



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

A. Name of the Project	<b>Printing Services and Delivery of Printed Booklets.</b>
B. Source of Fund	<b>Reenacted Budget for F.Y. 2019.</b>
C. Approved Budget for the Contract (ABC)	<b>Eight Hundred Fifty Thousand Pesos (PhP850,000.00).</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: <i>these shall be submitted on or before the deadline for submission of bids.</i>	<b>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;</b>

**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**

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 \_\_\_\_\_.

**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).

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:

  
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: \_\_\_\_\_



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

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