



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

**REQUEST FOR QUOTATION**

4 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 270 pieces of Grocery Baskets. Details of which are as follows:

A. Name of the Project	<b>Supply and Delivery of 270 pieces of Grocery Baskets.</b>
B. Source of Fund	<b>F.Y. 2019.</b>
C. Approved Budget for the Contract (ABC)	<b>Nine Hundred Ninety-Nine Thousand Pesos (PhP999,000.00).</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>	<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 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**

6<sup>th</sup> 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 three (3) 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 10 2019, 5pm.

**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.

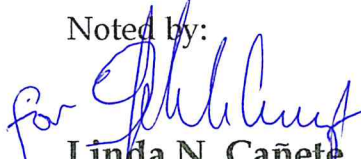
The contract will be awarded to the *lowest quotation* and *responsive* to our specifications and requirements.

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,*

  
**Liana Joyce D. Parungao**  
AO II - PSS

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: \_\_\_\_\_

PARTICULARS	ITEMS	WEIGHT	QUANTITY
Ham	Pork Ham	1 kg	245 packs
	Chicken Ham	1 kg	25 packs
Spaghetti Menu	Spaghetti Noodles	1 kg	1
	Spaghetti Sauce	1 kg	1
Fruit Salad Menu	Cheese Big	440 g	1
	Fruit Cocktail	3.033 kg	1
	Nata de Coco	680 g	1
	Kaong	340 g	1
	All Puropose Cream	250 ml	2
	Condensed Milk (Tetra Pack)		2
	Evaprrated Milk (Tetra Pack)		1
Macaroni Salad Menu	Corn Kernel	420 g	1
	Noodles	1 kg	1
	Mayonnaise	1 kg	1
	Pineapple Chunks	822 g	1
	Raisins	200g	1
Canned Goods	Corned beef	210 g	2
Biscuits	Chocolate Chips Cookies	200 g	1
	Bite Size Choco Wafer Biscuits (imported)		1
Breakfast Meals	Powder Milk	320 g	1
	Chocolate Powder Drink	400 g	1
	Coffee Powder Classic	200 g	1
	Coffeemate	400 g	1
	Oat Meals	400 g	1
Chocolate	Cereal Crunch	170 g	1
	Swiss Milk Choco with Honey & Almond Nougat	200 g	1
	Roasted Almonds Coated with Dairy Milk Chocolate	1 box	1
Spread	Hazel Nut Spread (imported)	350 g	1
Packing/Box	Plastic Storage Box (to be used for Packing)	100 liters	1
Instructions	Each basket must contain every "item" mentioned above with corresponding quantity. Except for the Ham, where it will just be 1pc per basket.		