



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

**REQUEST FOR QUOTATION**

15 August 2018

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested contractor to submit *lowest* and *responsive* quotation for the procurement, supply, installation of audio system, lighting system, roofing system, and generator set for the Opening of the 2018 National Peace Consciousness Month Celebration on 3 September 2018 at Quezon City Memorial Circle. Details of which are as follows:

A. Name of the Project	<b>Procurement, Supply, &amp; Installation of Audio System, Lighting System, Roofing System, and Generator Set.</b>
B. Source of Fund	<b>General Appropriations Act of 2018.</b>
C. Approved Budget for the Contract (ABC)	<b>Two Hundred Ten Thousand Pesos (PhP210,000.00).</b>
D. Mode of Procurement	<b>Negotiated Procurement-Small Value Procurement (R.A. 9184).</b>
E. Technical Requirements	<b>Please see Annex "A".</b>
F. Documentary Requirements	<ol style="list-style-type: none"> <li><b>1) PhilGEPS Registration Certificate;</b></li> <li><b>2) Mayor's/ Business Permit;</b></li> <li><b>3) Latest Income/ Business Tax Return;</b></li> <li><b>4) Omnibus Sworn Statement in accordance with sec. 25.3 of the 2016 IRR of RA 9184;</b></li> <li><b>5) Detailed matrix of compliance or brochure or product catalog.</b></li> </ol>

**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. Permits**

The Procuring Entity shall provide the contractor necessary permits for the delivery and pullout of the equipment to be supplied to the Procuring Entity.

**III. Time & Venue of Activity**

The activity will be on 3 September 2018, from 1pm to 6pm, at Quezon City Memorial Circle.

**IV. Terms of Payment**

Fifteen percent (15%) of the contract amount shall be paid to the contractor upon acceptance of Notice of Award.

Full payment shall be made to the contractor upon issuance of billing statement after the services has been fully rendered.

**V. Liability**

The Procuring Entity shall not be liable for any damage on equipment due to the misuse of the contractor's crew or staff.

**VI. Deadline of Submission of Bids**

Bids/Quotations must be submitted on or before 23 Aug 2018, 10am.

VII. 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,

  
FATIMA C. ARCEO  
PPU

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.: \_\_\_\_\_  
Address: \_\_\_\_\_

## Annex "A"

### A. Audio System

	Units
Monitor Speakers	4
Delay Speakers	4
Digital Mixers	1
Dual Sub Speakers	2
Power Amplifiers	14
Loud Speaker Management	1
Reverb	1
Compressor/ Limiter	2
Microphones	8
Mic Stands	8
Tripod	4

### B. Lighting System

	Units/ Box
LED Quartz Lamp	16
LED PAR 64 RGBW	16
Power Distribution	1
DMX Control	1

### C. Video System

	Units/ Set/ Box
9x12 LED Wall Screen P3	1
Scaler	1
TV Monitor 14" Screen	1
Roland V40HD Switcher	1
LED Platform 4x12x4ft	1
Patch Cable	1
DVD Player	1
Laptop for LED Use	1
55" Smart TV	2

**D. Roofing System**

	Units/ Set/ Box
20x120ft Canopy Roffing	1
Canopy (for 20x120ft)	1
Base Plate	12
Aluminum Trusses 300x300mm	46
Aluminum Corner Block	8
8x12ft Stage	1
Monoblock Chairs	250
Monoblock Tables	4

**E. Generator Set 1 unit**

	Units
150 KVA Silent Type Generator with fuel for 10 hours operation	1
Mainline	1