



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

REQUEST FOR QUOTATION

5 December 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested Suppliers/Contractors to submit their *lowest* and *responsive* quotation for Supply and Delivery of 500 pieces of Customized Calendar. Details of which are as follows:

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|--|---|
| A. Name of the Project | Supply and Delivery of Customized Calendar. |
| B. Source of Fund | GAA F.Y. 2019. |
| C. Approved Budget for the Contract (ABC) | One Hundred Fifty Thousand Pesos (PhP150,000.00). |
| 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> | 1) PhilGEPS Registration Number/ Certificate; 2) Mayor's/ Business Permit; 3) 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 nor bids sent through email will not be accepted/ honored.

- f) All quotations must be inclusive of all applicable fees, and not subject to price escalation in case there will be an Order increasing the daily minimum wage.
- g) Subcontracting is not allowed.

II. Delivery Period

Within seven (7) calendar days from receipt of Job Order.

III. Place of Delivery

6th Floor, Agustin I Bldg
F.Ortigas Jr. Road
Ortigas Center, Pasig City

IV. Terms of Payment

Payment shall be made to the supplier or distributor upon complete delivery and installation and issuance of billing statement.

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 DEC 12 2019, 5 PM.

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* 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,


Alaisha B. Pendatun
CPAU 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: _____

MERCHANDISE SPECS

Calendar

Size: A3

Colors: Full color. See design.

Paper: Glossy

Page Count: 13 (1 Cover + 12 Months)

Quantity: 500 pcs

Cover Page



Monthly Page

