



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

**REQUEST FOR QUOTATION**

25 July 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested Suppliers/Distributor to submit their *lowest* and *responsive* quotation for Supply and Delivery of Tables & Chairs. Details of which are as follows:

A. Name of the Project	Supply and Delivery of Tables and Chairs
B. Source of Fund	General Appropriations Act 2019.
C. Approved Budget for the Contract (ABC)	Seven Hundred Ninety-Six Thousand Pesos (PhP796,000.00).
D. Mode of Procurement	Negotiated Procurement-Small Value Procurement (R.A. 9184).
E. Technical Requirements	1) 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, delivery charges and other pertinent fees that the supplier may have to pay.
- b) Bid offer exceeding the ABC shall be automatically disqualified.
- c) The bid offer must be valid for forty-five (45) 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 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 in case there will be an Order increasing the daily minimum wage.

- g) Subcontracting is not allowed.

**II. Delivery Period**

Within fifteen (15) calendar days from receipt of Job Order.

**III. Place of Delivery**

DPWH XII-Res Mintex  
Datu Odin Sinsuat  
Maguindanao

**IV. Terms of Payment**

The Procuring Entity shall process full payment upon submission of delivery receipt and proof of acceptance.

**V. Warranty**

Replacement of defective item/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 AUG 09 2019, 5pm.

**VII. 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,

  
**Leila A. Halud**  
PPO V - Socio Econ

Noted by:

  
**Linda N. Cañete**  
CAO - 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: \_\_\_\_\_

### Technical Requirements

QTY	UNIT	GOODS	SPECIFICATION
60	PCS	TABLE	Plastic Top Table (Folding) Thick - 2 inches Width - 30 inches Length - 72 inches Height - 29 inches
100	PCS	CHAIR	Plastic Folding Chair Chair Plate - HDPE Plastic Frame - Leg Tube: 28*1.0mm + Powder Coating Chair Dimension - 45cm*46*cm88cm Seat size : 42cm*40cm Seat Height - 44 cm Length of seatback: 28cm Color : White