



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

REQUEST FOR QUOTATION

16 November 2020

The Office of the Presidential Adviser on the Peace Process (OPAPP), through the General Appropriations Act of FY2020, intends to apply the sum of Eighty-One Thousand Pesos (Php81,000.00), being the Approved Budget for the Contract (ABC) for the Small Value Procurement, as defined under section 53.9 of the IRR of RA 9184, for the Catering Services on 18 December 2020, at 3rd Floor Agustin I Bldg., F. Ortigas Jr. Road, Ortigas Center, Pasig City. Details of which are as follows:

Lot	Goods	Quantity	Specific Technical Requirements
1	Catering Services	270 pax	➤ See Annex "A"

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

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

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 8636 0706 local 871 or at opapp.bacsec@gmail.com.

Sincerely,

Mary Grace Mendoza
Mary Grace Mendoza
Human Resource Management Department

Noted by:

Laldaine P. Cortes
Dir. Laldaine P. Cortes
Human Resource Management Department

TERMS & CONDITIONS

- a) The ABC 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 its quotation and the following documents with all its pages on or before 2 December 2020, Wednesday, 10am on the place specified below:
 1. Mayor's/Business Permit
 2. PhilGEPS Registration Number
 3. 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 made on 18 December 2020, at 3rd Floor Agustin I Bldg., F.Ortigas Jr. Road, Ortigas Center, Pasig City.
- i) Place of Delivery
*6th Floor, Agustin I Bldg.
F.Ortigas Jr. Road
Ortigas Center
Pasig City*

- j) Payment shall be made to the supplier or distributor within thirty (30) calendar days after the complete delivery and installation, and their inclusions, after the issuance of the Inspection and Acceptance Report by the OPAPP, subject to the submission of complete documentary requirements for payment.
- k) 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.

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	Catering Services at 3 rd Floor Agustin I Bldg., F. Ortigas Jr. Road, Ortigas Center, Pasig City		250		

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: _____

Technical Requirements for Catering Services

Event Details: OPAPP Yearend Assessment and Thanksgiving

Date: 18 December 2020, 11:00 AM onwards

Venue: 3rd Floor OPAPP Central Office

The catering services shall provide the following:

- 1) Well packed lunch with disposable utensils for 250 pax. The following shall be the list for menu (strictly no pork):
 - Pandan Rice
 - Karaage Fried Chicken with sauce
 - Salisbury Beef Steak with Mushroom Gravy
 - Fresh Lumpia Ubod
 - Leche Flan
 - Bottled coke

2. Buffet setting for 20 pax;
 - a) Simple physical arrangement at the venue
 - b) Motif colors are Red and White
 - c) Catering set up with tables and tiffany chairs good for 20 pax
 - d) Backdrop design for Video Teleconference
 - e) Food servers for the entire activity