



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

**REQUEST FOR QUOTATION**

25 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 Ninety-Five Thousand Four Hundred Pesos (PhP95,400.00), 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 one (1) unit of ID Card Printer. Details of which are as follows:

| Lot | Goods           | Quantity | Specific Technical Requirements   |
|-----|-----------------|----------|---|
| 1   | ID Card Printer | 1        | <ul style="list-style-type: none"> <li>➤ 300 dpi, 32 mb memory standard</li> <li>➤ 100 card covered feeder(30mil)</li> <li>➤ 50 card capacity output hopper (30mil)</li> <li>➤ 16-character LCD operator control display</li> <li>➤ USB Connectivity</li> <li>➤ Auto calibration of ribbon</li> <li>➤ Zebra Card Studio Software</li> <li>➤ Microsoft Certified Windows drivers</li> <li>➤ Dye - sublimation thermal transfer direct to card</li> <li>➤ Full color or monochrome printing</li> <li>➤ Dual sided printing</li> <li>➤ 700 cards/ hour monochrome single-sided</li> <li>➤ 195 cards/hour single-sided YMCKO</li> <li>➤ 140 cards/ hour dual-sided YMCKOK</li> <li>➤ Edge to edge printing on standard CR-80 media</li> <li>➤ With YMCKO Colored ribbon free 200 pcs Plain PVC card (30mil)</li> <li>➤ Cleaning kit</li> <li>➤ With Topaz PenTablet</li> <li>➤ With Anti-Glare Webcam</li> <li>➤ Two (2) years warranty on</li> </ul> |

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|--|--|--|--|
|  |  |  | printer<br>➤ Lifetime Free Service Warranty<br>➤ Free usage of back-up card printer, while your printer is on repair<br>➤ Free training and installation<br>➤ No Advanced Payment. Government Payment Terms.<br>➤ Deliver Terms: seven (7) Calendar Days<br>➤ Product Demo |
|--|--|--|--|

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](mailto:opapp.bacsec@gmail.com).

*Sincerely,*

  
**Ms. Maria Celēste Angela Cid**  
 Human Resource Management Department

Noted by:

  
**Dir. Lalaine 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 FEB 04 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  
3<sup>rd</sup> 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/product demonstration/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 forty-five (45) 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 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   | ID Card Printer        |                         | 1        |           |            |

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: \_\_\_\_\_