



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

REQUEST FOR QUOTATION

17 August 2020

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), intends to apply the sum of Nine Hundred Ninety-Five Thousand Pesos (PhP995,000.00), being the Approved Budget for the Contract (ABC) to be paid for the Small Value Procurement, as defined under section 53.9 of the IRR of RA 9184, for the rental of motor vehicles from 1 to 15 of September 2020. Details of which are as follows:

Lot	Goods	Quantity	Specific Technical Requirements
1	SUVs	5	➤ See annex "A".
2	Pick-Up 4x4	5	
3	Commuter Van	13	

The OPAPP now invites suppliers/distributors to submit price quotations for the above items.


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

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 636 0706 or at opapp.bacsec@gmail.com.

Sincerely,


George Maggay
Motorpool

Noted by:


Linda N. Cañete
CAO - PSS

TERMS & CONDITIONS

I. Terms & Conditions

- a) The ABC indicated above is inclusive of applicable taxes, fees, and/or levies payable.
- b) The contract shall be awarded to the lowest and responsive bid. Bid amount exceeding the ABC shall be automatically disqualified.
- c) The price quotation must be valid for one hundred twenty (120) calendar days from the date of submission of bids.
- d) Bidder shall submit copy of the following documents with all its pages on or before APR 26 2020, 10 am on the place specified below:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement: Original Copy

None submission of any or all of the document will be declared ineligible to bid and hence, the bid shall be disqualified.

The above documents shall be submitted in a sealed envelope with the name of the sender, complete mailing address, email address, and telephone or mobile number. Without such details, the bid shall not be accepted.

Submit your bidding documents at:

*BAC Secretariat's Office
3rd Floor, Agustin I Bldg.
F. Ortigas Jr. Road
Ortigas Center
Pasig City*

- e) Late bids shall not be accepted. If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline for submission of bids.
- f) OPAPP shall conduct evaluation/inspection of goods to be supplied to OPAPP before an award shall be issued.
- g) Subcontracting is not allowed.
- h) Delivery shall be completed within fifteen (15) calendar days from receipt of Job/Purchase Order.
- i) Place of Delivery
*Office of the Presidential Adviser on the Peace Process (OPAPP)
DPWH XII-Res Mintex
Datu Odin Sinsuat
Maguindanao*

- j) Payment shall be made to the supplier or distributor upon complete delivery and submission of pertinent documents.
- k) Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
- l) 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.

II. Specific Requirements

- 1) Vehicles subject of lease herein must be duly registered with appropriate government agency.
- 2) The lessor must be registered with appropriate government office as engaged in leasing motor vehicles.

The would-be lessor will be asked to submit the required registration documents at any-time during evaluation or before an a Notice of Award shall be issued.

- 3) Vehicles to be leased with OPAPP must be for Mindanao-wide-use.
- 4) During the period of lease, it shall be parked at the designated parking space of OPAPP vehicles.

QUOTATION FORM

OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS
Agustin I Bldg.
F.Ortigas Jr. Road
Ortigas Center, Pasig City

Dear **Sir/Ma'am**,

After having carefully read and accepted your terms and conditions, we are pleased to quote you for the following items:

Lot	Technical Requirements	Statement of Compliance	Quantity	Unit Cost	Total Cost
1	SUVs		5		
2	Pick-Up 4x4		5		
3	Commuter Van		13		

Prices in the above offer are certified true and correct.

Sincerely,

(Signature over Printed Name of the Authorized Representative)

Company Name: _____

Contact No.: _____

Email Add: _____