



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

REQUEST FOR QUOTATION

29 August 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested supplier or distributor to submit *lowest* and *responsive* quotation for the procurement, supply, delivery with 220 pieces of Polo Shirts with front and back design. Details of which are as follows:

A. Name of the Project	Procurement, Supply, Delivery with of 220 pcs of Polo Shirts with front and back design.
B. Source of Fund	Reenacted Budget for F.Y. 2019
C. Approved Budget for the Contract (ABC)	Eighty-Eight Thousand Pesos (PhP88,000.00).
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, fees, and other pertinent costs.
- 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.

Submission of bids through email will not be accepted or honored.

- f) All quotations shall be considered as fixed price and not subject to price escalation.
- 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.

The interested supplier may contact the BAC Secretariat at (02) 636 0701 local 818 for inquiries/ clarifications.

II. Delivery Period

On or Before 5 Sept. 2019

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 SEP 03 2019, 12:00pm.

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,

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: _____

Technical Requirements

- Collared Shirt
- Shirt must be made of cotton
- Shirt Color: Dark Blue
- Front Design: Silk Screen/ Heat Press
- Back Design: Silk Screen/ Heat Press
- Sizes:
 - S: 30pcs
 - M: 60pcs
 - L: 90pcs
 - XL: 30pcs
 - XXL: 10pcs
- Total Number of Shirts: 220
- For evaluation purposes: The shirt to be used may be asked to be presented to the End User Unit with sample design.

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Total Number of Shirts: 220 pcs

