



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

REQUEST FOR QUOTATION

14 September 2018

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested supplier or contractor to submit *lowest* and *responsive* quotation for the printing, supply, and delivery of 8,000 copies of BOL Booklets. Details of which are as follows:

A. Name of the Project	Printing, Supply, & Delivery of 8,000 copies of BOL Booklet.
B. Source of Fund	General Appropriations Act of 2018.
C. Approved Budget for the Contract (ABC)	Six Hundred Forty Thousand Pesos (PhP640,000.00).
D. Mode of Procurement	Negotiated Procurement-Small Value Procurement (R.A. 9184).
E. Technical Requirements	Please see Annex "A".
F. Documentary Requirements	<ol style="list-style-type: none"> 1) PhilGEPS Registration Certificate; 2) Mayor's/ Business Permit; 3) Latest Income/ Business Tax Return; 4) Omnibus Sworn Statement in accordance with sec. 25.3 of the 2016 IRR of RA 9184; 5) Detailed matrix of compliance or brochure or product catalog.

I. Terms & Conditions

- a) The ABC is inclusive of applicable taxes.
- b) Bid offer exceeding the ABC shall be automatically disqualified.
- c) The bid offer must be valid for Thirty (30) calendar days upon receipt by the procuring entity.
- d) Documentary requirements must be submitted on or before the deadline of submission of bids. Late bids will not be accepted.

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

- e) Bids must be submitted in a sealed envelope with the (i) bidder's complete (postal) address; & (ii) telephone number, fax and email address printed under its postal address.

Unsealed bids will not be accepted.

- f) All quotations shall be considered as fixed price and not subject to price escalation. I should include also all necessary fees, i.e. fees for crew and staff, parking fees and the likes.
- g) Subcontracting is not allowed.
- h) The procuring entity may require the supplier/distributor for product demonstration to determine the technical compliance of the latter's product.

II. Delivery Period

Within seven (7) days from receipt of Job Order.

III. Place of Delivery & Acceptance

6th Floor, Agustin I Bldg.
F.Ortigas Jr. Road (Former Emerald Avenue)
Ortigas Center
Pasig City

IV. Terms of Payment

Full payment shall be made to the supplier or distributor upon issuance of billing statement after the complete delivery of all the goods.

V. Warranty

Replacement of defective unit/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.

VI. Deadline of Submission of Bids

Bids/Quotations must be submitted on or before _____.

The OPAPP reserves the right to reject any and all quotations or bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the IRR of R.A. 9184.

The contract will be awarded to the *lowest quotation and responsive* to our specifications and requirements.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 636 0701 local 818.

Sincerely,



JULIET A. PARUNGAO
GIP-MILF Secretariat

Noted by:



PAULMARK R. MARTINEZ
Chairperson
Bids & Awards Committee Secretariat

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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.: _____
Email Add: _____
Address: _____

Annex "A"

	<i>Details*</i>
Size	A4
Color	Black and white
Paper Type	80gsm
Binding	Staple booklet
Other specs	Front and back printing

* Sample of booklet may be viewed at GIP-MILF Secretariat's Office, 4th Floor Agustin I Bldg., F. Ortigas Jr. Road, Ortigas Center, Pasig City. You may also call Ms. Juliet A. Parungao at (02) 636 0701 local 833.