



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*)
Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

REQUEST FOR QUOTATIONS

The Office of the Ombudsman, through its duly authorized Bids and Awards Committee (BAC) – Main, intends to procure “**Lease of Venue for Training on Leadership for Campus Integrity Crusaders (TLC)/Integrity Development and Seminar Workshop (IDSW) (Region I to V)**” in accordance with **Section 35.9 (Lease of Real Property and Venue) of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (RA 12009)**, otherwise known as the New Government Procurement Act.

Quotation Number: **QN 2026-009-FEB**

Name of Project: **Lease of Venue for Training on Leadership for Campus Integrity Crusaders (TLC)/Integrity Development and Seminar Workshop (IDSW) (Region I to V)**

Total Approved Budget for the Contract (ABC): **P404,920.00**

Location: **Urdaneta, Binalonan or Rosales, Pangasinan**

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

Deadline of submission: **on or before 10 February 2026 at 02:00PM.**

Delivery period/schedule: **March 3, 4 & 5, 2026**

Interested bidders/suppliers are required to submit their duly accomplished Price Quotation Form, Terms and Conditions (Annexes A & B) and all required documentary requirements **on or before the deadline of submission indicated above**. Submissions, together with the required documents, may be submitted in physical form or via email using the contact details provided below:

BIDS AND AWARDS COMMITTEE SECRETARIAT-MAIN

Address: Ground Floor Ombudsman Annex Building, Sen. Miriam Defensor-Santiago Avenue (Formerly Agham Road), Barangay Bagong Pag-asa, Diliman, Quezon City 1105
Telephone No.: (02) 5317-8300 local 2206/2207
Email: bac@ombudsman.gov.ph

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

1	Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or a copy of valid and current Certificate of Platinum Membership
2	Valid and Current Mayor's/Business Permit 2026

The Head of the Procuring Entity (HoPE) of the Office of the Ombudsman reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the Implementing Rules and Regulations of Republic Act No. 12009.

For further inquiries you may email us at bac@ombudsman.gov.ph or call us thru landline no. (02) 5317-8300 local 2206/2207 and thru cellphone no. 0921-6289882.

ALAN R. CAÑARES

Officer-in-Charge, General Administrative Office
Chairperson, Bids and Awards Committee – Main¹

¹ Although the term of the Bids and Awards Committee (BAC) ends on 31 December 2025 (Office Order No. 196, series of 2025), Section 41.2.6 of the Implementing Rules and Regulations of Republic Act No. 12009 provided that the current BAC membership shall continue performing their duties until new BAC members are officially designated.

**ANNEX A
PRICE QUOTATION FORM**

HON. ALAN R. CAÑARES

Chairperson, Bids and Awards Committee-Main
Office of the Ombudsman
Sen. Miriam P. Defensor-Santiago Avenue
Brgy. Bagong Pag-asa, Diliman, Quezon City

Quotation No.	QN 2026-009-FEB
PR No. (s)	PU-26-02-007
APP/SPPMP Code	2026APP-148
Canvass No.	1 st
Date:	03 February 2026
Authority:	Section 35.9 (Lease of Venue) of RA 12009

Thru: BAC Secretariat – Main

Dear Sir:

Instruction to Bidder/Supplier: Check the “Comply” box if bidder/supplier complies with the Ombudsman Specifications. A Price Quotation containing unchecked “Comply” boxes would be automatically rated as “FAILED.”]

