



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

**REQUEST FOR QUOTATION**

17 May 2021

The Office of the Presidential Adviser on the Peace Process (OPAPP) through the General Appropriations Act of FY 2020 intends to apply the sum of Nine Hundred Forty-Eight Thousand Seven Hundred Fifty Pesos (PhP948,750.00) being the Approved Budget for the Contract (ABC) to be paid for the Small Value Procurement, as defined under Section 53.9 of the IRR of RA 9184 for the Procurement of the two hundred thirty (230) Sets of Grocery Baskets listed below:

Lot	Goods	Quantity	Specific Technical Requirements
1	Grocery Baskets	230	See Annex "A"

The OPAPP now invites contractors/suppliers to submit price quotations for the above items.


The Contract will be awarded *per lot* 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](mailto:bacsec.opapp@gmail.com)

Sincerely,

  
**Mary Grace M. Mendoza**  
HRMD

Noted by:

  
**Linda N. Cañete**  
CAO-PSS

## 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 25 May 2021 at 10:00 AM on the place specified below:
  1. Mayor's/Business Permit
  2. PhilGEPS Registration Number
  3. Omnibus Sworn Statement (*Original Copy*)
  4. Latest Income/Business Tax Return

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  
3<sup>rd</sup> 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

*Office of the Presidential Adviser on the Peace Process (OPAPP)  
DPWH-Res Compound, Mintex  
Brgy. Awang, Datu Odin Sinsuat  
Maguindanao*

- 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) Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
- l) 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	Quantity/ Baskets	Statement of Compliance	Unit Cost	Total Cost
1	Grocery Baskets	230			

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: \_\_\_\_\_

## ANNEX "A"

**GROCERY BASKETS:**

<b>Particulars</b>	<b>Items</b>	<b>Weight</b>	<b>Quantity</b>
Spaghetti Menu	Spaghetti Noodles	1Kg	1
	Spaghetti Sauce	1Kg	1
	Cheese	440g	1
Fruit Salad	Fruit Cocktail	3.033Kg	1
	Nata de Coco	680g	1
	Kaong	340g	1
	All-purpose Cream	250ml	2
	Condensed Milk (in can)	300ml	2
	Evaporated Milk (in can)	370ml	1
	Corn Kernel	429 g	1
Macaroni Salad Menu	Noodles	1kg	1
	Mayonaise	1kg	1
	Pineapple Chunks	822g	1
	Raisins	200g	1
Canned Goods	Spanish Sardines	155g	2
	Canned Tuna	155g	2
Biscuits	Chocolate Chips Cookies	200g	1
	Bite size Choco wafer Biscuits		1
Breakfast Meals	Powder Milk	320g	1
	Chocolate Powder Drink	400g	1
	Coffee Powder Drink	299g	1
	Creamer	400g	1
	Oat meal	400g	1
	Cereal Crunch	170g	1
Chocolate	Swiss Milk Choco with honey & Almond Nougat	200g	1
	Roasted Almonds Coated with dairy milk chocolate	1 box	1
Spread	Hazelnut Spread	350g	1
Box or basket	Plastic (to be used for packaging)	100 liters	1

## Instructions:

- 1 set per box/basket composed of the items above