



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

REQUEST FOR QUOTATION

27 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 printing and embroidery design of 1,300 pieces of Polo Shirts. Details of which are as follows:

A. Name of the Project	Procurement, Supply, Delivery with printing and embroidery design of 1,300 pieces of polo shirts with printing-design.
B. Source of Fund	Reenacted Budget for F.Y. 2019
C. Approved Budget for the Contract (ABC)	Three Hundred Twenty-Five Thousand Pesos (PhP325,000.00).
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 11 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

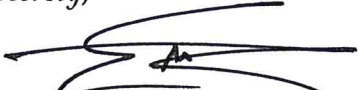
Bids/Quotations must be submitted on or before SEP 02 2019, 12 noon.

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,


Ericson Anthony Z. Esporas
PRO II - PAMU

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: White
- Front Design: Embroidered (please see page 2 of this Annex)
- Back Design: Embroidered (please see page 2 of this Annex)
- Sizes:
 - XS: 200pcs
 - S: 300pcs
 - M: 300pcs
 - L: 300pcs
 - XL: 100pcs
 - XXL: 100pcs
- Total Number of Shirts: 1,300



FRONT



BACK



**2019 NATIONAL PEACE
CONSCIOUSNESS MONTH**

**TAPANG AT MALASAKIT
PARA SA KAPAYAPAN**

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