



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

REQUEST FOR QUOTATION

19 January 2021

The Office of the Presidential Adviser on the Peace Process (OPAPP), through the General Appropriations Act of FY2020, intends to apply the sum of Nine Hundred Forty-Seven Thousand Five Hundred Pesos (PhP947,500.00), 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 supply & delivery of customized collaterals for the International Development Partners' Forum. Details of which are as follows:

Lot	Goods	Quantity	Specific Technical Requirements
1	Crystal Paper Weight	500 pcs	Size: 3"X 6" X 8" Weight: 100gsm Thickness: 3cm/125mic Description: With Engrave UV Print <ul style="list-style-type: none"> ➤ Design: with OPAPP Logo and Title of the Forum
2	Acrylic Coaster	500 pcs	Size: 3" X 3" Description: With Engrave UV Print Design: With OPAPP Logo and Title of the Forum <ul style="list-style-type: none"> ➤ Color: Blue(250pcs) and White(250pcs)
3	Ballpen	500 pcs	Ink Color: Black <ul style="list-style-type: none"> ➤ Color: Full color with UV Print
4	USB Card Type	500 pcs	Color: Full color with UV Print <ul style="list-style-type: none"> ➤ Storage: 32GB
5	Notebook	500 pcs	Color: Full color with Print Design: With OPAPP Logo and Title of the Forum Print *80 leaves/pages *Size: 5.83 X 8.27 *Format: A5 *Sheet Style: Lined *Binding: Thread and Glue *Cover Material and Design: Leatherette and Leather

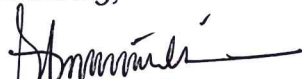
			*Sheet Color: White ➤
6	Tote Bag	500 pcs	Color of Bag: White Design: With OPAPP Logo and Title of Forum Print ➤ *Canvass Bag
7	Polo Shirt	500 pcs	Color: Black Design: With embroid OPAPP Logo and White on the Neck and Sleeve Lining Sizes: Medium(200pcs), Large(200pcs) Extra Large(100pcs) ➤ Texture: Fabric

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,


Nestor Pantí
ICPD

Noted by:


Dir. Carissa L. Cruz, CPA
Head, ICPD

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 sixty (60) 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 JAN 27 2021, 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) The OPAPP may ask the bidder to submit sample/s of the goods to be supplied to OPAPP for purposes of evaluation before a Notice of Award shall be issued.
- g) Subcontracting is not allowed.
- h) Delivery shall be completed within twenty-one (21) calendar days from receipt of Job/Purchase Order.
- 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	Crystal Paper Weight		500 pcs		
2	Acrylic Coaster		500 pcs		
3	Ballpen		500 pcs		
4	USB Card Type		500 pcs		
5	Notebook		500 pcs		
6	Tote Bag		500 pcs		
7	Polo Shirt		500 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: _____

TECHNICAL SPECIFICATIONS

Ballpen

*Customized with OPAPP Logo design print

* Ink color: Black

*Color: Full Colors

*EST. Price: Php 45; 500pcs



TOTE BAG

*Customized with OPAPP Logo and name of IDP Forum design

*Size: W32X37L(Medium)

*Color: Blue and White

* Canvass Bag

Est. Price: Php 200; 500pcs



USB CARD TYPE 32GB

*Customized with OPAPP Logo and Title of Forum design Print

*Color: Full Colors(White and Blue)

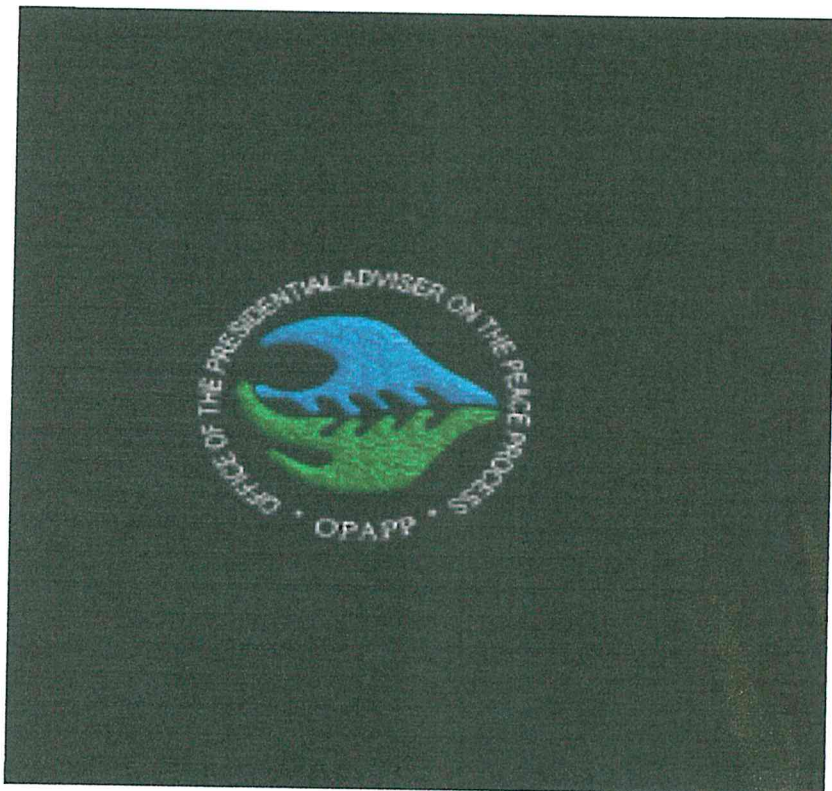
*Storage 32GB

Est. Price: Php 500; 500pcs



POLO SHIRT

- *Customized with OPAPP Logo(colored) Design
- *Color: Black with white on the neck and sleeve Line
- *Sizes: Medium (200pcs) and Large (200pcs) Extra large (100pcs)
- *Texture: Cotton
- *Est. Price: Php 350.00; 500pcs



ACRYLIC COASTER with ENGRAVE UV Print

*Size: 3" X 3"

Est. Price: Php 210; 500pcs



CRYSTAL PAPER WEIGHT WITH ENGRAVE UV PRINT

*Size: 3X6X8cm

Thickness: 3cm/125mic

Weight: 100gsm

Est. Price: Php 360; 500pcs



NOTEBOOK

*Customized with OPAPP Logo and Title of the Forum design print

*80 leaves/pages

*Size: 5.83 X 8.27

*Format: A5

*Sheet style: Lined

*Binding: Thread and Glue

*Cover Material and Design: Leatherette and Leather

*Sheet Color: White

Est. Price: Php 230; 500pcs

