



Office of the President of the Philippines  
OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS  
BIDS & AWARDS COMMITTEE

**REQUEST FOR QUOTATION**

24 May 2017

The Office of the Presidential Adviser on the Peace Process (OPAPP) through its Bids & Awards Committee (BAC), invites interested bidders for the Small Value Procurement of Eight (8) Units of Office Drawer. The details of the project are as follows:

A. <i>Name of the Project:</i>	Procurement, Supply & Delivery of Eight (8) Units of Office Drawer.
B. <i>Source of Fund:</i>	General Appropriations Act of 2017.
C. <i>Approved Budget for the Contract (ABC):</i>	One Hundred Eighty Thousand Pesos (PhP180,000.00).
D. <i>Mode of Procurement:</i>	Negotiated Procurement – Small Value Procurement (R.A. 9184).
E. <i>Minimum Technical Specifications</i>	Size: 45.6L x 62W x 103.1 H (cm) 5 drawers, metal, wide lateral file.
F. <i>Documentary Requirements:</i>	1) Mayor's/ Business Permit; 2) PhilGEPS Registration Certificate; 3) Latest Income/ Business Tax Return; 4) Omnibus Sworn Statement in accordance with sec. 25.3 of the 2016 IRR of RA 9184.
G. <i>Terms and Conditions:</i>	1. The ABC is inclusive of applicable taxes. 2. Bid offer exceeding the ABC shall be automatically disqualified. 3. The bid offer must be valid for Thirty (30) calendar days upon receipt by the procuring entity. 4. The HoPE or its duly authorized representative reserves the right to invoke sec. 41 of the 2016 IRR of RA 9184. 5. Documentary requirements must be submitted on or before the deadline of submission of bids. Late bids will not be accepted. 6. Submit you bids in a sealed envelope with (i) your complete (postal) address; & (ii) telephone, fax and email address. <i>Unsealed</i>

*bids will not be accepted.*

7. Product demonstration may be required upon notice to bidder/s.

8. *The assigned PhilGEPS Reference Number of the procurement must be indicated at the upper right portion of the envelope.*

9. *Submit a detailed matrix of compliance of technical specifications and table of contents for documentary requirements. Without these requirements, your bid will be considered as non-compliant/disqualified.*

10. If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline of submission of bid ends.

11. *Place of Delivery & Acceptance:* IDB Headquarters, #19 San Isidro Avenue, Rosary Heights 10, Cotabato City.

12. Delivery Period: Within thirty (30) calendar days from receipt of Notice of Award.

13. Deadline of Submission of Bids: 1 June 2017, 4:30pm.

The contract will be awarded to the *lowest quotation* and *responsive* to our specifications and requirements. Please submit your quotation, duly signed by your representative, in a sealed envelope address to PAULMARK R. MARTINEZ, 6<sup>th</sup> Agustin I Bldg. F. Ortigas Jr. Road, Ortigas Center, Pasig City.

Sincerely,

  
MARIA VERONICA B. FORONES  
Administrative Officer III

Noted by:

  
RIZZA LIZZAF. SUNGA  
PSS Section, Head

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After having carefully read and accepted your terms and conditions, our best offer for the procurement of the above listed goods is \_\_\_\_\_ (Please fill-in details: amount in words) \_\_\_\_\_ (PhP \_\_\_\_\_,00). We bind ourselves to deliver within thirty (30) calendar days from receipt of your Notice of Award.

Company Name: \_\_\_\_\_  
Name of Authorized Representative: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Address: \_\_\_\_\_