



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

**REQUEST FOR QUOTATION**

29 October 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 One Hundred Forty Thousand Pesos (PhP140,000.00), 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 Printing Services. Details of which are as follows:

Lot	Goods	Quantity	Specific Technical Requirements
1	<b>Printing Services: Booklets entitled State of the Peace Process Report</b>	350 pcs	<ul style="list-style-type: none"><li>➤ Total Pages: 80 including cover</li><li>➤ Cover: 2 pages</li><li>➤ Inside: 78 pages</li><li>➤ Size: A4 (8.27 x 11.69")</li><li>➤ Type of Print: Full Color Glossy with Photos</li><li>➤ Paper: Cover pages- C2s 180  Inside Pages: C2s 120</li><li>➤ Type of Binding: Softbound</li></ul>

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 Mr. Jay Nuarin at 0917 651 0831 or at (02) 8636 0706 local 843.

Sincerely,



**RAMON G. ACAL**

Resource Management Department

Noted by:



**DIR. JENNIE CLAIRE L. MORDENO**

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 NOV 09 2020, 10am on the place specified below:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number

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  
3<sup>rd</sup> Floor, Agustin I Bldg.  
F.Ortigas Jr. Road  
Ortigas Center  
Pasig City*

- e) 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 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 twenty (20) calendar days from receipt of Job/Purchase Order.
- i) Place of Delivery  
*6<sup>th</sup> 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 from complete delivery and submission of pertinent documents for payment as required under existing laws.
- 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	Printing Services: Booklets entitled State of the Peace Process Report		350 pcs		

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: \_\_\_\_\_