



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

**REQUEST FOR QUOTATION**

26 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 One Hundred Twenty Thousand Pesos (PhP120,000.00), 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 Zoom Business Plan Software for 10 licenses. Details of which are as follows:

Lot	Goods	Specific Technical Requirements
1	Zoom Subscription	<ul style="list-style-type: none"><li>➤ Zoom Business Plan</li><li>➤ 10 software licenses</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 the BAC Secretariat at telephone number (02) 8636 0706 local 871 or at [opapp.bacsec@gmail.com](mailto:opapp.bacsec@gmail.com).

Sincerely,

**Alain Benedict A. Ebuena**  
Head, ICT

Noted by:

**Linda N. Cañete**  
PSS - CAO II

## 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 FEB 16 2021, 104m 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) Subcontracting is not allowed.
- g) Delivery shall be completed within fifteen (15) calendar days from receipt of Job/Purchase Order.
- h) Place of Delivery  
*6<sup>th</sup> Floor, Agustin I Bldg.  
F.Ortigas Jr. Road  
Ortigas Center  
Pasig City*
- i) 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	Unit Cost	Total Cost
1	Zoom Subscription <ul style="list-style-type: none"><li>➤ Zoom Business Plan</li><li>➤ 10 software licenses</li></ul>			

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: \_\_\_\_\_