



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

REQUEST FOR QUOTATION

4 December 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 for the Printing of Coffee Table Book: Road to Peace. Details of which are as follows:

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| A. <i>Name of the Project:</i> | Printing of Coffee Table Book: Road to Peace |
| B. <i>Source of Fund:</i> | General Appropriations Act (GAA) of 2017 |
| C. <i>Approved Budget for the Contract (ABC):</i> | Four Hundred Eighteen Thousand Eight Hundred Eighty Pesos (PhP418,880.00) |
| D. <i>Mode of Procurement:</i> | Negotiated Procurement- <i>Small Value Procurement (R.A. 9184)</i> . |
| E. <i>Minimum Technical Specifications</i> | Please see Annex "A". |
| 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. 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. Place of Delivery & Acceptance:
4th Floor, Agustin I Bldg.,
F. Ortigas Jr. Road
Ortigas Center
Pasig City

12. Deadline of Submission of Bids: 14 Dec. 2017, 4:30pm.


13. Delivery Period: on or before 22 December 2017.

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 1 Bldg. F. Ortigas Jr. Road, Ortigas Center, Pasig City.

Sincerely,


MA. CELINE H. MENDOZA
CNN Unit

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).

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

Annex "A"

- **Quantity** : 500 copies
- **Size** : 9"x9"
- **No. of pages** : 136 pages
- **Paper stock-cover** : matt 80lbs.
: (inside: matt 80lbs)
- **Cover** : cover: 4x4 with matt lamination 1 side
: (inside: 4x4)
- **Binding** : perfect biding
- **Others** : cd to be supplied