



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

**REQUEST FOR QUOTATION**

3 April 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 Safety Vault & Small Safety Deposit Box. The details of the project are as follows:

A. <i>Name of the Project:</i>	Procurement, Supply & Delivery of Safety Vault & Small Safety Deposit Box
B. <i>Source of Fund:</i>	General Appropriations Act of 2017.
C. <i>Approved Budget for the Contract (ABC):</i>	Ninety Thousand Pesos (PhP90,000.00).
D. <i>Mode of Procurement:</i>	Negotiated Procurement – Small Value Procurement (R.A. 9184).
E. <i>Minimum Technical Specifications</i>	<p>(i) <b>Safety Vault/Large Safe Digital: 1 Unit</b> Fireproof safe, Steel, Mountable to wall or floor and best for office, size 80cm x 60cm, Cash box with key and will fit inside the vault, With warranty.</p> <p>(ii) <b>Small Safety Box: 2 Units</b> Home safe, safety deposit box, electronic safe, Made of high quality solid steel plate, Fashion design and good look surface, outside battery compartment, Combination of 3-8 digits, alarming after inputting three wrong code, the knob can be changed to key, size: 220mm x 435mm x330mm With 6months warranty</p>
F. <i>Documentary Requirements:</i>	<ol style="list-style-type: none"><li>1) Mayor's/ Business Permit;</li><li>2) PhilGEPS Registration Certificate;</li><li>3) Latest Income/ Business Tax Return;</li><li>4) Omnibus Sworn Statement in accordance with sec. 25.3 of the 2016 IRR of RA 9184.</li></ol>
G. <i>Terms and Conditions:</i>	<ol style="list-style-type: none"><li>1. The ABC is inclusive of applicable taxes.</li></ol>

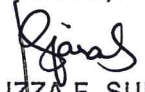
2. Bid offer exceeding the ABC shall be automatically disqualified.
3. The bid offer must be valid for Thirty (30) calendar days upon receipt by the procuring entity.
4. The HoPE or its duly authorized representative reserves the right to invoke sec. 41 of the 2016 IRR of RA 9184.
5. Documentary requirements must be submitted on or before the deadline of submission of bids. Late bids will not be accepted.
6. **Submit 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.**
7. Submit your bids in a sealed envelope with (i) your complete (postal) address; & (ii) telephone, fax and email address. **Unsealed bids will not be accepted.**
8. **The assigned PhilGEPS Reference Number of the procurement must be indicated at the upper right portion of the envelope.**
9. 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.
10. **Place of Delivery & Acceptance:** IDB Headquarters, #19 San Isidro Avenue, Rosary Heights 10, Cotabato City.
11. **Deadline of Submission of Bids:** 11 April 2017, 5pm.

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 LIZZA F. 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 fifteen (15) calendar days from receipt of your Notice of Award.

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