



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

REQUEST FOR QUOTATION

19 March 2019

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 window roller blinds. Details of which are as follows:

A. Name of the Project	Procurement, Supply, & Delivery of window roller blinds.
B. Source of Fund	Reenacted Budget for F.Y. 2019.
C. Approved Budget for the Contract (ABC)	Seventy Three Thousand Four Hundred Forty Six Pesos and Twenty Four Centavos (P73,446.24).
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;

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/Installation Period

Within seven (7) calendar 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 MAR 27 2019, 5 pm.

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,



Liana Joyce D. Parungao
AO II - PSS

Noted by:



Linda N. Cañete
PDO IV - PSS

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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

Technical Requirements

CODE	W	X	L	sq./ft.	QUANTITY	
					L	R
ROLL BLINDS						
	175	X	170	32.01	1	
	186	X	170	34.02	1	
	186	X	170	34.02	1	
	112	X	170	20.49	1	
	156	X	170	28.54		1
	185	X	170	33.84		1
	195	X	170	35,67		1
TOTAL				218.59		7