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Bidder/Supplier specified in Annex B, hereunder is our quotation/s for the item/s as follows:

Item No.	Total ABC (in Php) with PR No. and APP Code	Qty.	unit	OMBUDSMAN SPECIFICATIONS	Statement of Compliance	Quantity	Offered Technical Specification/Service
1	₱404,920.00 PU-26-02-007/ 2026APP-148 PACPB-Luzon	1	lot	Lease of Venue for Training on Leadership for Campus Integrity Crusaders(TLC) Specifications:			
				I. Availability of the Function Room a. Date: March 3, 4 & 5, 2026 b. Time: 8:00 am – 4:30 pm c. Venue: Should be ready by 8:00 am	<input type="checkbox"/> Comply		
				II. Location a. Urdaneta, Pangasinan or Binalonan, Pangasinan or Rosales, Pangasinan b. Parking space within or near the venue	<input type="checkbox"/> Comply		
				III. Venue a. Structural Condition: The foundation is made of concrete and structural steel materials and combination of both. b. Functionality of the Room: i. At least 1 (One) air-conditioned function room on March 3, 4 & 5, 2026 that can accommodate 142 pax per day.	<input type="checkbox"/> Comply		

			<ul style="list-style-type: none"> ii. Inclusive of Chairs and Tables Banquet style set-up with glassware, spoons and fork for 142 participants per day. iii. Other inclusions: <ul style="list-style-type: none"> 1. Secretariat Table 2. Speaker and Sound System 3. At least two (2) microphone units 4. Podium 			
			<p>IV. Inclusive of Food:</p> <ul style="list-style-type: none"> a. For: <ul style="list-style-type: none"> i. 142 pax per day for March 3 & 4, 2026. ii. 140 pax for March 5, 2026. c. Managed Buffet AM snack (sandwich or pasta or native delicacies, beverage) d. Managed Buffet Lunch (rice, 2 variants dish, dessert, beverage) e. Managed Buffet PM snack (sandwich or pasta or native delicacies, beverage) f. Others: Purified drinking water with dispenser and coffee and chocolate drink, sufficient to cater to 142 participants per day 	<input type="checkbox"/> Comply		
			Please indicate other seminar amenities to be offered for free, if any.			
			<p>V. Table of Rating Factors</p> <ul style="list-style-type: none"> a. Supplier must obtain the rating of at least 80% to be conducted by the designated evaluator of the Office. 			
			<p>VI. Others: With provision for rescheduling due to inclement weather and other acts of God.</p>	<input type="checkbox"/> Comply		

FINANCIAL OFFER/PROPOSAL:

Terms of Payment:

The Office of the Ombudsman shall pay the supplier the actual amount net of taxes in a send bill arrangement. Payment shall be made within thirty (30) calendar days from the submission of billing statement, completion and acceptance of service/requirements, and submission of required payment documents in accordance with existing government accounting rules and regulations.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name *(should be the exact account name as registered in the bank):* _____

Bank Branch: _____

Please quote your **best offer** for the item(s) below. Please do not leave any blank items. Indicate "0" or "--" if the item being offered is for free.

Lease of Venue for Training on Leadership for Campus Integrity Crusaders (TLC)/Integrity Development and Seminar Workshop (IDSW) (Region I to V)	
Approved Budget for the Contract	Total Offered Quotation (inclusive of VAT)
Four Hundred Four Thousand Nine Hundred Twenty Pesos (P404,920.00)	In words: _____ _____ _____ _____ _____ In figures: _____ _____ _____

Printed Name of Supplier's Authorized Representative²

Signature

Date Signed

Bidder/Supplier's Information:

Company Name: _____

Address: _____

Tel/Fax/Mobile Nos.: _____

Email Address: _____

PhilGEPS Reg'n Cert. No.: _____

PhilGEPS Reg'n valid until: _____

² The person who signs this Quotation Form shall be the authorized signatory, as per written Proof of Appointment of the Supplier's or Service Provider's Authorized Representative.

ANNEX B
INSTRUCTIONS TO BIDDERS/SUPPLIERS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. **Completely** fill out the **Price Quotation Form** (Annex A), technical specification/brand (if applicable), unit/ total price and Supplier/Bidder's information. Do not forget to sign the Price Quotation Form. The use of this form is **highly encouraged** to minimize errors and omissions of the required mandatory provisions.
2. **All technical specifications and other requirements must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
3. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

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. **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.

