



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

**REQUEST FOR QUOTATION**

21 November 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested supplier or contractor to submit *lowest* and *responsive* quotation for the supply and delivery of 2,295 pieces notepads. Details of which are as follows:

A. Name of the Project	<b>Supply &amp; Delivery of Notepads.</b>
B. Source of Fund	<b>G.A.A. for 2019.</b>
C. Approved Budget for the Contract (ABC)	<b>Two Hundred Twenty-Nine Thousand Five Hundred Pesos (PhP229,500.00).</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: <i>these shall be submitted on or before the deadline for submission of bids.</i>	<ol style="list-style-type: none"> <li><b>1) PhilGEPS Registration Number/ Certificate;</b></li> <li><b>2) Mayor's/ Business Permit;</b></li> <li><b>3) Latest Income/ Business Tax Return (Tax Clearance will not be accepted);</b></li> <li><b>4) Omnibus Sworn Statement in accordance with sec. 25.3 of the 2016 IRR of RA 9184;</b></li> </ol>

**I. Terms & Conditions**

- a) The ABC is inclusive of applicable taxes.
- b) Bid offer exceeding the ABC shall be automatically disqualified.
- c) The bid offer must be valid for Forty-Five (45) calendar days from the date of the Bid Opening.
- 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 will not be accepted.

- f) All quotations must be inclusive of all applicable taxes, applicable fees, and not subject to price escalation.
- g) Subcontracting is not allowed.
- h) The procuring entity may require the supplier/distributor for product demonstration or sample to determine the technical compliance of the latter's product.

**II. Delivery Period**

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

**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 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 NOV 27 2019, 12 PM.

**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,*

*for Sachica*  
**John Michael G. Ojano**  
LPE Unit

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 SPECIFICATIONS

Item	Technical Specifications
LPE Notepad (2,295 pieces)	<ul style="list-style-type: none"><li data-bbox="815 436 1243 472">• Size A (10.795 x 13.97 cm)</li><li data-bbox="815 472 1243 508">• 100 leaves</li><li data-bbox="815 508 1243 544">• Perfect Binding</li></ul>