex B) 	<input type="checkbox"/> COMPLY		
GRAND TOTAL							

Signature Over Printed Name of Proprietor/
Authorized Representative
Date

Bidder/Supplier's Information:

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

ANNEX B COST BREAKDOWN

Under New Wage Order No. _____

Name of Project: Procurement for the Delivery of Janitorial Services for One (1) Year Contract

Name of Supplier: _____

REIMBUSEABLE COST	JANITOR	TOTAL
A. Payable Directly to Janitor:		
1. Monthly Minimum Wage		
2. Unifor Allowance (RA 5487)		
3. 13 th Month Pay		
4. 5 Days Incentive Pay		
(A) Amount Direct to Janitor		
B. Payable to the Government (Employer Share)		
1. Social Security Premium		
2. PhilHealth Premium		
3. Pag-Ibig Contribution		
4. State Insurance Fund		
(B) Amount Direct to the Government		
Total Reimbursable Costs (A+B)		
12% VAT		
Minimum Contract Rate		
Add: Agency Fee/Administrative Cost		
Total Monthly Rate		
Total Contract Rate for One (1) Year		

The amount under Items A & B in the Price Schedule should not be lower than the minimum requirements as provided under existing applicable laws, hence, price offer lesser than said amounts shall be declared non-responsive.

- *The applicable number of working days per year for janitor is ____ days.*
- *The minimum daily wage (MDW) is ____.*

(Name and Signature of Supplier or Authorized Representative)

ANNEX C

GENERAL TERMS AND CONDITIONS:

1. **BID VALIDITY.** Bids/Price Quotation should be valid for **one hundred twenty days (120)** 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, Area Office for the Visayas, Field Office No. VI 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 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.
4. **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.
5. **TAXES.** The total price quoted is subject to withholding tax and payable check.
6. **DELIVERY PERIOD.** Must be within the contract period.
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. 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. The winning bidder/supplier shall submit a Notarized Certification containing the Landbank or another bank account name and number that will be credited for online/automated payment.¹
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.
12. All bid prices for the duration of contract shall be fixed and shall not be adjusted during the contract implementation, except for the following:
 - a. Increase in the minimum daily wage and statutory benefits including mandatory contributions payable to the Government pursuant to law or new wage order issued after the bidding;
 - b. Increase in taxes; and
 - c. If during the term of the contract the procuring entity sees the need for an increase or decrease

¹ Pursuant to DBM Circular Letter No. 2018-14 dated 28 December 2018 re: Updated Guidelines in the Implementation of the Modified Direct Payment Scheme (MDPS) Due Creditors/Payees

in the number of janitorial attendants or in the number of man-hours needed, the resulting cost of the said increase or decrease, provided that the ABC for the relevant year is not exceeded.

13. Upon the recommendation of the authorized representative of the Office of the Ombudsman for better transition and to ensure that organic personnel are properly identified. The Service Provider shall retain the personnel of the current service provider.

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).

ANNEX D

CONFORMITY TO TECHNICAL SPECIFICATIONS

The _____, with business and postal
(Name of Supplier/Bidder-Agency)
address at _____ hereby states its compliance
(Address of Supplier/Bidder-Agency)

with the technical specifications enumerated hereunder:

SCOPE OF WORKS AND SPECIFICATIONS

HOUSEKEEPING/UTILITY

Qualifications:

1. At least High School Graduate
2. Previous experience as a Utility Worker
3. Ability to read and interpret written works orders
4. Has a good physical condition
5. Has a good moral character and positive attitude

Item	SPECIFICATIONS Must be able to perform the following duties and responsibilities:
	-Responsible for cleaning and maintaining the Clients premises and equipment -Maintains proper disposal of garbage - Assist in records disposal in bundling records for disposal -Assist in Supplies and equipment inventories and disposal -Maintain cleaning supplies and maintenance equipment -Perform other duties that are assigned from time to time

ANNEX E1

OSS Form A
Omnibus Sworn Statement for SOLE PROPRIETORSHIP (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 VISAYAS;
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;
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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__ at _____ Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]

ANNEX E2

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 sole proprietor 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 VISAYAS 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;
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.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20__ at _____, Philippines.

[JURAT] [*Bidder's Representative/Authorized Signatory*]

ANNEX E3

OSS Form C

Omnibus Sworn Statement for CORPORATION OR JOINT VENTURE (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 VISAYAS 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;
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 there in 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]
[JURAT]

ANNEX F

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 – VISAYAS 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 _____,
20____, at _____.

Affiant

ANNEX G

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 - VISAYAS**; 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

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ affiant exhibited
to me his/her _____ issued on _____ at
_____, Philippines.

Notary Public

Doc No. _____
Page No. _____
Book No. _____ Series of _____