



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

REQUEST FOR QUOTATION

12 October 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 procurement, supply, and delivery of VAW 2018 Polo Shirt. Details of which are as follows:

A. Name of the Project	Procurement, Supply, & Delivery of VAW 2018 Polo Shirt.
B. Source of Fund	General Appropriations Act of 2018.
C. Approved Budget for the Contract (ABC)	One Hundred Eighty Thousand Pesos (PhP180,000.00).
D. Mode of Procurement	Negotiated Procurement-Small Value Procurement (R.A. 9184).
E. Technical Requirements	Please see Annex "A".
F. Documentary Requirements	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;

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; & (iii) *the name of the project must be indicated in the center-uppermost.*

Unsealed bids will not be accepted.

- f) All quotations must be inclusive of all applicable taxes, applicable fees, and not subject to price escalation.
- g) Subcontracting is not allowed.
- h) The procuring entity may require the supplier/distributor for product demonstration or sample to determine the technical compliance of the latter's product.

II. Delivery Period

Within fifteen (15) 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 OCT 25 2018, 4pm.

VII. Submit your bids at:

BAC Secretariat's Office
6th Floor, Agustin I Bldg.
F.Ortigas Jr. Road
Ortigas Center
Pasig City

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, or at opapp.bacsec@gmail.com.

Sincerely,


NEFERTARI T. NAJAR
PDO II, HRMO

Noted by:


ATTY. KARL SIGFREY Z. REINTAR
Bids & Awards Committee Secretariat

x-----x

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: _____

Technical Requirements

- Welt collar & cuffs.
- Clean-finished placket with 2 woodtone buttons.
- 4 threads seams and taped neck.
- Double needle bottom hem.
- Double needle shoulder stitches and side slits.
- 6.5 Oz. supercombed CVC Cotton.
- Sizes must be available for: XS, S, M, L, XL, 2XL, and 3XL. (actual number per sizes shall be relayed to the supplier after fitting of sample polo shirts).

18 DAY CAMPAIGN TO END VAW POLO SHIRT

RECOMMENDED PRINT SIZE:

Front design:

- 4.5. (Height) x 4.5 in. (Width)

Official shirt color:

- Orange



OT/Jan 10/11/18
(CERTIFIED TRUE COPY
FROM ORIGINAL RECORD ON FILE)

Back design:

- 3 in. (Height) x 12 in. (Width)



OPAPP 10/11/18
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