



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

REQUEST FOR QUOTATION

23 March 2021

The Office of the Presidential Adviser on the Peace Process (OPAPP) through the General Appropriations Act of FY 2020 intends to apply the One Hundred Two Thousand Pesos (PhP102,000.00) 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 Publication of Compendium of Documents Relevant to the GPH-MILF Peace Process. Details of which are as follows:

Lot	Goods	Quantity	Specific Technical Requirements
1	Publication of Compendium of Documents Relevant to the Peace Process	200 copies	Materials: Matte lamination (cover); Cream book (100 pounds) Color: Full Color Size: 6x9 (Folded) Centerfold: C2S Matte, 120 pounds, Full Color, (8 pages) Others: 400 pages Perfect binding File Supply

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 bacsec.opapp@gmail.com

Sincerely,


Cherry N. Casilao
PDO I

Noted by:


Dir. Mae E. Ballena
Knowledge Management and
Peace Institute Department

TERMS AND 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 12 April 2021 at 10:00 AM on the place specified below:
 - 1. Mayor's/Business Permit
 - 2. PhilGEPS Registration Number
 - 3. Omnibus Sworn Statement

None submission of any or all 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 Office
3rd Floor, Agustin I Building
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 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

*6th Floor, Agustin I Building
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 RA 9184.

QUOTATION FORM

OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS
Agustin I Building
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	Publication of Compendium of Documents Relevant to the GPH-MILF Peace Process		200 copies		

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: _____