



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

**REQUEST FOR QUOTATION**

13 June 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested bidders to submit their *lowest* and *responsive* quotation for lease of vehicles. Details of which are as follows:

A. Name of the Project	Lease of five (5) units of buses.
B. Source of Fund	General Appropriations Act for 2019.
C. Approved Budget for the Contract (ABC)	One Hundred Thirty-Five Thousand Pesos (PhP135,000.00).
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 Number/ Certificate; 2) Mayor's/ Business Permit; 3) Latest Income/ Business Tax Return (Tax Clearance will not be accepted); 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 and fax number, and email address printed under its postal address; & (iii) the name of the project must be indicated in the center-uppermost.

Unsealed bids nor bids sent through email will not be accepted/ honored.

- f) All quotations must be inclusive of all applicable fees, and not subject to price escalation.
- g) Subcontracting is not allowed.
- h) Bid modification is allowed only before the deadline of submission of bids.

**II. Lease Period**

29 to 30 of June 2019.

**III. Terms of Payment**

Payment shall be made to the lessor upon issuance and receipt of the billing statement by the OPAPP.

**IV. Deadline of Submission of Bids**

Bids/Quotations must be submitted on or before \_\_\_\_\_.

**V. Submit your bids at:**

BAC Secretariat's Office  
6<sup>th</sup> 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](mailto:opapp.bacsec@gmail.com).

Sincerely,

  
Mary Grace R. Mendoza  
AO III-HRMO

Noted by:

  
Lalaine P. Cortes  
Director III  
Human Resource Management Office

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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: \_\_\_\_\_

## Technical Requirements

- 1) *Lease Period:* 29 to 30 June 2019.
- 2) *Purpose:* Transport OPAPP Officials and/or employees from OPAPP to Camp Tipolo with their luggages.
- 3) *Pick-up point for 29 June 2019:*  
Office of the Presidential Adviser on the Peace Process  
Ruby Road  
Ortigas Center, Pasig City  
  
*Drop-off point for 29 June 2019:*  
Camp Tipolo Adventureland  
Sitio Loreland, Brgy. San Roque  
Antipolo Rizal.
- 4) *Pick-up point for 30 June 2019:*  
Camp Tipolo Adventureland  
Sitio Loreland, Brgy. San Roque  
Antipolo Rizal.  
  
*Drop-off point for 30 June 2019:*  
Office of the Presidential Adviser on the Peace Process  
Ruby Road  
Ortigas Center, Pasig City
- 5) Buses to stay overnight at Camp Tipolo Adventureland, Sitio Loreland, Brgy. San Roque, Antipolo Rizal.
- 6) The lessor (Bus Company) shall provide drivers and an assistant/conductors for the five buses and at least one of them is a bus-mechanic or with basic knowledge on troubleshooting bus engines and other basic bus problems.
- 7) The buses must have a maximum capacity of forty-nine (49) passengers.
- 8) The buses must be with functional air-condition system.
- 9) Rent shall start on 4am of 29 June 2019 and shall end on 7pm of 30 June 2019.
- 10) Fuels, Toll Fees, and other expenses relative to the operation of the bus must be included in the bid amount.