



**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, and delivery with 1,000 pieces of Wooden Flash Drives. Details of which are as follows:

|   |  |
|---|--|
| A. Name of the Project                    | <b>Procurement, Supply, and Delivery of 1,000 pieces of Wooden Flash Drives.</b>   |
| B. Source of Fund                         | <b>F.Y. 2019</b>   |
| C. Approved Budget for the Contract (ABC) | <b>Three Hundred Thousand Pesos (PhP300,000.00).</b>   |
| D. Mode of Procurement                    | <b>Negotiated Procurement-Small Value Procurement (R.A. 9184).</b>   |
| E. Technical Requirements                 | <b>a) 8GB Flash Drives/per unit<br/>b) Body Case: Wooden<br/>c) Design &amp; Prints: Please see attachment<br/>d) Engraved: Philippine Flag<br/>e) Size: 5.2cmx1.8cm</b>   |
| F. Documentary Requirements               | <b>1) PhilGEPS Registration Certificate;<br/>2) Mayor's/ Business Permit;<br/>3) Latest Income/ Business Tax Return;<br/>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.  
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**

Within Seven (7) days from receipt of the Notice of Award.

**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 13 2019, 1:00 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.

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,*

  
**Alaisah B. Pendatun**  
PPO II

Noted by:

  
**Linda N. Cañete**  
PDO IV - PSS

x-----x

*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:

---

