



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

**REQUEST FOR QUOTATION**

5 September 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	<b>Procurement, Supply, Delivery with printing and embroidery design of 1,300 pieces of polo shirts with printing-design.</b>
B. Source of Fund	<b>Reenacted Budget for F.Y. 2019</b>
C. Approved Budget for the Contract (ABC)	<b>Three Hundred Twenty-Five Thousand Pesos (Php325,000.00).</b>
D. Mode of Procurement	<b>Negotiated Procurement-Small Value Procurement (R.A. 9184).</b>
E. Technical Requirements	<b>Please see Annex "A".</b>
F. Documentary Requirements	<b>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;</b>

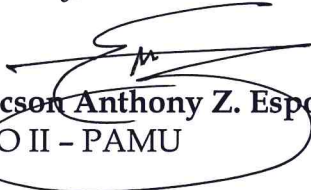
**I. Terms & Conditions**

- 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.


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**  
PPO 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:	_____

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**

6<sup>th</sup> 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 11 2019, 1 pm.

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.

## **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