



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

**INVITATION TO BID FOR  
PUBLIC BIDDING FOR THE SUPPLY AND DELIVERY OF SAFETY  
AND HEALTH RELATED ITEMS FOR THE  
OFFICE OF THE OMBUDSMAN  
PB2025-10**

- 1) The Office of the Ombudsman, through the General Appropriations Act for CY 2025<sup>1</sup> intends to apply the sum of **Seven Million Five Hundred Thirty-Nine Thousand One Hundred Twenty Pesos (₱7,539,120.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Public Bidding for the Supply and Delivery of Safety and Health Related Items for the Office of the Ombudsman with Project Identification No. PB2025-10**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2) The Office of the Ombudsman now invites bids for **Public Bidding for the Supply and Delivery of Safety and Health Related Items for the Office of the Ombudsman (PB2025-10)** categorized as follows:

Lot No.	Particulars	Qty.	Approved Budget for the Contract (ABC) (₱)	Bidding Fees (non-refundable) (₱)
1	Emergency Go Bag with Supplies	1 lot	6,767,945.00	6,000.00
2	Safety Helmet (Hard hat)	1 lot	771,175.00	1,000.00
TOTAL ABC for Lots 1 and 2			<b>₱7,539,120.00</b>	<b>7,000.00</b>

- 3) **Delivery of the Goods is required within the following periods:**

Lot No.	Particulars	Delivery Period
1	Emergency Go Bag with Supplies	Within sixty (60) calendar days from receipt of Notice to Proceed
2	Safety Helmet (Hard hat)	Within thirty (30) calendar days from receipt of Notice to Proceed

Bidders should have completed, at least *five (5) years* from the date of submission and receipt of bids, contracts similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

- 4) Bidding will be conducted through competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the IRR of RA No. 12009.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

<sup>1</sup> Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009);

- 5) Interested Bidders may obtain further information from the Office of the Ombudsman-Bids and Awards Committee Secretariat-Main (BAC Sec-Main) via email at [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph) and inspect the Bidding Documents at the address given below from Monday to Friday, between 08:00AM to 05:00PM.
- 6) A complete set of Bidding Documents may be acquired by interested Bidders starting 26 February 2026 to 18 March 2026 from the address given below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amounts specified in the item nos. 2 and 4 of this Invitation to Bid. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means not later than the submission of their bids.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 7) The Office of the Ombudsman will hold a Pre-Bid Conference on 06 March 2026 (Friday) at 09:30A.M. through video conferencing via MS Teams Application, which shall be open to Prospective Bidders. Prospective bidders should signify their intention to participate by sending an email to BAC Secretariat-Main through the email address given below. The Meeting Link and other details related to the video conference will be sent to the participants at least one (1) day before the event through email.
- 8) Bids must be duly received by the BAC Secretariat-Main through manual/physical submission at the designated receiving area with authorized receiving personnel of the BAC Secretariat Office, Office of the Ombudsman, Ground Floor Ombudsman Annex Building, Sen. Miriam Defensor-Santiago Avenue (Formerly Agham Road), Barangay Bagong Pag-asa, Diliman, Quezon City on or before 18 March 2026 (Wednesday) at 02:00P.M. Late bids shall not be accepted.
- 9) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.
- 10) Bid opening shall be on 19 March 2026 (Thursday) at 09:30A.M. through video conferencing via MS Teams application (face-to-face for the BAC Secretariat Main personnel). The Meeting Link and other details related to the video conference will be sent to the participants at least one (1) day before the event through email. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- 11) The Bid Evaluation and Award Criteria are Lowest Calculated Bid (LCB) and Lowest Calculated and Responsive Bid (LCRB), respectively.
- 12) The Office of the Ombudsman reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70<sup>2</sup> of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 13) All particulars and activities regarding the Eligibility of Bidders, Bid Security, Pre-Bid Conference(s), Evaluation of Bids, Post-Qualification, Award of Contract, Performance Security, procedures and other documents, shall be governed by RA 12009 and its IRR.
- 14) Please refer to the table below for the cost of the bidding documents and summary of procurement activities:

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<sup>2</sup> Reservation Clause

<b>COST OF BIDDING DOCUMENTS</b> (Non-refundable)	Lot 1 – ₱6,000.00 Lot 2 – ₱1,000.00 Lots 1 to 2 – ₱7,000.00
<b>INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS</b>	<b>26 February 2026 to 18 March 2026</b>  - Bidding documents may be downloaded from the PhilGEPS website and Ombudsman website. - For payment of bidding fees, prospective bidders shall coordinate with the BAC Secretariat Main in securing the Order of Payment, and other payment details. Proof of payment such as deposit slips and transaction receipts may be submitted via email for the issuance of Official Receipt.
<b>PRE-BID CONFERENCE</b>	<b>06 March 2026 (Friday) at 09:30A.M.</b>  - Video Conferencing via MS Teams Application - Prospective bidders should signify their intention to participate by sending an email to BAC Secretariat-Main and MS Teams Meeting Link and other details will be provided at least one (1) day before the event.
<b>DEADLINE OF SUBMISSION OF BIDS</b> (Note: Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected)	<b>18 March 2026 (Wednesday) at 02:00P.M.</b>  - <b>Manual/physical submission of bidding documents</b> at the designated receiving area with authorized receiving personnel of BAC Secretariat Office of the Office of the Ombudsman, Ground Floor, Ombudsman Annex Building, Senator Miriam Defensor-Santiago Avenue, (Formerly Agham Road), Brgy. Bagong Pag-asa, 1105 Quezon City.
<b>OPENING OF BIDS</b>	<b>19 March 2026 (Thursday) at 09:30A.M.</b>  - Video Conferencing via MS Teams application - Prospective bidders should signify their intention to participate by sending an email to BAC Secretariat-Main and MS Teams Meeting Link and other details will be provided at least one (1) day before the event.

15) For further information, please refer to:

Inquiries or concerns as follows: a. Sale of bidding documents b. Inquiries regarding bid submission or preparation c. Formal/Written clarifications on the on the bidding documents or project details d. Submission of Request for Reconsideration e. Information on meeting schedules and online access links for procurement activities	<b>BIDS AND AWARDS COMMITTEE SECRETARIAT-MAIN</b> Ground Floor Ombudsman Annex Building Sen. Miriam Defensor-Santiago Avenue (Formerly Agham Road), Barangay Bagong Pag-asa, Diliman, Quezon City 1105 ☎ (02) 5317-8300 local 2206/2207 ✉ <a href="mailto:bac@ombudsman.gov.ph">bac@ombudsman.gov.ph</a> <a href="http://www.ombudsman.gov.ph">www.ombudsman.gov.ph</a> (See Bid Announcements)
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*Note: Kindly direct all communications through the email address or telephone number indicated above. All requests must be submitted in writing and addressed to the BAC Secretariat-Main.*

16) You may visit the following websites:

For downloading of Bidding Documents:

- **Office of the Ombudsman Official Website:** [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see links under *Bid Announcements*>*under Invitation to Bid*)
- **Log in at PhilGEPS Website:** <https://notices.philgeps.gov.ph/>

25 February 2026, Quezon City, Philippines.

Original Sgd.

ALAN R. CAÑARES

*Officer-in-Charge, General Administrative Office  
Chairperson, Bids and Awards Committee - Main*<sup>3</sup>

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<sup>3</sup> 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.