



Office of the President of the Philippines
OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS

REQUEST FOR QUOTATION

03 November 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 sixteen (16) units of office tables with swivel chairs. The details of the project are as follows:

A. Name of the Project:	Procurement, Supply & Delivery of sixteen (16) units of office tables with swivel chairs.
B. Source of Fund:	General Appropriations Act of 2017.
C. Approved Budget for the Contract (ABC):	Two Hundred Eighty-eight Thousand Pesos (PhP288,000.00).
D. Mode of Procurement:	Negotiated Procurement- <i>Small Value Procurement (R.A. 9184)</i> .
E. Minimum Technical Specifications	i) Material: wood ii) size: w:1400mm; D700mm; H760mm iii) 16 units of swivel chairs
F. Documentary Requirements:	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. Terms and Conditions:	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. 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.
7. Submit you bids in a sealed envelope with (i) your complete (postal) address; & (ii) telephone, fax and email address. Unsealed bids will not be accepted.
8. This documents may be downloaded from PhilGEPS website or from OPAPP's website (peace.gov.ph).
9. The cost of these bidding documents per GPPB Resolution 4-2012, dated 24 February 2012, is Five Hundred Thousand Pesos (Php500.00), payable upon submission of bids.
10. The assigned PhilGEPS Reference Number of the procurement must be indicated at the upper right portion of the envelope.
11. Bidder must be ready for product demonstration/sample for inspection.
12. Place of Delivery & Acceptance:
Cotabato Operations Office
Rosal St., Corner Gonzalo
Javier St., RH 7, Cotabato Office
13. Deadline of Submission of Bids: 14 December 2017, 4:30pm.
14. Delivery Period: Within 15 days from receipt of Notice to Proceed.

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**, 6th Agustin I Bldg. F. Ortigas Jr. Road, Ortigas Center, Pasig City.

Sincerely,


ANNALIZA CAGUIMBAL
Administrative Officer III

Approved by:


JOCELYN R. NOVENARIO
PPO IV

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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 begin the renovations **seven (7) calendar days** from receipt of your Notice of Award.*

Company Name: _____
Authorized Representative: _____
Signature: _____
Position: _____
Contact No.: _____
Address: _____