



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 repair and renovations of the floorings and Visitor's Toilet in the OPAPP, 7th Floor of Agustin I Bldg. Details of which are as follows:

A. Name of the Project	Repair and renovations of the floorings and Visitor's Toilet in the OPAPP, 7th Floor of Agustin I Bldg.
B. Source of Fund	G.A.A. for 2019.
C. Approved Budget for the Contract (ABC)	Six Hundred Fifteen Thousand Six Hundred Pesos (Php615,600.00).
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 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. Start of the Renovations

Within 3 (three) calendar days from receipt of Job Order.

III. Work period

Renovations and repairs must be completed within fifteen (15) days.

IV. Place of Delivery & Acceptance

6th Floor, Agustin I Bldg.
F.Ortigas Jr. Road (Former Emerald Avenue)
Ortigas Center
Pasig City

V. 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.

VI. 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.

VII. Deadline of Submission of Bids

Bids/Quotations must be submitted on or before Nov 27 2019, 12PM.

VIII. 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* 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.

Sincerely,

Liana Joyce D. Parungao
AO II - PSS

Noted by:

Linda N. Cañete
CAO - 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: _____

TECHNICAL SPECIFICATIONS**Scope of Work: Renovations of 7th Floor Visitor's Comfort Room**

- Removal and replacement of panel door
- Replacement of lighting fixtures including cove lighting in ceiling
- Restoration of counter tile and lavatory mirror with backlight
- Replacement of affected tiles
- Installation of niche for aesthetic decors
- Installation of PWD ramp going to the bathroom
- Repainting of ceiling and walls
- Adjustment of wall partition of one department
- Clearing and disposal of unwanted debris

Scope of Work: Repair of 7th Floor's Flooring

- Removal of existing wood planks
- Installation of new engineered wood planks
- Installation and painting of base board
- clearing