



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

REQUEST FOR QUOTATION

8 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* quotations for the printing services and delivery of printed booklets. Details of which are as follows:

A. Name of the Project	Printing Services and Delivery of Printed Guidebook and Facilitator's Manual on CSPP in the CDP for LGUs.
B. Source of Fund	Reenacted Budget for F.Y. 2019.
C. Approved Budget for the Contract (ABC)	Eight Hundred Fifty Thousand Pesos (PhP850,000.00).
D. Mode of Procurement	Negotiated Procurement-Small Value Procurement (R.A. 9184).
E. Technical Requirements	Please see Annex "A".
F. Documentary Requirements: <i>these shall be submitted on or before the deadline for submission of bids.</i>	<ol style="list-style-type: none">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.
- 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; & (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

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 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 _____.

VII. Submit your bids at:

BAC Secretariat's Office
6th 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* that is *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.

For viewing of the sample-printed materials, you may contact Ms. Cherry Casilao at (02) 636 0701 local 844.

Sincerely,


Cherry N. Casilao
Policy and Programs Unit

Noted by:


Pamela Ann S. Padilla-Salvan
Director IV
Policy and Programs Unit

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: _____

**PRINTING SPECIFICATIONS FOR THE
GUIDEBOOK AND FACILITATOR'S MANUAL ON CONFLICT-SENSITIVITY AND
PEACE-PROMOTION IN THE COMPREHENSIVE DEVELOPMENT PLANS FOR LGUS**

Item	Book 1: CSPP-CDP PART 1
Quantity	700copies
Materials	Matte (220 Cover); Matte (100 inside)
Colors	Full color
Size	A4 (Folded); A3 (Spread)
Others	226 Pages
	Double loop wire
Item	Book 2: CSPP-CDP PART 2
Quantity	700copies
Materials	Matte (220 Cover); Matte (100 inside)
Colors	Full color
Size	A4 (Folded); A3 (Spread)
Others	158 Pages
	Double loop wire
Item	Book 3: CSPP-CDP PART 3
Quantity	700copies
Materials	Matte (220 Cover); Matte (100 inside)
Colors	Full color
Size	A4 (Folded); A3 (Spread)
Others	94 Pages
	Double loop wire
Item	Book 4: CSPP-CDP GUIDEBOOK
Quantity	700copies
Materials	Matte (220 Cover); Matte (100 inside)
Colors	Full color
Size	A4 (Folded); A3 (Spread)
Others	260 Pages
	Double loop wire