



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

REQUEST FOR QUOTATION

29 November 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested bidders to submit their *lowest* and *responsive* quotation for lease of buses. Details of which are as follows:

A. Name of the Project	Lease of three (3) units of bus.
B. Source of Fund	General Appropriations Act for 2019.
C. Approved Budget for the Contract (ABC)	One Hundred Twenty Thousand Pesos (PhP120,000.00).
D. Mode of Procurement	Negotiated Procurement-Small Value Procurement (R.A. 9184).
E. Technical Requirements	➤ Please see Annex "A".
F. Documentary Requirements	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, fees, and other pertinent costs.
- 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, otherwise, bids

submitted to the BAC after the deadline for submission of bids will not be accepted.

- e) Late bids will not be accepted.
- f) 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.

Unsealed bids will not be accepted.

Submission of bids through email will not be accepted or honored.

- g) All quotations shall be considered as fixed price and not subject to price escalation.
- h) Subcontracting is not allowed. If a supplier/ distributor found to have subcontracted what was awarded to them, the Procuring Entity may exercise any or all of the following options:
 - (i) Ask the contractor or distributor to do what is ask of him/her under the contract.
 - (ii) Pay damages incurred by the Procuring Entity as a result of subcontracting.
 - (iii) Exercise remedies under existing laws.
- i) The interested supplier may contact the BAC Secretariat at (02) 636 0701 local 818 for inquiries/ clarifications.

II. Lease Period

15 to 16 December 2019.

III. Terms of Payment

Payment shall be made to the lessor upon issuance and receipt of the billing statement by the OPAPP.

IV. Deadline of Submission of Bids

Bids/Quotations must be submitted on or before _____.

V. Submit your bids at:

BAC Secretariat's Office
6th Floor, Agustin I Bldg.
F.Ortigas Jr. Road
Ortigas Center
Pasig City



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Technical Requirements:

1. **Lease Period:** December 15-16, 2019
2. **Purpose:** Transport OPAPP employees from OPAPP Cotabato to Mt. Sabrina Panoramic View and Resort, Inc.
3. **Pick-up point for 15 December 2019:**
OPAPP Cotabato
DPWH RES Building, Datu Odin Sinsuat, Maguindanao

Drop-off point for 15 December 2019
Mt. Sabrina Panoramic View and Resort
Brgy. Tambler, General Santos City
4. **Pick-up point for 16 December 2019:**
Mt. Sabrina Panoramic View and Resort
Brgy. Tambler, General Santos City

Drop-off point for 16 December 2019
OPAPP Cotabato
DPWH RES Building, Datu Odin Sinsuat, Maguindanao
5. Buses to stay overnight at Mt. Sabrina
6. The lessor (Bus Company) shall provide drivers and an assistant/ conductors for the five buses and at least one of them is a bus mechanic or with basic knowledge on troubleshooting bus engines and other basic bus problems.
7. The bus must have maximum capacity of forty-nine (49) passengers.
8. The buses must be with functional Air-condition system
9. Rent shall start on 7am of 15 December and shall end on 7pm of 16 December 2019.
10. Fuels, Toll Fees and other expenses relative to the operation of the bus must be included in the bid amount.