7. **TERM OF PAYMENT.** Payment shall be released after delivery and upon submission of the required supporting documents (e.g., Order Slip and/or Billing Statement) by the supplier, contractor, or consultant. Our Government Servicing Bank, such as the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **no earlier than twenty-four (24) hours and no later than forty-eight (48) hours** upon receipt of our payment advice. **Please note that any applicable bank transfer fees, if any, shall be charge to the account of the supplier, contractor, or consultant.**

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%) 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)*

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 at 1/10 of 1% of each day of delay until such goods are finally delivered and accepted by the procuring entity. In no case shall the total sum of liquidated damages exceed 10% of the total contract price, in which event the procuring entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. *(Annex D (3) of the Updated 2016 Revised Implementing Rules and Regulations of RA No. 9184)*

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.

CONFORME:

(Signature over Printed Name of the Supplier's or Service Provider's Authorized Representative)

Date Signed: _____

CERTIFICATE*

(*To be issued by the Corporate Secretary [for Corporation/Cooperative/Joint Venture] or by the Managing Partner or President (for Partnership), attesting the appointment of the supplier's representative)

AUTHORITY OF SIGNATORY

I, [Name of Corporation/Partnership/Cooperative/Joint Venture Secretary or Authorized Representative], a duly elected and qualified Secretary of [Name of Corporation/Partnership/Cooperative/Joint Venture], a corporation/Partnership/Cooperative/Joint Venture duly organized and existing under and by virtue of the law of the **Republic of the Philippines** DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular/special meeting of the Board of Directors of the said Corporation/Partnership/Cooperative duly convened and held on [Date of the Board Meeting] 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 duly authorized and designated in the name of the [Corporation/Partnership/Cooperative/Joint Venture] to participate in the procurement activities of the **OFFICE OF THE OMBUDSMAN – MAIN**; to submit a bid/quotation/proposal, make, sign, execute, deliver and receive contract, agreements and any and all documents and other writing of whatever nature or kind, transact with the Office of the Ombudsman, and if awarded the project shall enter into contract with the Office of the Ombudsman; and is/are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent [Name of Corporation/Partnership/Cooperative/Joint Venture].

I hereby certify to the correctness of the foregoing resolution and that the same is existing and has not been suspended, amended, modified or revoked.

IN WITNESS WHEREOF, I have hereunder set my hand this _____ day of _____, 20 ____, in the City of _____, Philippines.

Affiant
[Affiant's Signature over Printed Name]
[Position/Designation]

SUBSCRIBED AND SWORN to before me this ____ day of **[month]** **[year]** at **[place of execution]**, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her ***[insert type of government identification card used]***, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of **[month]** **[year]**.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, ***[date issued]***, ***[place issued]***
IBP No. __, ***[date issued]***, ***[place issued]***

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

SPECIAL POWER OF ATTORNEY

(For Sole Proprietor)

I, _____, [Owner/Proprietor/Chief Executive Officer/President/General Manager] of [Name of the Company], a single or sole proprietorship established and duly registered under the laws of [Country], with its registered office at [Office Address], do hereby make, constitute and appoint any or all of the following [Name of duly authorized representative(s) position(s)] :

	Name of the Duly Authorized Representative(s)	Position/Designation	With Conformity: Signature
1			
2			

To be the true and lawful attorney(s), for it and its name, place and stead, to submit a bid/quotation/proposal, make, sign, execute, deliver and receive contracts, agreements, and any and all documents and other writings of whatever nature or kind, transact with the Office of the Ombudsman, and execute and perform any and all acts necessary, and/or represent [Name of the Sole Proprietorship] in the procurement activities of the Office of the Ombudsman; as fully and effectively as the sole proprietorship might do if personally present with full power of substitution and revocation and hereby confirming all that said representative(s) shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunder set my hand this _____ day of _____, 20 ____, in the City of _____, Philippines.

Affiant
[Affiant's Signature over Printed Name]
[Position/Designation]

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC _____
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]

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